

Cabinet Meeting
August 15, 2017

Members present: Jo Ann Rooney, Margaret Callahan, Damon Cates, Pam Costas, Lorraine Fitzgerald, Phil Hale, Kana Henning, Tom Kelly, Wayne Magdziarz, Susan Malisch, Jane Neufeld, John Pelissero, Joan Phillips, Jim Prehn, S.J., Steve Watson and Winifred Williams

1. Dr. Rooney opened the meeting at 8:00 a.m. and Pam Costas offered a prayer.
2. The minutes of the July 13, 2017 meeting were approved unanimously.
3. Dr. Rooney welcomed Steve Watson, director of Athletics, to the President's Cabinet as its newest member.
4. Tom Kelly reviewed materials related to the Board of Trustees committee and full board meetings which will be held on the WTC on September 12 and 13. The Board will review and approve the FY17 audited financial statements at their meeting, as well as participate in a discussion on strategic financial aid practices which Hardwick Day is preparing with Paul Roberts in Enrollment Management. At the next Cabinet meeting, we will review all Board of Trustees committee agendas and supplemental material.
5. Winifred Williams gave an update on the St. Ignatius Day mass and picnic which was held on July 28th. Over 600 faculty and staff attended the picnic, which was staffed by volunteers from across the university. Winifred also shared that the university Christmas reception will be held on Wednesday, December 20th in the Damen Student Center on the LSC. A message will be sent to the university community soon regarding changes to the December holiday schedule.
6. Jane Neufeld distributed the Welcome Week 2017 booklet of events. The final orientation for freshmen students will take place on August 22 and approximately 300 students will participate in that orientation. The New Student Convocation, featuring a keynote talk by Wil Haygood, will take place on Friday, August 25th. Jane also invited the Cabinet to Sister Jean's birthday party that Friday at 1:30 p.m. in the Campus Ministry suite in the Damen Student Center.
7. Margaret Callahan shared a copy of the communication which went out to university faculty and staff regarding HIPAA privacy and security rules.
8. Pam Costas reviewed the University's Contract Policy, including the requirements for which contracts require legal review and which individuals can initiate the process for contract review. The Contract Policy's procedures and processes are designed to best manage the University's legal resources. Contracts which require legal review will be prioritized over those in which the review is discretionary, and the number of reviews will be limited for smaller contracts. Pam Costas also distributed a checklist for review of smaller contracts. Dr. Rooney highlighted the importance of sharing this information with staff who work on contracts for individual units/departments, as well as the need to closely

monitor contract terms, most especially auto-renewal clauses that have budget implications.

9. Phil Hale gave an update on DACA legislation, and the September 5th deadline for President Trump to sign legislation to rescind DACA, which he is not expected to do. Phil also shared that Katherine Kaufka Walts has stepped down as co-chair of the university Dreamer Committee, so the Committee will be looking for a new co-chair this fall. Fr. Prehn proposed that he and Jane meet with our DACA students early this semester to ensure continued dialogue and discussion with them.

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