

Attendees: Dr. Maravene Loeschke, Ms. Dia Carleton, Mr. Charles Colby, Mr. James Harrington, Mr. Michael Reid, Dr. Robert Timko

Guests: Dr. Catherine Renner

Topic	Discussion	Action
Approval of Minutes	The minutes of November 18, 2008 were discussed.	The minutes of November 18, 2008 were approved as written.
NSSE Survey	<p>Dr. Catherine Renner provided results of the NSSE survey which was administered in Spring 2008 to Freshmen and Seniors. Mansfield’s response rate was 55% compared to the 33% national and PASSHE response rates.</p> <p>The following results were noted:                      -Mental activity, Mansfield students are consistent with PASSHE.                      -Enriching educational experience, we are consistent with previous years as well as with PASSHE.                      -Quality of relationships, we are consistent with PASSHE                      -Institutional environment, we are consistent with PASSHE.                      -Student satisfaction shows that Mansfield is consistent with PASSHE. They are happy with their advising, the general experience and they would come back if they had to do it again.                      -In all of our highest performing measures, Mansfield exceeds PASSHE.                      -In our lowest performing measures, we are below PASSHE in about half of the results. All others, we are holding steady with PASSHE.</p>	
Right-to-Know Update	Ms. Carleton reported that the new Right-to-Know law will be effective January 1, 2009. Significant changes were made to requirements, language and definitions. The new law allows a person to request written documents and communication from the University. There are a few exemptions from complying with these requests. Human Resources will be the primary contact for Mansfield University.	<p>The Right-to-Know policy for Mansfield University will be updated and made available if needed.</p> <p>Ms. Carleton will arrange file retention workshops to educate campus and to provide compliance.</p>
MAEOP and Other Professional Development Organizations	This is a local, state and national office professionals’ organization. The questions being asked are: is this part of members’ work assignments, will MU cover expenses for travel, and will members be permitted to use work time for conventions and board activities.	Dr. Timko, Dr. Erickson, Dr. Laydon, Ms. Carleton and Ms. Lavancher will work together to determine the answers to these questions.

Updates	Mr. Reid discussed the 4.2% giveback to PASSHE and what the requirements are.  Activity period on Tuesdays and Thursdays will change to 11:30-12:45 in the Spring semester.	Each area will provide Mr. Reid with giveback figures by December 5.
Tabled/Continued Discussion Agenda Items	Discussions noted above or in previous meeting minutes.	-MAEOP -Meal plans for athletics -Middle States

Minutes reviewed and approved by Cabinet: December 9, 2008

Minutes prepared by:

Ms. Anne LaVancher