

Cabinet Meeting  
October 10, 2017

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

Absent: Jane Neufeld

Guests: Jim Sibenaller

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1. Dr. Rooney opened the meeting at 1:00 p.m. and Kana Henning offered a prayer.
2. The minutes of the September 26, 2017 meeting were approved unanimously.
3. Susan Malisch and Jim Sibenaller detailed the proposed HIPAA Policy which is designed to preserve the privacy, security, and confidentiality of protected health information and other records that are maintained by various schools and departments on all of our campuses. The Cabinet discussed the policy and the plan for training employees on this policy. The policy was approved by the Cabinet.
4. Tom Kelly distributed the schedule of Commencement events next May and reviewed date options for the annual Baccalaureate Mass. Fr. Prehn recommended holding this mass in Madonna della Strada at the beginning of Commencement week on Monday, May 7<sup>th</sup>, immediately before the Senior Toast, and the Cabinet agreed with his recommendation.
5. Damon Cates gave an update on the Donor Reception planned for the WTC this evening and Steve Watson detailed plans for the Basketball Tip-Off lunch next week on October 18.
6. Wayne Magdziarz then presented a new Campus Space Usage Policy intended to ensure that Loyola can continue to serve the various needs of our campus community as well as external organizations and partners. The Cabinet agreed that such a policy is both appropriate and needed, and proposed modifications to the policy before it is rolled out to the campus community and to external organizations through Conference Services. Wayne will also share this information with the Council of Deans at a meeting this fall.
7. Tom distributed and reviewed the proposed Board of Trustees meeting schedule for the December cycle.
8. Winifred Williams highlighted that over 450 faculty and staff will celebrate service anniversaries this year. Human Resources will circulate the list of those celebrating service anniversaries so that they can be recognized and celebrated within their units or departments.
9. Winifred also indicated that the Climate Survey will go out at the end of this month.

10. Phil Hale thanked the Cabinet for their support of the DREAM Act letter-writing campaign which was very successful.
11. Susan distributed and detailed the ITS FY17 summary.
12. Paul Roberts shared that enrollment early indicators are positive for fall 2018. Registrations for the 10/21 Undergraduate Admissions Open House are running 40% ahead of last year at this time.
13. Kana Henning noted that Able Services officially took over as our new Lakeside housekeeping vendor as of October 1<sup>st</sup>. Nearly all custodial staff were retained during this transition.
14. Steve indicated that Loyola Women's Soccer team is currently in first place in the Missouri Valley Conference.

The meeting was adjourned at 2:30 p.m.