

CPS Meeting Minutes
March 30, 2007
9:00-10:00 AM

Attendance

Dan Philbrick (Chairperson), Jennie Beal (Secretary), Claudia Bailey, Suzanne Frigon, Iris Guillemette, Margaret Park, Lyn Philbrick, Maureen Perry, Pauline Pierre, Dana Rickman, Larry Shewell-Woodbury

- I. Minutes from last meeting were approved unanimously.
- II. Dan and Larry both proposed revisions to the quorum requirement. The revision suggested was to have the meeting agenda available at least 24 hours ahead of time, so that people would be aware of the items to be discussed. Whoever attends the meeting will make up the quorum requirement and electronic votes would be counted as well. This suggestion was voted on and passed unanimously.
- III. Dan will send out an e-mail of the new CPS quorum requirement and will have a revote on whether or not to approve the LAC Governance Document. Electronic votes will be accepted until next Friday, April 6th. At the meeting there were 10 positive votes and 1 abstention.
- IV. Filling the position of Asst. Dean of Diversity/Student Services is believed to be close to an approval, but there isn't anything official yet.

Getting donations for the Capital Campaign are going well. Earmarking \$500,000 for Learning Works is being proposed to the ME Legislature by Mike Michaud.

A building and space committee will be forming. Their purpose is to oversee space needs as well as to keep track of who is currently occupying space. They will make plans and recommendations to the Dean as needed.

There is discussion on making a building schedule at least twice a year, so that everyone will be aware of the official building hours. This does not include class scheduling.

There will be a Diversity Plan for 2007-2010 out sometime in mid-April. Kathleen Roberts will be holding a workshop on this topic.

- V. The Flex Time Proposal is still being discussed by the Leadership Team. Judy Ryan will be meeting w/ the Leadership Team to address any questions/concerns.

There has been consideration of whether or not the Franco American Collection should be taken over by library administration. There are still discussions about who will oversee the collection and making it officially under USM.

- VI. The Safety and Security Committee has been reformed and their objective is to make sure staff training/certification, policies, and procedures are up-to-date. There continues to be discussion about the presence of security in the building. The options being considered are as follows:
1. A contract w/ the Lewiston PD for a resource officer on campus
 2. A USM/L-A resource officer position who will make sure faculty and staff are up-to-date on training, will be responsible for the safety and security of the building when here, and will oversee anything safety/security related
 3. A contract with a security company for a security guard

The Emergency Response Team will be making a booklet discussing all procedures.

Margaret raises the subject of designating authority in the evenings. It seems necessary to have more communication over who is the official decision-maker. No one wants to make any decisions beyond their position unless given the authority officially.

Claudia mentions that there will be a Dreamweaver® employee development class on campus sometime in April.

Suzanne brings up that there is an Employee Chamber Scholarship available for any USM/L-A employee who is taking a class. There are 3 awards of \$1,000 given annually. For more information please see Terri Pelletier.