

President's Cabinet Meeting  
January 13, 2009

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Members present: John Costello, S.J., Donna Curin, Michael J. Garanzini, S.J., Jon Heintzelman, Emilio Iodice, Tom Kelly, Phil Kosiba, William Laird, Wayne Magdziarz, Susan Malisch, Ellen Munro, Richie Salmi, S.J., Kelly Shannon, Paul Whelton and Christine Wiseman

Also present: Tom Hickey

Absent: Phil Hale, Lucien Roy, Lorraine Snyder

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1. Father Garanzini opened the meeting at 8:00 a.m. and Christine Wiseman offered a prayer.
2. The minutes of the December 9, 2008 meeting were approved.
3. Bill Laird handed out a review of financial actions document, and he asked Tom Hickey to provide an overview of the content. The report was prepared to identify actions that could be take should the economic conditions require budget adjustments. At this point, enrollments for 2009-2010 appear to be consistent with previous years. The actual enrollment will not be determined until midyear. A discussion ensued on options to consider related to annual compensation increases.
4. Wayne Magdziarz asked for cabinet input on candidates to attend the AJCU leadership conference scheduled for the week of June 21, 2009. The names of several individuals were submitted for consideration.
5. Wayne Magdziarz circulated three draft letters on tuition for the next school year for three audiences. It was suggested the text of each letter be tailored to its specific audience.
6. Wayne Magdziarz reminded the cabinet of the commencement dates for 2009, and added that the Stritch School of Medicine commencement will be June 7, 2009.
7. Wayne Magdziarz handed out a proposed agenda for the March Board of Trustee Retreat and Board meeting. The cabinet discussed the format of the meeting, and the structure for the committee meetings. It was decided that the committee meetings will be held on Wednesday, March 4. Several of the committees will have a combined meeting to allow cross discussion on related matters. The meetings will be scheduled from 4:00 p.m. until 5:30 p.m., and there will be a board dinner on Wednesday evening.
8. Christine Wiseman brought to the cabinet's attention that some adjunct faculty members are not included in email distribution lists. It was decided that Susan Malisch's team will work with Kelly Shannon and Tom Kelly's staffs to ensure adjunct faculty members are included in university email distribution lists.
9. In information sharing, Bill Laird told the cabinet that the Executive Committee met on December 26 to discuss the impending Moody's review. Bill discussed the results of the RFP for the bookstore, and he indicated a decision will be made soon. He informed the

group that the insurance brokerage has changed from AON to Marsh resulting in a cost savings to the university.

10. Kelly Shannon Marketing Services will be implementing a charge back system for jobs. Some departments had previously been paying for services directly from their budget. The fees may be hourly or a set amount per job. It is important that all print materials are filter through their department in order to keep the brand marketing consistent. If anyone is aware of “one-offs” please contact Kelly. Bill Laird will have his department identify printing services being done outside the university.
11. Tom Kelly reported that the LUPF affiliation agreement was signed on 12/31/08, and work has begun on implementing the necessary payroll functions.
12. Richie Salmi, S.J. reported that a number of resident students have requested adjustments to their housing contracts. He is tracking this to see if a pattern is emerging due to the economy.
13. Jon Heintzelman reported that the solicitation letter to board members from Fr. Garanzini and Mike Quinlan sent out before the year end, resulted in a number of donations for emersion trips. He suggested continuing this format for an annual appeal for targeted donations.
14. Susan Malisch asked for feedback on installing video conferencing on the 17<sup>th</sup> floor of Lewis Towers. It was decided more information was needed before a decision would be made. If it is determined this would be useful, the purchase should be moved to a budget review team.
15. Ellen Munro informed the group that the university has won the appeal for tax exemption status for the School of Communication building floors and property located at 51 E. Pearson.
16. Wayne Magdziarz reminded people who are parking at 51 E. Pearson should keep slots 19 and 20 open, as they are reserved for the president’s office guest parking. In order to accurately describe this new campus space, please do not refer to the building as “The Clare,” but as the School of Communication or 51 E. Pearson.
17. Christine Wiseman handed out the latest enrollment funnel indicating the numbers are on target. Deposits are behind, but that may be a result of the economic situation. It is being closely monitored.
18. Paul Whelton reported that work resulting from the LUPF affiliation continues, and that the Health System has implemented many cost-savings initiatives due to the economic down turn. Candidates are being interviewed for the position vacated by Martin Massiello.
19. Emilio Iodice reported that 181 students enrolled in the spring semester in Rome, and he is working on the summer program.

The meeting was adjourned at 10:10 a.m.