

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

Guests: Dr. James Brown, Dr. J.P. Burke

Topic	Discussion	Action
<p>Approval of Minutes</p> <p>Updates</p>	<p>The minutes of June 23, 2009 were reviewed and discussed.</p> <p>Cabinet dinner on September 17. Cabinet members should RSVP to Anne.</p> <p>Budget talk on September 3 and September 10. President Loeschke requested that Cabinet members be in attendance.</p> <p>Hard copy holiday cards are not to be sent from the University. Electronic cards are permissible.</p> <p>President Loeschke noted that Cabinet will need to continue to plan for a Swine Flu outbreak.</p> <p>Dr. Loeschke congratulated Mr. Colby on the article in <i>Residence Affairs Journal</i> about the commuter connection.</p> <p>Pauliene and Associates are working on the space needs analysis. This will show us how we currently use the space we have and additional space may be needed. They will need to be on campus in the near future finalize this document. At present, Mansfield University does not show need for additional classroom space.</p>	<p>The minutes of June 23, 2009 were approved as written.</p> <p>Ms. Lavancher will talk with University Advancement regarding this and the holiday card fundraiser.</p> <p>Mr. Welch will provide communications to campus each week.</p> <p>The Provost and Deans are working with faculty and chairs on class scheduling.</p>
<p>COT materials</p>	<p>Cabinet reviewed the materials for the COT meeting on September 23.</p>	<p>Ms. Lavancher will prepare the materials for print and distribute appropriately.</p>
<p>Cell Phone Stipend Policy</p>	<p>Mr. Reid noted that University owned cell phones are a taxable benefit requiring a policy to manage use. It was decided that employees requiring cell phones will buy their phones and will be given a predetermined stipend. Stipend amounts need to be set.</p>	<p>Mr. Reid will finalize the language via email with Cabinet. Those with University cell phones will be notified and the policy will be put in place. Mr. Reid will update the campus.</p>

Convenience Fee	Currently, MU uses PayPal to handle online credit card transactions. Due to security reasons, PayPal is not able to meet necessary standards to do this. MU will begin using Official Payments however they charge a 2.5% handling fee. Cabinet discussed various options for handling this increase.	Mr. Reid will implement the policy that was proposed to Cabinet and will share with COT during at the September meeting.
Doane Center	Mr. Colby and Mr. Harrington will make a proposal to move health services and student mail room to Doane Center.	
Tabled/Continued Agenda Items	Discussions noted above or in previous meeting minutes.	Continued Discussion: -Student fees – transportation, athletic, etc. -Video Surveillance Policy

Minutes reviewed and approved by Cabinet: September 22, 2009

Minutes prepared by:

Ms. Anne LaVancher