

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: Dr. Adam Brennan, Dr. Scott Davis, Dr. James Guignard, Mr. Dennis Heinle, Dr. Adrienne McEvoy, Mr. Alan Zellner

Topic	Discussion	Action
SPITs Updates	<p><u>Leadership as Brand</u> – Mr. Dennis Heinle</p> <ul style="list-style-type: none"> <li>-The assessment document provided by Dr. Renner was helpful.</li> <li>-The mission of the team is to determine how MU will “Develop Tomorrow’s Leaders.”</li> <li>-The team is studying what branding is.</li> <li>-They completed a survey, within the team, about how to develop reputation and expectations. They will expand the scope of the survey to a larger group to determine what is happening on campus to building leadership.</li> <li>-Dr. Brennan noted that we need to develop a broad definition of the leadership brand to assist in the survey and ultimately assessment of the team’s work. The assessment SPIT will meet with the committee to determine what the assessment measures will be.</li> </ul> <p><u>Ensure Quality Faculty and Staff</u> – Dia Carleton</p> <ul style="list-style-type: none"> <li>-The team is meeting two times per month.</li> <li>-The goals were divided into three categories:                             <ol style="list-style-type: none"> <li>1. Recruiting and hiring – they have not worked much on this bullet as they await the final report from the Search Process Task Force.</li> <li>2. Professional development – work is ongoing with an attempt to determine the issues and concerns on campus. It was suggested that they should track the funding that is used for professional development</li> <li>3. Rewards and performance management – research on performance management and businesses ranked as top places to work.</li> </ol> </li> <li>-The group identified several issues on campus: communication, respect for each other and lack of knowledge of</li> </ul>	<p>The assessment SPIT will meet with the team to develop assessment measures.</p> <p>The team will begin tracking funds used for professional development.</p>

what other people/departments do.  
 -They will have one year, three year and five year implementation plans.  
 -They understand some of their initiatives may/will be constrained due to budget.  
 -The team has not addressed the assessment measures other than to identify what is already being done.  
 -It was suggested that they develop a process to ensure that, once a person is hired, we continue to ensure quality employees through performance reviews and professional development.

Ensure Financial Security – Mike Reid

-The team created a short list of action items:

1. Identify partnership opportunities with corporations, foundations, etc that MU could help (friend-raising) and maybe in the future they would support MU through fundraising initiatives.
2. Develop a PR campaign.
3. Identify who we need to approach and contacts.
4. Identify who our “community” is.
5. Develop a marquee at Rts 15 and 6 which could list events of the community and the university. ID who key people are at Tioga Publishing.

-The tasks identified in the Strategic Plan are very specific to fundraising through University Advancement.  
 -The goal to assess the structure of the Advancement office should be moved to another group as the committee is made up of Advancement staff.  
 -We should consider adding goals that touch on the funding formula and goals related to University funding.  
 -Should select additional members for the committee.

Community Relations – Mike Reid

-The team broke down a number of tasks into what they can do, what administration will need to do and what will need to be worked on jointly with the team and administration.

- We need to identify a centralized contact location for the community and campus to call for information – number one item.
- The community and University should have a shared calendar.
- Need to involve town more in planning and organizational meetings.
- We need to seek opportunities to have meetings off campus.
- Could host a joint talent show in the community, plan ice cream socials, scavenger hunts, etc.
- Larger involvement in 4<sup>th</sup> of July celebration and Home for the Holidays.
- Consider bringing back storytelling festival.
- Should hire or identify a liaison between the community and university.
- The only measurable value is the satisfaction survey of visitors
- The team has started Baldrige assessment process.

Student Success as our Central Focus –  
Scott Davis

- Reviewed the bullet points and reorganized them. Then reorganized the priorities within each bullet point.
- Created a list of action items for each bullet. Some cost money some do not.
- The team tried to answer “who are the students that are leaving”. The team developed a withdraw form to help answer that question.
- Mapworks*, a self-survey on students’ behaviors and activities, will determine why a student isn’t successful at MU. We are in the process of purchasing the software. An implementation team has been formed.
- Identified action items but not sure who will implement them.

