

President's Cabinet Meeting
November 10, 2009

Members present: John Costello, S.J., Donna Curin, Michael J. Garanzini, S.J., John Hardt, Jon Heintzleman, Emilio Iodice, Rob Kelly, Tom Kelly, Phil Kosiba, William Laird, Wayne Magdziarz, Susan Malisch, Ellen Munro, Kelly Shannon, Lorraine Snyder and Christine Wiseman

Guests: Patrick Boyle

Absent: Steve Bergfeld, Phil Hale and Paul Whelton

1. Father Garanzini opened the meeting at 8:00 a.m. and Jon Heintzleman offered a prayer.
2. The minutes of the October 21, 2009 meeting were approved with the addition of the word "coordination" in item #3 and the word "prevention" in item #11.
3. Patrick Boyle presented a draft policy on international travel. The policy is intended to provide coverage for faculty, staff and students who travel internationally on university-related business or study. Father Garanzini asked if and how this policy would impact SSOM and SON immersion trips and other international travel, and Patrick indicated he will follow up with those schools to ensure coordination on the travel coverage the university offers. After some discussion, the Cabinet approved the adoption of this international travel policy.
4. Rob Kelly indicated that he has talked with his staff and others regarding the challenge of booking space for meetings and events on the LSC. The Cabinet determined that we need a committee to do an inventory of all the spaces we have available on the Lakeside campuses, and Father Garanzini asked Lorraine Snyder to assemble this committee to begin this work.
5. The Cabinet then discussed the university protocol for addressing student deaths, and determined that the circumstances around the death (ie. long-term illness vs. accident) are especially important when working with the student's family.
6. Rob and Phil Kosiba distributed a handout regarding alcohol and drug incidents that have been reported to Campus Safety for the last 2 ½ years. The events that have been reported so far this year have occurred on or off only the Lakeshore campus. Father Garanzini asked for a detailed report showing the various types of incidents reported, a timeline of when in the semester these incidents have occurred, and other details, including Wellness Center information on related issues. Rob indicated that in addition to raising fines for illegal behaviors, he will be sending letters to parents to inform them of issues regarding safety and security issues.
7. Kelly Shannon distributed an outline for the communications audit that was discussed at the last meeting. She asked the Cabinet to send her the names of people in each department who will be the point person on this audit effort, and asked to get that information before the end of the year.

8. In Information Sharing, Kelly suggested that we include a photo release form with the documents that students need to fill out during welcome week so that we can use their photos in our various marketing and communications materials.
9. Rob reminded the Cabinet that the annual President's Ball will take place next week.
10. John Hardt said that about 350 people attended the Chapel Series lecture with Fr. Fitzgerald. Fr. Araujo's speech and installation will take place this evening. John also solicited feedback on the October leadership retreat and indicated that plans are underway for a debate regarding the sale of bottled water on our campuses per an earlier Cabinet meeting discussion.
11. Tom Kelly invited the Cabinet to the Staff Council awards ceremony which will take place tomorrow at 4 p.m. in the Information Commons. Tom also highlighted that about 300 faculty, staff and administrators attended the harassment prevention workshops this fall, and that a modified version of the workshop will be offered during the spring semester. Lastly, Tom invited the Cabinet to the annual December holiday party which will take place on the LSC on Friday, December 18.
12. Phil Kosiba circulated and reviewed a facilities project update.
13. Jon Heintzelman noted that over 300 people are registered for Bob Parkinson's lecture on health care reform which will take place tomorrow evening. He also indicated that the kick-off for the InterCollegiate Athletics Center will take place on January 23.
14. Chris Wiseman distributed and reviewed the enrollment funnel. Emilio Iodice indicated that Rome Center registration will open on November 16.
15. Lorraine Snyder reminded the Cabinet that the VP/Dean holiday reception will take place on Wednesday, December 9.

The meeting was adjourned at 10:00 a.m.