

Cabinet Meeting
December 5, 2016

Members present: Jo Ann Rooney, Margaret Callahan, Pam Costas, Phil Hale, Kana Henning, Tom Kelly, Wayne Magdziarz, Susan Malisch, Rob Munson, Jane Neufeld, Jamie Orsini, John Pelissero, Fr. Jim Prehn, S.J., Kelly Shannon, and Winifred Williams

Absent: Lorraine Fitzgerald

1. Jo Ann Rooney opened the meeting at 8:09 a.m. and Phil Hale offered a prayer.
2. The minutes of the November 8, 2016 meeting unanimously approved.
3. Dr. Rooney and Winifred Williams reviewed a proposal to close the University from December 27th-29th as a holiday bonus. Less than 100 staff will need to work during this time to maintain essential operations, and will be allowed to take paid days off within 45 days of the holiday. The Cabinet unanimously approved the proposal, and an announcement will be sent out by Tuesday, December 6th.
4. Dr. Rooney updated the group on plans to establish a task force on Living Wage and Worker Justice. The task force will research various opinions on this topic and submit thoughts and recommendations to the Cabinet.
5. Dr. Rooney asked for feedback on the joint Deans' Council/Cabinet meeting held on November 29th. It was widely agreed that everyone appreciated the transparency in the financial reports and the discussion at the meeting. The Cabinet also agreed that a framework is needed to guide the next steps. Dr. Rooney asked Wayne Magdziarz to hold meetings with the leaders of the administrative and support units to begin to align the multi-year budget planning process. John Pelissero and Margaret Callahan are holding similar meetings with leaders of the academic units. Dr. Rooney stated that the next steps in the budget planning process will remain a standing agenda item in order to maintain momentum.
6. Rob Munson reviewed the Budget Review Team calendar. It was agreed that the calendar will need to expand to track the various milestone dates by which decisions need to be made to assist with the multi-year budget model.
7. Tom Kelly reviewed the agenda for the Board of Trustees meeting on December 7th. Dr. Rooney reminded the group to send committee packets out to the entire Cabinet for better alignment of discussions.
8. Pam Costas distributed and reviewed the Contract Policy. One open item for continued discussion is how research contracts will be handled going forward. Pam also reminded the group of the dollar threshold that requires a legal review. Susan Malisch and Pam Costas will determine how DocFinity can be utilized to flag contracts that are up for renewal.

9. Jamie Orsini distributed and reviewed the status of the scholarship campaign that was closed on November 30th, as well as the status of overall outstanding pledges.
10. John Pelissero updated the group on the status of the searches for the Deans of the School of Law and the School of Social Work, as well as the Director of the John Felice Rome Center.

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