

President's Cabinet Meeting  
January 8, 2008

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Members present: John Costello, S.J., Donna Curin, Michael J. Garanzini, S.J., Jonathan Heintzleman, Thomas Kelly, Phil Kosiba, William Laird, Wayne Magdziarz, Susan Malisch, Ellen Munro, Richie Salmi, S.J., Kelly Shannon and Christine Wiseman

Also present: Lorraine Snyder

Absent: Phil Hale, Brendan Horan, S.J., Lucien Roy and Paul Whelton

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1. Father Garanzini opened the meeting at 8:00 a.m. and Kelly Shannon offered a prayer.
2. The minutes of the December 18, 2007 meeting were approved with the correction on item #11 that the award that the ITS data center won was from ASHRAE and clarification that the University is working with Mayor Daley's Council of Technology Advisors on the "Talent Initiative" to create stronger linkages between Chicagoland universities and employers.
3. Carla Beecher, Director for Advancement Communications in UMC, was welcomed to the meeting. Carla presented a communications calendar noting what mailings were sent to specific university constituent groups throughout the year. The University has about 120,000 alumni. Carla then shared some sample documents to show the work UMC is doing to brand University mailings so that they have a consistent look and feel.
4. Father Garanzini asked what the status of the plasma screens was, and Kelly indicated that with the conclusion of the pilot phase, the screens will soon be programmed more extensively. Individuals responsible for plasma screen content are being trained this month and next, and these individuals will rely upon the regularly update information. The screens will be up and running at full capacity by the end of February.
5. Father Garanzini asked for an update on the University shuttle service, and Bill Laird indicated that Royal American was sold to Enterprise last year. He indicated that the University has worked out a contract with Enterprise for our shuttle service.
6. Susan Malisch gave an update on the emergency alert system which will launch on Monday, January 14. UMC is developing a communications plan including FAQs about the system, and Father Garanzini noted that it was important that Faculty Council is made aware of this system and how to opt-in to it. Phil Kosiba indicated that the system will only be used in the case of national emergencies, weather emergencies, threats to life and the like. Additionally, he noted that we will have the capability to make exterior broadcast announcements on the PA system, which will be up and running by late February/early March. In addition to the alert system and the PA system, we have the capability to communicate emergency messages through the University's phone system as well as on the plasma screens.

7. Susan Malisch noted that when individuals opt-in for the alert, there is the opportunity for them to plug in their off-campus address, and Residence Life is hopeful to get this information to have a better sense of where our students are living off campus. Father Garanzini suggested that the February parent newsletter could include information on this system for parents.
8. In Information Sharing, Phil Kosiba gave an update on LSC projects and also reminded the Cabinet that the ribbon-cutting ceremony for the Information Commons would be on Tuesday, January 15.
9. Bill Laird indicated that the NCAA audit report was completed and would be sent to Father Garanzini later this month.
10. Ellen Munro gave an update on medical malpractice exposure. Father Garanzini added that he and Paul Whelton met to discuss the Gottlieb acquisition. Dr. Whelton will be inviting Bill Hank and other interested trustees to LUHS to review the due diligence on this acquisition.
11. Father Salmi gave an update on speakers that have been invited by students groups and clubs. Additionally, he noted that all residence hall floors will have meetings on Sunday, January 13 and that information on the emergency alert system will be shared with all students at that time.
12. Wayne Magdziarz noted that he would be meeting later this week to work out a timetable on the Chicago Avenue project. In response to Father Garanzini's question regarding the re-configuration of the 25 E. Pearson Street lobby, Wayne shared that what is currently a student service area will be remodeled as an exclusive law school entrance. Chris Wiseman added that individuals working in the lobby of the building have complained about the temperature in that space, and Phil Kosiba confirmed that his team is addressing that concern.
13. Wayne then shared that the Morgan project on the LSC is underway and that the official groundbreaking ceremony would be held on February 7. Additionally, Wayne and Bill Laird will accompany Father Garanzini to Rome at the end of the month to visit the Rome Center.
14. Chris Wiseman indicated that she is moving on reconstituting the Board of Undergraduate Studies (BUGS) in order to bring key University stakeholders together to review academic program proposals. The BUGS proposal is currently being vetted and will be brought back before the Cabinet later this semester. Additionally, Chris noted that a website with FAQs related to the search for the dean of the new School of Communication was in development. Lastly, Chris indicated that she intends to appoint an interim dean after Isiaah's departure in June, and will launch a search for a fulltime dean replacement during the 2008-2009 academic year.
15. Jon Heintzelman indicated that an endowment status report is going out to donors this month.

16. Father Garanzini noted that a group of visitors will be coming to the University from Vietnam later this month. Patrick Boyle and Myles Sheehan, S.J., are coordinating the visit of the Vietnamese this month.
17. Susan indicated that ITS is migrating some student service work to the IC as part of the IC's official opening later this month.
18. Tom Kelly gave an update on the Faculty/Staff Survey rollout effort and indicated that he would be presenting the results to Faculty Council this month. By the next Cabinet meeting Tom plans to have a draft proposal regarding major institutional issues raised in the survey.
19. Father Costello reminded the Cabinet that the election of a new general for the Society of Jesus was taking place in Rome, and Kelly Shannon said that she would have her team add a link to the election information on the University website. Kelly added that she plans to work with Nicole Meehan in Alumni Relations to develop a clearinghouse for service projects and other alumni opportunities.

The meeting was adjourned at 10:00 a.m.