

Attendees: Dr. Maravene Loeschke, Ms. Dia Carleton, Dr. Deborah Erickson, Mr. James Harrington, Dr. Hal Laydon, Mr. Michael Reid, Dr. Robert Timko

Guests: Mr. Terrance Day, Mr. Benjamin Jones, Ms. Christine Shegan, Mr. James Welch

Topic	Discussion	Action
Approval of Minutes	The minutes of January 20, 2009 and February 3, 2009 were discussed.	The minutes of January 20, 2009 and February 3, 2009 were approved as written.
Capital Project Submission	<p>Mr. Reid shared a document that prioritized Mansfield’s submission of our capital projects to PASSHE. Mr. Reid noted that PASSHE will not focus on projects that are related to athletics and performing arts. Each project must have a justification statement, scope of work and construction cost data.</p> <p>Residence Halls and student center do not fall under this submission.</p> <p>Cabinet discussed the projects on the list as well as space on campus in general. Hemlock’s future was discussed as well.</p>	Mr. Reid will prepare the submission to PASSHE and will share with Cabinet.
Facilities Project Prioritization	Mr. Reid shared a list of facilities projects for Cabinet to prioritize. The projects were reviewed and discussed.	A prioritized list was developed and will be shared with Cabinet and facilities.
Dual Enrollment – Tuition Discounting	Mr. Barden posed a question about discounting tuition for local high schools for dual enrollment. Dr. Loeschke noted that California University has been doing this for many years with success. There are some concerns that need to be researched further prior to creating a policy and agreements with the high schools.	Mr. Reid will research this further. Drs. Erickson and Timko will discuss the possibility with department chairs.
Information Items	<p>The purchasing card rebate is expected to be \$25,000 annually and will be allocated for general scholarships.</p> <p>Finance and Administration will put together a task force to relook at the travel policy in an attempt to streamline the process. Mr. Reid asked for participants on the task force.</p> <p>Dr. Laydon provided a revised academic calendar.</p>	

<p>Emergency Drill Review</p>	<p>Mr. Welch reviewed the lockdown drill that occurred last week. In general it was successful. There were 1700 messages sent to computers immediately after the drill began. Mr. Welch would like to see this message repeated during the lockdown.</p> <p>The carillon message was successful and could be heard from many areas on and off campus. Cost for purchasing wireless speakers to carry the message to other buildings could be upwards of \$20,000. There may be potential in the residence halls to place a speaker at camera locations to initiate an audio alert for a lockdown.</p> <p>Mr. Welch noted that several classroom buildings are working on policies that are specific for their areas.</p> <p>Chief Shegan and Mr. Jones noted that the most effective procedure is personal contact.</p> <p>The only real problem with the lockdown was the text message system which is sent through cell phone carriers. Subcontractors can be hired to provide this service for \$5,000-\$6,000 per year. Blackboard can offer the same for approximately \$8,000 per year.</p> <p>Dr. Loeschke noted that she is pleased that we are having a drill each semester and that progress is being made.</p>	<p>Mr. Welch will explore options for additional speakers for classroom buildings. There may be an option from the county for funding through 911 grants. Mr. Welch will talk with department chairs to see if there are some other options in the classroom buildings.</p>
<p>Tabled/Continued Discussion Agenda Items</p>	<p>Discussions noted above or in previous meeting minutes.</p>	<p>-Hemlock future (when Peter is here) TRIO, ACT 101, tutoring/mentoring, APSCUF, PA historical archives, ROTC and Middle States update -Policy updates -SPITs – 2 times per semester</p>

Minutes reviewed and approved by Cabinet: February 24, 2009

Minutes prepared by:

Ms. Anne LaVancher