

Cabinet Meeting
October 25, 2016

Members present: Jo Ann Rooney, Margaret Callahan, Lorraine Fitzgerald, Kana Henning, Tom Kelly, Wayne Magdziarz, Rob Munson, Jane Neufeld, Jamie Orsini, John Pelissero, Jim Prehn, S.J., Kelly Shannon and Winifred Williams

Absent: Pam Costas, Phil Hale and Susan Malisch

1. Jo Ann Rooney opened the meeting at 8:00 a.m. and Pam Costas offered a prayer.
2. The minutes of the October 11, 2016 meeting were approved unanimously.
3. Winifred Williams presented proposed language regarding the university's technology usage policy. This language makes it clear that university personnel may not use access to electronic resources that implies that the university is espousing a particular view or endorsing an organization, product or service, etc. The Cabinet reviewed this language and changes to the policy on acceptable use for electronic university resources, and accepted the updated language and changes to the policy.
4. Dr. Rooney highlighted the importance of the Loyola Gives program and the Cabinet detailed which departments will be working together again this year to sponsor families as part of this annual holiday initiative.
5. John Pelissero indicated that a memorial service will be held for Kathy Bell, a longtime member of the Provost's Office staff who died last summer, on November 17.
6. In information sharing, Jane Neufeld detailed the plans to keep students safe during the upcoming weekend which will include Halloween festivities as well as three Cubs games as part of the World Series. Jane also shared information on the Black Cultural Center-sponsored candlelight vigil which is planned for this evening.
7. Fr. Prehn gave an update on plans for the Missioning Mass as part of Dr. Rooney's inauguration next Friday.
8. Jamie Orsini indicated that we expect 800-900 people will attend this year's Stritch dinner on November 19. Additionally, Jamie announced that Amy Day has joined us as an associate vice president (LUC) and vice president (LUMC) and will oversee our fundraising efforts at the HSD.
9. John Pelissero gave a brief update on the JFRC director search.
10. Wayne Magdziarz detailed the listening session conversations he and others have held to date with university schools and departments. Additionally, Wayne indicated that the facilities committee will fold into the finance committee for the next BOT meeting cycle in December. Wayne added that a soft opening for the Hampton Inn will take place this Thursday, with the grand opening and ribbon cutting scheduled for December 1. Lastly, Wayne gave an update on the FBI Citizens Academy and the launch of their new student

program at UIC. A chapter will open here at Loyola in two weeks and will include eight sessions, culminating in a certificate for the students who participate. Jerry Kosiba in the office of Community Relations is the point person for this program.

11. Wayne also shared that Hersheys will leave the WTC at the end of January.
12. Rob Munson detailed a letter he got from a student encouraging Loyola to become a smoke free campus, and the Cabinet discussed the benefits of considering this proposal, which has been proposed in the past by other students as well as faculty and staff. A group will meet to consider this idea.
13. Rob shared that an offer has been extended to one of the applicants for the associate vice president/controller position. Lastly, Rob reminded the Cabinet that as per the policy change that was made a few months ago, reimbursements for university-related expenses which are not submitted within 90 days are taxable and Rob's unit is going to start sending reminders about this policy. Dr. Rooney suggested that Finance gauge which departments or units are not in compliance so that we can send targeted reminders/communications.
14. Kana Henning gave an update on facilities work being done on our campuses, including repairing the south doors of the Information Commons next week. The north set of doors on the IC will be repaired the week of November 7th. A kick-off meeting regarding the storm water abatement plans for the HSD will held soon, now that Cook County has signed the contract for that project. Kana also shared that we have a verbal agreement from Local 399 regarding maintenance contracts, with a proposed January 1 cycle start date.
15. Lastly, Kana indicated that she and her team are reviewing the responsiveness to facilities works orders that come in from across our campuses in an effort to determine how to improve work order management system processes and communications.
16. Margaret Callahan reminded the Cabinet that the medical school accreditation team will be on campus from November 7-9. All School of Nursing Programs just received reaccreditation for ten years. A retirement reception will be held for Dr. Brubaker on December 12, and both Margaret and Dr. Rooney underscored the importance of Cabinet members attending this event. Margaret also have a brief update on the SSOM deans search, and said that the first round of interviews will take place the first week of December.
17. John indicated that the Quinlan School of Business re-submitted accreditation-related materials last week in order to address deficiencies in assurance of learning. The committee will re-visit the School of Business in spring 2017. John also shared that the search of the dean of Social Work will continue.
18. Winifred Williams said that a new sexual harassment training program for faculty and staff is being developed and will roll out in November. Winifred also reminded the Cabinet about open enrollment and the Healthy Days fairs on our campuses in the coming weeks. Lastly, Winifred gave an update on the Climate Assessment Survey. John asked that a communication be sent to all academic and administrative leaders regarding the survey, its timeline, etc.

19. The Cabinet discussed the possible cost savings of closing the university between Christmas and New Years, and decided to look at this for next December.
20. Kelly Shannon indicated that Phil Hale is still in need of volunteers for the MAP summit on our campus this weekend. She also asked for Cabinet members to send her any feedback they may have on our university statements as well as on the proposals she shared regarding disseminating and posting the “Respect the Conversation” bullet points across our campuses.
21. Lorraine Fitzgerald gave an update on the November 4 inauguration events.
22. Tom Kelly gave a brief update on athletics, and encouraged Cabinet members to consider becoming season ticket holders this year. Dr. Rooney shared that she will convene a meeting soon regarding “duty to report.” Tom also shared that Rabia Khan, the university’s Title IX coordinator, recently left Loyola for a position at Columbia College. Lastly, Tom indicated that the senior vice president for advancement position description is nearly complete.

The meeting was adjourned at 10:25 a.m.