

**CPS Meeting Minutes**  
**September 11, 2007**  
**3:00 – 4:00 p.m. Room 210**

**Attendance**

Dan Philbrick (Chairperson), Jennie Beal (Secretary), Catherine Harman, Maureen Perry, Lyn Philbrick, Nancy Whitehouse, Terri Pelletier, Larry Shewell-Woodbury, Luisa Scott, Suzanne Roy, Pauline Pierre, Mary Larlee, Elaine Ogrodnik, Danielle Sirois

**Guests**

Marv Druker, Interim Dean

Dan (chair) welcomed everyone to the new year and welcomed Marv to speak (Cathy Harman was asked to record minutes)

- I. Marv Druker: President Wood's speech and implications for LAC
- Marv noted that the focus of President Wood's speech at the opening breakfast was the budget deficit. Marv sees LAC as not caught up in the same web as the other campus' because LAC operates on a separate budget Some of the positives at this time are:
    - ✓ In spite of the hiring freeze we will be hiring a half-time administrative assistant in the administrative office, a full-time secretary in the student services reception area, and two new faculty.
    - ✓ We will proceed with the Grand opening of the new wing.
    - ✓ We are the first at USM to start the Common Core Curriculum.
  - Marv said that LA Campus will not propose significant changes over the next year but he reviewed some of the implications for LAC:
    - ✓ We still need to be open about the need to save money. At the close of 2006/2007 LAC spent nearly \$5,000,000 and revenue was about \$3,500,000
    - ✓ Marv's teaching salary will be placed against the budget.
    - ✓ There will be other expenditures reviewed such as computer services data lines with lower usage, telephone hookups and paper usage.
  - Short term issues concern enrollments:
    - ✓ Early June showed a 20% decline from 2006 with credit hour drops of over 20%. Marv commended Student Services because final fall figures are only down by 6% for head count and 12% for credit hours.
    - ✓ Dan Philbrick and Jan Phillips are working on a marketing plan to increase enrollment. Other initiatives are on-line classes, graduate programs, and international programs to grow us out of deficit.

- Long term issues of greater than one year:
  - ✓ Programs will be asked to do a review based on certain criteria. How do the criteria 'impact' on the budget issues:
    - quality of the program
    - current and potential enrollments
    - cost to put on a class vs. productivity
    - community need
    - how much public support
    - ability of the program to generate outside funding
  
- Leadership Team met earlier in the summer and came up with processes to consider in a search for a Dean. They considered other 'administrator models' from around the country. The Leadership Team will use the information to come up with alternative models for the administrative functions. Marv has asked Dana Rickman to formulate three or four models. A survey will be available on-line for faculty, staff and students to submit their ideas for what they feel they as well as what LAC needs in a new Administrator.
  
- Marv re-emphasized that we will feel the impact of the budget woes in the following ways.
  - ✓ The continuation of the hiring freeze
  - ✓ A freeze on the purchase of large equipment
  - ✓ Construction freezes
  - ✓ Travel impacts
  
- Marv stressed the importance of the bond issue on the ballot for this fall. Targets for completion/improvements from the capital campaign, donations and the bond are the second floor of the new wing, paving and marking the parking lot, adding student offices and refacing the old building.
- Suzanne Roy asked if LAC has considered weekend classes. Marv said that it has been tried in the past with low enrollments, but that it could be considered. She also asked if Adult-Ed could come here. Marv responded that they have mostly gone on-line and that there are some that have come here. If there is more systematic outreach and we find that there is a need then more could be done.
- Marv noted that the library is interested in creating an 'Information Commons,' opening up the Computer Lab and the Library, and also reducing computers in classrooms and podrooms as a reflection of lower enrollments. Discussion ensued about combining computer classrooms for classes with lower enrollments.

II. Suzanne Roy spoke about programs available with the goal of fostering wellness among the LAC community. She gave an overview of Healthy USM plans.

- Fall for Walking: We should be receiving a brochure for this 5 week incentive walking program which is pedometer based. There will be weekly prizes.
- On September 19<sup>th</sup> from 11:30 -12:30, Cigna will do a one hour presentation on the Employee Assistance Program, which offers many services other than those typically thought of.
- On October 11<sup>th</sup> Personal Wellness Profiles will be offered. A letter of invitation via e-mail will go out.

III. Dan Philbrick noted that LAC received another bomb threat yesterday. It was via e-mail. USM, the local police, as well as FBI are aware. There was discussion, and Dan answered general questions.

The meeting adjourned at 4:00 pm.