

Cabinet Meeting
July 13, 2017

Members present: Jo Ann Rooney, Margaret Callahan, Damon Cates, Pam Costas, Lorraine Fitzgerald, Phil Hale, Tom Kelly, Wayne Magdziarz, Susan Malisch, Jane Neufeld, John Pelissero, Joan Phillips and Winifred Williams

Absent Kana Henning and Jim Prehn, S.J.

1. Dr. Rooney opened the meeting at 8:00 a.m. and Damon Cates offered a prayer.
2. The minutes of the June 14, 2017 meeting were approved unanimously.
3. Tom Kelly distributed a Board of Trustees draft agenda template in order to ensure a consistent look and feel for all future committee meeting agendas. This template also distinguishes between “action” items versus “information” items. Wayne Magdziarz proposed organizing the agenda in five key areas: prayer, minutes, information items, action items, and executive session. Tom will make some additional modifications to this template and then will circulate it to the Cabinet and the committee liaisons.
4. Damon Cates detailed the work that has gone into creating a master calendar of university events, highlighting key annual programs that are hosted by the president and/or events that she keynotes. A final calendar will be distributed soon in order to ensure that major institutional events are on everyone’s calendars, and to confirm who will host and/or speak at these events during AY 2017-2018.
5. John Pelissero distributed the proposed Commencement schedule for May 2018. This schedule will streamline our graduation activities by having all graduation ceremonies (with the exception of Arrupe College) occur during the same week in May. The Cabinet suggested starting the Law School mass and ceremony earlier in the day so that the SSOM commencement could take place beginning at 2 or 3 p.m. Dr. Rooney also proposed holding the Baccalaureate Mass earlier in the week, perhaps on the Sunday evening of Commencement week, to kick off the week and to allow a greater number of students to attend the mass.
6. John then reviewed the enrollment summary funnel. We expect to welcome approximately 2,640 freshmen in August. John also indicated that orientation sessions went especially well this summer. Susan Malisch discussed the need to plan for our student headcount and the impact it could have on our ITS licensing contracts—she will follow up with John on this directly.
7. Wayne reviewed the FY19 budget planning cycle. By the September Board of Trustee meeting we will have a draft budget that the Finance Committee can review and discuss.
8. Related to budget planning, Phil Hale gave a brief update on the approval of the Illinois budget which includes \$366M for MAP for last year. The FY18 budget increases MAP funding to \$401M, but will not increase the award level per student but rather will seek to cover a greater number of students.

9. Joan Phillips detailed her recent meetings with key data stakeholders around the university and the benchmarking she is doing by researching other institution's best practices.
10. Jane Neufeld discussed the efforts of John Campbell and Tobyn Friar to provide financial literacy training to our students through the numerous programs that currently exist to assist them. To augment these efforts, we will pilot a program with five seminar classes for incoming freshmen this fall as part of University 101.
11. Damon thanked Winifred Williams and Linda Russell in Human Resources for their assistance with his departmental staffing and reorganization this summer.
12. Susan provided background on the Educause IT Governance Case Study that we were approached to conduct. We use Educause regularly to explore best practices in leveraging IT to advance our higher education initiatives. Dr. Rooney congratulated Susan and her team for their hard work on this important study.
13. In Information Sharing, Phil indicated that he will travel to Washington, D.C. next week to meet with legislators and to learn more about the preliminary House budget. Margaret Callahan said she was pleased to note that federal research grants, including NIH grants which have strong bipartisan support, have been increased. Dr. Rooney encouraged Phil and Margaret to get together to talk about our relationships with DARPA, the DOD contract offices and other agencies as we plan for future funding requests.
14. Winifred and Jane updated the Cabinet on plans for the annual MLK, Jr. anniversary events next year. A working group of the Diversity Council is developing a proposed one-week schedule of events which will include an event featuring a keynote speaker, an interfaith service, and a service component.
15. Winifred also shared information on the City of Chicago's Paid Sick Leave Ordinance which took effect on July 1.

The meeting was adjourned at 10:07 a.m.