Assessment – Adam Brennan

- Ten of the 14 bullet points are underway or completed. Four will need to be completed by collaboration working with other committees.
- There is a need for a centralized location to collect and monitor data.

- Program review happens annually.
- The measurements from Catherine were helpful but very basic. The team will add to the measures.
- Many of the assessment pieces are coming from the Baldrige process. The piece that is missing is the central hub. -
- It was recommended that Cabinet participate in the Baldrige Assessment process.

#### Diversity – Alan Zellner

- Diversity is weaved throughout the entire Strategic Plan.
- The diversity action committee is made up of members from many other diversity related groups on campus including students.
- The group will work to rank and prioritize how diversity is threaded through the strategic plan.
- Diversity passport program (could also be called Follow the Creed) will tie all actions into one assessable document.
- Will track what is happening with leadership, scholarship and co-curricular programs.

#### Safe and Sustainable Campus

##### Environment – Jim Guignard

- The team will continue to meet over the summer.
- The website has been updated with latest recycling information.
- A pilot program in Cedarcrest for mixed paper recycling has been started.
- Outside recycling containers have been purchased.
- All offices have desk-side mixed paper recycling containers.
- Nine pallets of used electronics have been sent to recycle
- The team has been meeting with CT to discuss more sustainable computer use.
- Honeywell has begun work to make campus buildings more energy efficient.
- Hardware for One-Card door access has been installed in several building.
- One-Card is identifying downtown merchants with test merchants by the end of May.

Baldrige Assessment will be scheduled for Cabinet.

-A wireless intercom speaker system is being researched for emergency operations.

-It was suggested that we should consider making Maple a green environment as next year it will be an all freshman residence hall.

-It was noted that the students have become more enthusiastic about the programs.

-The team would like to review vendor contracts in the future to include language that will encourage recycling.

-Sodexo is moving forward in stops and starts with regard to recycling in part due to disposal contracts.

Liberal Arts – Adrienne McEvoy

-The team began working through each of the five bullets.

-They are determining best practices from other schools.

-They worked with the assessment spit for learning outcomes.

-The team’s biggest problem is they need to be given a definition of “what is liberal arts at Mansfield University”.

-The team is reviewing the liberal arts curriculum.

-It was noted that the campus is ripe for conversation about changes to general education. The concern is how difficult it will be for that change to come about.

-A blog has been developed to enhance conversation and progress.

-The team has not begun an assessment plan but feels that the measures provided are very helpful.

Dr. Brennan noted that the SPITs do not feel that they have authority to implement many things and someone to make recommendations to. They need direction about the next step.

Dr. Loeschke stated that the job of the SPITs is to oversee the Strategic Plan initiatives, promote conversations and track progress. Depending upon the topic, Senate, Cabinet, etc will determine direction and policy.

Mr. Colby will work with food service providers to be “more green”.

Dr. Brennan will add an addendum to the report with Dr. Renner’s goals and distribute to all.

Once the report is finalized, Ms. Lavancher will add it to the webpage for review from campus.

Remind campus community that these groups are open to others for participation

Ms. Lavancher will schedule a retreat in August to determine next steps.

Approval of Minutes	Minutes of April 14, 2009 and April 21, 2009 were reviewed and discussed.	Minutes of April 14, 2009 and April 21, 2009 were approved as written.
Progress on Hemlock	Cabinet continued their discussion of relocating Hemlock residents. Schedules will be coordinated and moves will occur over the summer.	
Tabled/Continued Discussion	Discussions noted above or in previous meeting minutes.	<ul style="list-style-type: none"> <li>-Middle States update</li> <li>-Policy updates</li> <li>-SPITs – 2 times per semester</li> </ul>

Minutes reviewed & approved by Cabinet: June 2, 2009

Minutes prepared by: Ms. Anne LaVancher