

President's Cabinet Meeting
June 4, 2014

Members present: Steve Bergfeld, Pam Costas, John Costello, S.J., Donna Curin, Richard Gamelli, Michael Garanzini, S.J., Phil Hale, Tom Kelly, Bill Laird, Wayne Magdziarz, Jane Neufeld, John Pelissero, Kelly Shannon, Lorraine Snyder and Kana Wibbenmeyer

Absent: Emilio Iodice and Susan Malisch

1. Father Garanzini opened the meeting at 8:00 a.m. and Kana Wibbenmeyer offered a prayer.
2. The minutes of the May 6, 2014 meeting were approved with clarifications in item #9.
3. Tim McGuriman then reviewed changes to county and city tax laws which will impact our parking operations on the Lakeside campuses. The city is proposing a 20% tax and the county a 9% tax on our parking revenue. The Cabinet discussed the impact of these taxes on faculty, staff, students and visitors who park in our lots. The physical status of our parking facilities, in particular the LSC parking main parking garage, is also important as we consider ongoing maintenance of those facilities. Tim will remodel our pricing options and then present them to the BRT for review.
4. Bill Laird and Andrea Sabitsana gave an update on a recent fraud case which resulted in the termination of an employee. They then reviewed protocols for procurement cards and expense reimbursements. The Cabinet also reviewed policies related to cell phone reimbursement and suggested that since cell phones are used for professional and personal calls and emails, a specific dollar amount for reimbursement of monthly cell phone charges (totaling about half a typical monthly cell phone charge) should be offered. Additionally, it was determined that in order to ensure some consistency as well as budgetary restraint related to department Christmas parties, an amount of \$75 per staff member will be allowable for holiday party budgets.
5. Tom Kelly reviewed plans for the staff monthly excellence awards.
6. Tom then reviewed staff and librarian policies and discussed that a number of staff are working both at Loyola and at other institutions part-time. The Cabinet discussed policy provisions that indicate that teaching (with compensation) outside of Loyola is not permitted for staff with the exception of advance written approval from the Chief Human Resources Officer and Senior Academic Officer. Since librarians are a category of faculty, the Cabinet highlighted that the faculty handbook should include them and policies related to their positions and accepted this policy.
7. Father Garanzini discussed the Arrupe College proposal. Father Steve Katsouros, S.J. will be the College's director and foundations have indicated their willingness to support this effort if it is a project of LUC, rather than a stand-alone College. Plans are to recruit about twelve faculty members who will be faculty exclusive to the College and we hope to start with about 50-75 first-generation, motivated students in the first class. The College will offer a 60-credit hour program that is highly structured. The Cabinet shared their enthusiasm for this project and discussed the need to determine a unique College brand/identity as well as the importance of offering social support to these students.
8. Jane Neufeld distributed the draft schedule for Family Weekend. This year's program includes a fee structure to try to mitigate no-shows, and based on feedback from last year, some of the

academic events have been removed from the schedule. Father Garanzini highlighted the opportunity to centralize events in the Damen Student Center.

9. Pam Costas then reviewed a new policy regarding hiring outside counsel. The purpose of this policy is to ensure cost-effective, high-quality and well-coordinated legal services. Any engagement or hiring of outside counsel or outside attorneys must be made by the Vice president and General Counsel. The Cabinet approved this policy.
10. Donna Curin distributed the agenda for the Board of Trustees meeting which will take place on Friday, June 6. Father Garanzini suggested that we tweak the BOT meeting schedule by moving the fall meeting to late September, since there are not many action items to discuss or bring to the board in early September after the summer holidays. This will be discussed with the BOT Executive Committee at a future meeting.
11. Steve Bergfeld shared that Justin Daffron, S.J. will finish his tertianship and return to Loyola in July as the new Vice President for Advancement.
12. Tom Kelly said that four CFO candidates will be coming to campus soon and the Cabinet is invited to meet with the candidates; information on meeting times will be sent via email.

The meeting was adjourned at 10:15 a.m.