

Cabinet Meeting
January 20, 2016

Members present: Steve Bergfeld, Patrick Boyle, Pam Costas, Donna Curin, Lorraine Fitzgerald, Kana Henning, Tom Kelly, Wayne Magdziarz, Susan Malisch, Chris Manning, Rob Munson, Jane Neufeld, John Pelissero, Kelly Shannon and Winifred Williams

Absent: Margaret Callahan, Justin Daffron, S.J., Phil Hale and Emilio Iodice

1. John Pelissero opened the meeting at 8:00 a.m. and Pam Costas offered a prayer.
2. The minutes of the January 5, 2016 meeting were approved unanimously.
3. Donna Curin added a review of the BOT meeting in February to the Cabinet agenda.
4. Kana Henning and Winifred Williams gave an update on Union Local 399 and its effort to organize our skilled maintenance staff at the three Chicago-area campuses. Loyola and Local 399 have jointly agreed to an alternate voting process which falls outside of the NLRB's jurisdiction. A secret ballot election will be held on January 26 for the staff members (a total of 24 staff) who Local 399 is seeking to unionize. We have a long and good relationship with Local 399 and it is expected that this election process will go smoothly.
5. Rob Munson then detailed changes to the university's travel expense reimbursement policy which is a result of the recent Baker Tilly audit of our financial processes. The university policy will be modified to stipulate that any business expense reimbursements submitted 90 or more days after the end of the work travel will be taxable. This policy change will be communicated to the university community as well as posted online.
6. Rob and the Cabinet then discussed the communication plan for the tuition letter that will go out this month or next. John proposed that a small group of student leaders, as well as students involved with the *Phoenix* newspaper, be invited to a discussion about the planned tuition increase in advance of the letter being sent to all students. Jane Neufeld indicated that she can help identify students to invite to this meeting.
7. Jane also shared that Michael Fasullo is stepping down as president of the student body, and vice president Mariana Chavez will be the new SGLC president.
8. Kelly Shannon gave an update on university communications. The public relations firm O'Malley Hansen Communications has been engaged to look at our communications processes and to help give some strategic direction regarding messaging this semester. Kelly distributed the recommended communication theme paper on "Respecting the Conversation" and detailed opportunities to weave this messaging into our communications and events this term. Steve Bergfeld indicated that the themes are reflective of our mission and values and could have widespread appeal and application at the university. Kelly asked the Cabinet to share their feedback on the points articulated in the document she distributed, and John suggested that Kelly present this information at an upcoming Council of Deans meeting as well.

9. John also shared that the new Diversity and Inclusion website (luc.edu/diversityandinclusion) is up and the Cabinet is encouraged to review the site and to propose additional resources that should be included on it.
10. Steve gave an update on the move into the Center for Translational Research and Education (CTRE) and thanked Kana Henning and Peter Schlecht for all their efforts with this big transition. Over 600 people will be moved into CTRE by the end of April. The dedication of the building will take place on April 21 and the keynote speaker for the event will be Dr. Richard Pazdur, Director of the Office of Hematology Oncology Products for the FDA.
11. Donna reminded the Cabinet that the BOT committee meetings will take place on the Health Sciences campus beginning at 11:30 a.m. on February 23 and the full board meeting will be on the Water Tower campus the following day. John recommended that committee resource staff be invited to attend the February 23 dinner and suggested that Lakeside deans be invited as well. Topics that will be discussed at the full Board meeting include a review of our five year academic and financial plans as well as an update on LUHS presented by Larry Goldberg.
12. Susan Malisch gave an update on Plan 2020 and the work of the Strategic Plan Steering Committee. A master financial plan is being developed to manage and monitor the investments made in our strategic goals. Implementation of the goals of a strategic plan are often supported with visible priorities and performance goals throughout the university. Susan presented options for performance goals supporting Plan 2020, and the Cabinet agreed to take this information back to their units and return to a discussion of this at a future meeting.

The meeting was adjourned at 10:15 a.m.