

Cabinet Meeting
March 1, 2016

Members present: Steve Bergfeld, Patrick Boyle, Margaret Callahan, Pam Donna Curin, Justin Daffron, S.J., Lorraine Fitzgerald, Phil Hale, Kana Henning, Emilio Iodice, Tom Kelly, Wayne Magdziarz, Susan Malisch, Chris Manning, Rob Munson, Jane Neufeld, John Pelissero, Kelly Shannon and Winifred Williams

Absent: Pam Costas

Guests: Steve Christensen, Todd Hansen and Tom Murray

1. John Pelissero opened the meeting at 8:00 a.m. and Justin Daffron, S.J. offered a prayer.
2. The minutes of the February 19, 2016 meeting were approved unanimously.
3. Tom Murray gave an update on campus safety, primarily around the Lakeshore campus. Campus safety officers patrol a half mile north, south and west of our Rogers Park campus. There is good coordination and communication between Campus Safety and the Chicago Police Department. Tom reviewed gang activity off our campus and efforts to improve the safety of all our students, both on and off campus. The Cabinet commended Tom and his staff for their work and for their excellent contributions to the safety forum which was convened last month.
4. The Cabinet reviewed the February Board of Trustee committee and full board meetings. John Pelissero proposed including deans on the BOT committees and making sure they are invited to all BOT receptions and dinners. There was some discussion regarding the Tuesday/Wednesday meeting schedule and if that schedule is convenient for most trustees. Donna Curin detailed changes in the makeup of the board with the retirement of four trustees as well as other changes that will be made soon. Donna also gave an update on the May Rome trip and indicated that 27 board members are currently signed up to participate. John solicited ideas for the June meeting presentation, and Steve Bergfeld proposed a review of our international programs and recruitment strategies.
5. Kelly Shannon then introduced Todd Hansen of O'Malley Hansen Communications. Todd has been engaged to help us look at our communications processes and to provide recommendations to enhance and improve our strategies, tactics and outcomes. Todd then reviewed his recommendations on how we could enhance our current communications processes for better coordination, timeliness of messages, and mitigation of issues in order to help us reach our reputation-building goals. John highlighted that revising our communications processes is intended to empower UMC to develop message content and to share it with the appropriate functional leaders for input before distribution in a timely manner. The Cabinet reviewed Todd's recommendations and will work with Kelly Shannon and her team in UMC to implement the proposed changes.
6. Winifred Williams presented a proposal to transition the spring service award recognition program from a lunch to acknowledgement events in individual departments. Winifred confirmed that she will send the list of milestone anniversaries to the Cabinet each year so they have the information on employee anniversaries. The Cabinet approved this change.

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