

**Faculty Management Committee
Meeting Minutes
August 15, 2017**

Present: Nancy Cowett, Greg Thompson, Bob Collins, Sue Dugal, Timothy Crowley, Mike Williams, Beth Hummel and Dottie Martin

Minutes of the June 12, 2017 meeting were reviewed and approved as printed.

The following **Old Business** items from the June minutes were brought to the table for discussion:

1. Overload Pay Adjustment
President Crowley shared that the adjustment would need to be a multi-year process that might include a \$3 increase for the 2017-2018 academic year with the possibility of an additional increase in the 2018-2019 academic year. However, there would also need to be the consideration of limiting the number of credit hours per semester for an instructor, with the understanding that anything over that set number would require a signed agreement between the instructor, department chair, and academic dean.
2. Definition of Working Load for Nursing Faculty
The current working load for nursing faculty, as outlined in the contract, is 24 contact hours per week. The team teaching model that is being utilized in the nursing program does not equal out to the expectations outlined in the contract, so some discussion needs to focus on redefining the work load for nursing faculty. There is also the need to eliminate the technology stipend that is currently being paid to nursing faculty who use the distance instruction technology. When that stipend was put into place, the technology was not dependable and the faculty, often, had to be prepared with two lesson plans. With the technology that has been introduced over the last two years in Christie 101 and Christie 201, this is no longer a concern and therefore the stipend should be eliminated at the end of the Fall Semester 2017.

New Business

1. Each person in attendance received a copy of the enrollment report for Fall Semester 2017, as of August 15, 2017. A review of this report initiated discussion regarding the importance of retention of students, as well as, the recruitment of new students. The discussion also emphasized the importance of retaining students during the application stage.
2. There was discussion regarding the possibility of offering more classes in the summer and even looking at the possibility of adjusting the school day. There was a suggestion to find a strategy to do a local survey to see what classes might be needed and the time and instructional presentation (on-site, distance learning, hybrid) that might best fit the needs of potential students.
3. There was a question about the new aviation company poised to locate at Loring. President Crowley discussed that there seems to be non-commitment from the company and that has caused some limitations. He mentioned that similar companies are looking to locate in Brunswick and Bangor.
4. There was a request to possibly have some "Get to Know Tours" as a part of Administrative Day activities. The following programs were recommended: nursing, business, auto collision and plumbing and heating. The new maintenance building and renovated student services areas could also be added to the tour.

5. The following strategies were mentioned as thoughts for making campus tours more effective:
 - Have each program provide interesting points to be covered during a tour,
 - When doing group tours, a general tour could be done and then have “tourist” break off into smaller groups for more specific tours;
 - Maybe the time allocated for tours needs to be reviewed, it appears the groups may be too rushed;
 - Request that electronic devices be put away during tours, except for photography;
 - What about the possibility of evening tours? Several programs have evening classes that could be spotlighted.
6. Information was requested regarding the October Open House and a date for Alumni Weekend. There was a question about the possibility of including a Classic Car Show.

The next meeting was tentatively scheduled for Wednesday, September 20, 2:00 p.m.