

**CPS Meeting Minutes**  
**May 16, 2008**  
**9:00-10:20 AM**

**Attendance**

Dan Philbrick (Chairperson), Jennie Beal (Secretary), Jim Bradley, Paula Caggiula, Sandi Croft, Marv Druker, Suzanne Frigon, Cathy Harman, Dale Kuczinski, Mary Larlee, Elaine Ogrodnik, Margaret Park, Terri Pelletier, Maureen Perry, Lyn Philbrick, Pauline Pierre, Lynn Poor, Luisa Scott, Joan Siemann, Danielle Sirois, Mary Sylvain-Leonas, Nancy Whitehouse

**Guests**

Margaret Cleveland

**--Election Results**

- ✚ almost all eligible members voted
- ✚ the new Chairperson is Jim Bradley
- ✚ the new Secretary is Pauline Pierre

**--Dean Search**

- ✚ thank you to Marv for all of his good work as the Interim Dean
- ✚ the Dean search will be underway soon—once the Search Committee is formed they will go over the suggestions made on the current Dean Job Description and place an ad in June
- ✚ the Search Committee will be comprised of 5 Faculty, 3 Staff, 2 Students, 1 Community Board Member, and the Chairperson
- ✚ the Search Committee will meet approximately 3 times before the ad is placed, then will divide up the applications, rank the top ones, and then meet with the candidates
- ✚ 3 staff volunteers are needed for the Search Committee
  - ~ volunteered at the meeting (in no particular order): Mary Sylvain-Leonas, Terri Pelletier, Cathy Harman, Nancy Whitehouse, Sandi Croft, and Dan Philbrick
  - ~ Dan will send out an e-mail to all of the staff to see if anyone not at the meeting wants to volunteer
  - ~ Staff will choose 3 out of all those volunteering by voting online

**--Dean's Update**

- ✚ Marv has met with almost all of the Staff and has made some difficult decisions
- ✚ \$350,000 had to be cut from the base budget, which means only salaries (employees) could be cut
- ✚ of the positions cut Marv made sure that at least one other person could do the same work
- ✚ the cuts were based on seniority and didn't have anything to do with personality and/or performance

- ✚ those laid off were given at least 6 weeks notice and will be referred to a placement Agency
- ✚ a total of 10 people have been affected by the cuts—some people accepted salary cuts/reduced workloads
- ✚ the Maintenance Staff has suffered a few injuries and accidents, so please be patient with them
- ✚ the Board of Trustees is expected to approve using the bond for renovations
- ✚ Learning Works has received a \$225,000 grant over 3 years and will be used for recruitment
- ✚ the grant for the earmark should be coming through soon and will be used for the second floor of Learning Works and promoting Learning Works' programs
- ✚ the Circulation Desk in the Library is moving and will be combined with the Computer Lab Desk—the new desk will be the Information Commons Help Desk
- ✚ the Fall Semester Art Exhibit will be selections from Robert Shetterly's *Americans Who Tell the Truth* collection
- ✚ after a nationwide search, Kris Winston was the only applicant for the vacant Occupational Therapy Professor position
- ✚ Carol Nemeroff (SBS Dept.) was approved as a Tenure Track Faculty Member by a Faculty vote
- ✚ Bernice Conklin-Powers applied for a Tenure Track position, but was offered a one and ¾ year fixed appointment
- ✚ the Faculty voted to allow Diane Wood to transfer to LAC from Portland to become a part of the Leadership Studies Faculty—her salary will transfer to LAC as well—this will become official after a Memorandum from the Provost

#### --Parking Lot Update

- ✚ bids will be opening the first week of June and it will be done by mid-July at the latest
- ✚ extra lights will be installed as well as 2 emergency call boxes

#### --20<sup>th</sup> Anniversary Update (Sept. 20<sup>th</sup>)

- ✚ so far there are 3 outside vendors for "Taste of the Town"
- ✚ fundraising for the event is still going on (Sun Journal has become a Gold Sponsor), Shad's will be giving a promotional item at cost

#### --Margaret's Update

- ✚ Bob Caswell and Joe Wood are the only spokespeople for the University on the matter of layoffs or personnel issues—if anyone asks for information (newspapers) they should be referred to one of them
- ✚ there is a possibility of a Resiliency Workshop being offered at LAC
- ✚ negotiations are taking place to try to extend Margaret's presence at LAC

#### --Resolution

The CPS membership in attendance unanimously voted in favor of a resolution to have the picnic tables put outside.

--Staff Updates/Suggestions

- ✚ there should be more of an opportunity for input on what classes are offered during the Summer—a list could be made and brought to the Faculty for feedback
- ✚ schedule coordination needs to happen in all areas, especially with the Freshman Class
- ✚ current payment plans don't coordinate with the classes offered during the second half of the Summer Semester—this results in lost students, because most can't afford to pay for it all up front—information and data will be collected
- ✚ call Paula if you need help with something computer-related that is affecting your work or if it is an emergency—the Help Desk is understaffed and you may be put on hold if you call
- ✚ some older computers in the building may be upgraded
- ✚ a new version of Blackboard is coming out in August
- ✚ Monday, May 19<sup>th</sup>, there will be a Personal Safety Training Workshop at 11:30 AM in Room 170—there is hope to offer it again in the Fall—registration is encouraged, but not required
- ✚ today, May 16<sup>th</sup>, is Danielle's last day ☹--there will be a Farewell Party for her in the Business Office at 3:30 PM

Adjourned at 10:20 a.m.