

Attendees: Dr. Maravene Loeschke, Ms. Dia Carleton, Mr. Charles Colby, Dr. Deborah Erickson, Mr. James Harrington, Dr. Peter Keller, Mr. Michael Reid, Dr. Robert Timko
Guests: Ms. Kate Herbolsheimer (Paulien & Associates), Dr. Scott Davis

Topic	Discussion	Action
Approval of Minutes	Minutes of March 9, 2009 were reviewed.	Minutes of March 9, 2009 were approved with minor changes.
Space Utilization Study & Discussion	<p>Mr. Reid introduced Ms. Kate Herbolsheimer from Paulien and Associates. PASSHE recommended a third party review of MU’s academic space utilization which was performed by Paulien & Associates. Data was collected in Fall 2008 and the report was discussed in detail.</p> <p>The report reflects that the University is not using classrooms and lab space for maximum efficiency.</p> <p>Ms. Herbolsheimer recommended that when considering the master plan, we should identify what values/pedagogy the University is seeking to achieve first.</p> <p><u>Top recommendations:</u> -do an external comprehensive needs analysis – which spaces need what kinds of functions/renovations -do an external classroom mix analysis -evaluate, with faculty, their course intentions: right size, right pedagogy, right space -internal academic planning evaluation -redesign classrooms – remove desks, change angles (many classroom design books available online to assist) -review actual classroom space vs. office space being used for individual or ensemble teaching</p> <p><u>Positive notations:</u> -facilities are not subpar = in general the report was complimentary about condition of facilities. -good technology -concentration of academic buildings in one area is good for a campus of this size</p>	<p>Ms. Herbolsheimer will make any necessary changes to the report. Mr. Reid will share the final document with Cabinet and the report will be available to campus.</p>
Straughn Expenses	Academic Affairs and Student Affairs will discuss this issue.	

EEO Change	PA Department of Education requires a change to EEO reporting by May 30, 2009. All employees must redefine their ethnicity and race. PASSHE will make the changes for students. Some of this may have an impact on our affirmative action status.	
Paperless Paystubs	HR will send notification that employees will be able to waive a hardcopy paystub if they so choose. This information is available online through ESS.	
Cabinet Values	Dr. Loeschke would like to have a session of Cabinet to review values and the level of agenda issue addressed in Cabinet meetings.	
Policy Review	Tabled.	
Updates	Vending profits can be rerouted to provide funding for scholarships. COT approved using \$220,000 from University reserves to fund Perkins Loan Fund. We are still waiting for the Chancellor's approval. Dr. Keller noted that a drive has been created to assist in funding scholarships and has been titled "Mansfield Way". Faculty will be targeted in the first phase followed by staff.	Mr. Reid will move forward.
Tabled/Continued Discussion	Discussions noted above or in previous meeting minutes.	-Cabinet Values revision/evaluation, reshape cabinet agenda items -Sayre Campus Contracts -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

Minutes reviewed and approved by Cabinet: March 24, 2009

Minutes prepared by:

Ms. Anne LaVancher