

Cabinet Meeting
January 8, 2018

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, Colleen Newquist, Paul Roberts, and Winifred Williams

Absent: Jim Prehn, S.J. and Steve Watson

Guests: Joan Stasiak

1. Dr. Rooney opened the meeting at 8:30 a.m. and Lorraine Fitzgerald offered a prayer.
2. The minutes of the December 12, 2017 meeting were approved with the corrected name of the proposed School of Health Sciences and Public Health.
3. Dr. Rooney welcomed Colleen Newquist to the Cabinet. Colleen has officially joined Loyola as vice president for Marketing and Communication.
4. Winifred Williams reviewed Human Resources' manager/supervisor training program which to date has been completed by 55 managers on the Lakeside campuses. This training takes about three hours to complete, is available online through Emerge, and will be rolled out to all three Chicago-area campuses this semester. Joan Stasiak then detailed the training and its goals to provide managers and supervisors information on HR policies, practices and procedures.
5. Susan Malisch distributed a handout on HIPAA training, which was created in response to Baker Tilly's recent audit and recommendations to create training that meets the requirements for the protection of private health information. The Cabinet discussed the three groups who were identified for training and highlighted the importance of creating an annual calendar for this mandatory training. The Cabinet approved the training plan and Susan will work with the HIPAA Privacy and Security Compliance Council and others to send out awareness communication and to launch this training in February.
6. Paul Roberts reviewed the summary enrollment funnel and Midwest private reports. There is strong interest in our ABSN program, thanks to our enhanced partnership with Orbis Education, which is positively impacting our enrollment numbers. Spring semester enrollment is up in every category and school, and overall we are ahead of last year by 3.4%. We are significantly down in international applications to our GPEM programs, and ahead in freshman applications for the fall by 5% at this time.

The meeting was adjourned at 10:30 a.m.