

**CPS Meeting Minutes**  
**October 9, 2007**  
**3:00-4:10 PM**

**Attendance**

Dan Philbrick (Chairperson), Jennie Beal (Secretary), Paula Caggiula, Elaine Ogrodnik, Margaret Park, Lyn Philbrick, Pauline Pierre, Dana Rickman, Danielle Sirois, Mary Sylvain-Leonas

**Guests**

Marv Druker

**Budget Ideas**

- Dan has been receiving emails and will compile them for the next meeting
- **water/coffee** cost? water ~ \$140/month, coffee ~ \$50/month
- **water** will be kept for now
- employees take over the cost of **coffee**? per cup? per month?
- contribute to the current **coffee** service, so that we don't have to worry about buying **coffee** and maintaining machines? is that possible?
- discuss **coffee** issue with maintenance staff

**Green Team**

- a team should be formed to oversee resource/cost saving
- conserve electricity/paper
- leave lights/computers on? heaters?
- team would make suggestions, provide reminders and facts, and educate

**Painting**

- painting different colored walls in public areas only on a case by case basis (not offices)
- first consideration will be given to places that haven't been painted for the longest time
- colors must be chosen from those already used in the new building—that's what has already been ordered

**Brochures**

- Margaret brought up no longer having program brochures to give to potential students, she thought they were very informative/useful
- Dan said brochures may no longer be printed, due to costs, but a sheet with a list of programs was going to be made available