

Cabinet Meeting
October 24, 2017

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

Absent: Phil Hale, Wayne Magdziarz and Steve Watson

Guests: Tom Murray and Colleen Newquist

1. Dr. Rooney opened the meeting at 8:00 a.m. and Susan Malisch offered a prayer.
2. The minutes of the October 10, 2017 meeting were approved unanimously.
3. Damon Cates introduced Colleen Newquist who is providing interim leadership to University Marketing and Communications. Colleen presented a powerpoint presentation on strategic communication goals and objectives in the near and long-term. Dr. Rooney asked about ways we can increase our effective outreach to students through social media and other channels, and Colleen detailed plans to survey students about how they would like to get their information about university services, events and more.
4. Tom Murray gave an update on Campus Safety, including crime alerts and Clery Act reporting guidelines. The Cabinet discussed the opportunity to develop a more robust communication plan related to safety and crime on or near our campuses. Dr. Rooney asked Susan, Jane, Paul and Colleen to work together to move this effort forward.
5. Tom Kelly reviewed deadlines for Board of Trustee material submissions, so that the Cabinet can review committee agendas and supplemental materials at the November 14th meeting. The Christmas dinner with spouses/partners will take place on December 5th on the WTC in Regent's Hall.
6. Winifred Williams provided an update on Benefits Open Enrollment, which offers LUC employees the opportunity to update or change benefit options and raises awareness regarding the university's benefit offerings each year. Winifred reviewed the changes to benefit policies in 2018.
7. Winifred also detailed plans for the university's first Campus Climate Survey, which will open on October 31. The survey will include approximately 30 questions and will close on November 17.
8. John Pelissero said that the faculty reception at the HSD went well last night, and indicated that the WTC and LSC receptions will also take place this week. Additionally, John shared that Jan Sisler has announced her retirement at the end of this academic year.
9. Paul Roberts shared that the Undergraduate Admissions open house last weekend was very successful, with a 30% increase in RSVPs and attendance over last year.

10. Jane Neufeld detailed plans for the annual President's Ball and Dinner on November 3. The dinner will take place on the WTC with the ball following dinner at Navy Pier.
11. Kana Henning gave an update on damage from the large rainstorms on October 15 and 16. CTRE lower level on the HSD as well as the BVM Hall lower level labs, Santa Clara, and Piper Hall's basement on the LSC were impacted by the significant rainfall and repair work is underway.
12. Susan shared information on the PeopleSoft upgrade for the student system, which is a uniquely complex upgrade and should be completed by the end of January 2018.

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