

Cabinet Meeting  
September 29, 2015

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Members present: Steve Bergfeld, Margaret Callahan, Pam Costas, Donna Curin, Justin Daffron, S.J., Emilio Iodice, Tom Kelly, Wayne Magdziarz, Susan Malisch, Rob Munson, Jane Neufeld, John Pelissero, Kelly Shannon, Lorraine Snyder, Kana Wibbenmeyer and Winifred Williams

Absent: Sam Attoh and Phil Hale

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1. John Pelissero opened the meeting at 8:00 a.m. and offered a prayer.
2. The minutes of the September 1, 2015 meeting were approved with word changes in items #10, #11 and #14.
3. Cabinet members added items to the meeting agenda, including the spring 2016 commencement schedule, a recently-received diversity award, and the February Board of Trustees meeting.
4. Jane Neufeld reviewed Family Weekend which was very successful. The BBQ on the lawn drew 1,600 guests and there were nearly 2,000 people at the Second City event on Saturday night. Susan Malisch suggested that next year we work with the soccer coaches to try to schedule a home game during Family Weekend and Jane said she would talk with Athletics about doing so.
5. In response to Kelly Shannon's question about other recent events, Margaret Callahan said that Faculty Convocation on the HSD went well. There is interest in exploring the option of one university-wide convocation event and Margaret will talk with Sam Attoh and others about the feasibility of doing so in the future. The Cabinet members that attended the Schreiber Center event said it was very well organized and executed. There are some questions about the monthly corporate CEO events that are being planned in the School of Business and John indicated that he will talk with Dean Stevens about these events and how best to make them successful.
6. Donna Curin reminded the Cabinet about the meeting schedule for the February Board of Trustees committee and full board meetings. In discussing the spring opening of the CTRE building on the Maywood campus, the Cabinet suggested that it might be worthwhile to hold the full Board meeting on the HSD so that trustees could tour the facility before it officially opens in April. The tentative plan at this point is to have all the committee meetings as well as the Board meeting on the HSD in February.
7. John Pelissero reviewed plans for the spring 2016 Rome trip and Donna Curin confirmed that board liaisons should work with their committees to convene their committee meetings before the trip.
8. Rob Munson discussed the university's travel policy and highlighted some areas that need refining. Rob will come back to the Cabinet with a revised draft of the policy in the coming weeks.
9. Tom Kelly gave an update on the Ethics Line which went live nearly three years ago. A group of individuals from across departments and campuses meets monthly to review complaints and issues that come through the Ethics Line and to direct them to the appropriate manager for follow up action.
10. Tom then reviewed the Title IX audit conducted by Baker Tilly which went well.
11. Winifred Williams shared information on the 2015 "Minority Access Diversity Award" that was given to the university in recognition of a project in our Graduate School related to increasing the diversity of graduate students. Winifred is working with campus partners to establish an executive

council for diversity and inclusion, and its first item of business will be to craft a diversity statement for LUC.

12. The Cabinet discussed the nomination and vetting process for the monthly service awardees. Winifred will work with Staff Council to clarify the process to make it run more smoothly.
13. Winifred also gave an update on the Faculty and Staff survey newsletter which will go out to the campus community in October.
14. Lorraine Snyder reminded the Cabinet that the fall State of the University addresses by John Pelissero will be on the WTC and the LSC tomorrow, September 30<sup>th</sup>, and on the HSD on Thursday, October 1<sup>st</sup>.
15. John distributed the May 2015 Commencement schedule that was approved by the Council of Deans.
16. Jane Neufeld gave an update on plans for a private memorial service with the members of deceased Loyola student Mutahir Rauf in October.
17. Wayne Magdziarz invited the Cabinet to the Hampton Inn groundbreaking ceremony on Friday, October 9<sup>th</sup>.

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