Attendees: General Fran Hendricks, Mr. John Adams, Dr. Chris Bridges, Ms. Dia Carleton, Mr. Chuck Colby, Dr. Peter Keller, Dr. David Stinebeck
Guest: Ms. Anne Lavancher, Mr. John Maslar, Ms. Maren Hess

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion</th>
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<tr>
<td>Approval of Minutes</td>
<td>The minutes of August 6, 2013 were reviewed and discussed.</td>
<td>The minutes of August 6, 2013 were approved with minor changes.</td>
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<td>Webpage Redesign</td>
<td>Mr. Maslar shared with Cabinet MU’s new web design. It is a “responsive web design” which changes based on the type of device being used. The theme <em>Developing Tomorrow’s Leaders</em> is throughout and <em>Become a Mountie</em>, used by Admissions and CT for new students, is used as well. The <em>What’s Happening at Mansfield</em> section will be responsive to campaigns found in traditional media (e.g. commercial for MAOL will be easily found on webpage through). We are experimenting with testimonials for student &amp; employee leadership initiatives. Discussion regarding an MU app also ensued. Timeline: webpage will be released in two weeks in a preview mode. Two weeks after will be the official launch.</td>
<td>Mr. Adams will identify the cost of a MU app</td>
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| MSCHE Monitoring Report   | Ms. Hess provided Cabinet a Middle States’ monitoring report. There are three things to address:  
**Comprehensive Strategic Plan process**  
-Cabinet’s help - how will the plan be reviewed and implemented  
**Assessment to form resource allocation**  
-Cabinet’s help - continue to encourage departments to complete TracDat reporting regularly  
-Cabinet’s help - strategic budget process with follow through on assessment  
**Academic assessment plan**  
-Cabinet’s help – identify non-academic personnel for assessment committee |                                                                        |
| HR TracDat                | HR is identifying goals for 2013-2014 and will perform Excellence in HE in September. For assessment, HR always debriefs events.                                                                                                                                                   | Although the Women’s Center currently reports to HR, Mr. Colby will follow up with Women’s Center for the past year due to former reporting structure. |
### Master Plan

Mr. Adams provided an update on the progress of the campus master plan, which will be developed by Stantec.

Master plan development will kick off in late September.

Mr. Adams recommended quarterly meetings for the executive committee – President, Provost, VPF&A. A steering committee will be formed with representatives from various areas of the campus.

Timeline:
- October – space utilization
- November – 1:1 interviews with Cabinet, focus group workshops and open forums. A full calendar will be created for the coming year.

- Ms. Carleton will draft an employee housing agreement and return to Cabinet.
- Document Management System
- Cabinet TracDat 2013/2014
- Dr. Stinebeck will chair a marketing advisory team. The team will create annual plans for Cabinet’s approval in August. A Return On Investment (ROI) will be expected for each year’s outlay. This team will also develop a communications plan.
- Dr. Keller will develop a working group for continued exploration of a 3 College no later than early September.
- Human Resources will report on TracDat next.
- Cabinet will provide feedback on the revised housing and dining requirements. All housing exemptions will be determined by Residence Life.

### Closing the Loop

- Continuing – 8/30/13
- Continuing – 10/1/13
- Continuing – 10/1/13
- Continuing – 10/1/13
- Complete

Cabinet will send recommendations to Mr. Colby prior to 9/3/13

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**Minutes approved by Cabinet:** September 3, 2013  
**Minutes prepared by:** Ms. Anne Lavancher