

## **Loyola University Administrative Senate**

Minutes of the Meeting of Tuesday, November 13, 2012 MultiMedia II

### **Present:**

Tootie Buisson	Traci Lucas
Mark Bush	Charles Marshall
Michael Connick	Robert Nelson
Kathy Gros	Brad Petitfils
Tommy Harold	Suzanne Plaisance
David Huffman	Robert Reed
Bret Jacobs	Heather Roundtree
Anna Justice	Robert Self
Joe Locascio	

### **Absent:**

Sean Clark – Proxy to Tracy Lucas  
Claire Simno – Proxy to Suzanne Plaisance  
Jenna Vercillo – Proxy to Heather Roundtree

### **Guest:**

Teri Galloway, University Senate

1. **Call to Order** –The meeting was called to order at 2:04 p.m.
2. **Approval of the Minutes** - The minutes of the October 9, 2012 meeting were unanimously approved as amended. Mr. Reed moved to approve and Mr. Locascio seconded.
3. **Announcements/Correspondence** – None.
4. **Guest Speaker, Ross Matthews** – Mr. Matthews discussed the Staff Development Pilot Program. He reviewed the history of the previous Staff Development days and the interest in moving toward a new format in offering staff development. A sub-committee formed by the senate worked with Mr. Matthews to develop new ideas. He also worked with President Wildes and the Cabinet members for feedback on their vision of staff development. In conclusion, three components were developed:
  - a. Professional Development Seminars – conducted by an outside expert consultant. Funding has been secured.
  - b. Operational and institutional offerings – assistance in helping staff to perform their job to the best of their ability. Some points of discussion were offerings from Human Resources, Financial Affairs, and other areas around campus. With an emphasis on management training.
  - c. Jesuit Identity and MissionA pilot of these offerings will take place the last week of November and first week of December. Participation is based on nominations from Cabinet members and the Administrative Senate. The Professional Development Seminar will be conducted by an outside consultant and last four hours, from 10-2 and lunch will be provided. The title is The Seven Habits of Highly Successful People. The Operational and Institutional Offerings will be conducted by Human Resources, titled Effective Performance Management. The Jesuit

Identity and Mission will be conducted by Kurt Bindewald, titled Builders of Ignatian Vision.

Details are still being worked out on when sessions will be offered and in which categories. What Mr. Matthews would like to see happen is to offer one session from each category every semester for two consecutive semesters. This will allow staff to attend a session if he/she missed the first one, and for new employees to attend. He would also like to integrate it as part of the overall performance management process when supervisors have annual evaluations with their staff. President Wildes has approved for the seminars to occur and staff who attend will be automatically granted time away from the office with pay.

A senator inquired about hurricane preparation and asked how staff who are new to Loyola and the New Orleans area can be educated on how to prepare for a hurricane, and suggested having a session on it. Mr. Matthews acknowledged that it a great idea to have a session under this topic. It would be part of the Operational and Institutional Offerings and conducted by Mr. Stephen Murphy, Emergency Manager.

More information about the program will be forthcoming in the spring. Senators were asked to help promote and publicize the sessions.

## **5. Committee Reports:**

- a. Board of Trustees – None.
- b. Parking – Modular trailers are being installed in the Mercy Lot. Due to the shortage of parking spaces, request to reserve parking on campus may not be approved.
- c. Intercollegiate Athletic Advisory Council – Met on 10/23. Baseball coach, Doug Foust was hired. Lisa Tinkler was hired to coach women's golf. Women's golf will begin competing this spring and men's golf will compete next year.  
Consultant update – The report has been received from consultant and was posted on the web site. Senators were encouraged to take look at it. The committee is now waiting on a response from Fr. Wildes on how we will proceed. At this time a decision has not been made as to what Affiliation, level, or conference Loyola may move to. The options are to stay NAIA, move to NCAA Division 2, or NCAA Division 3. NAIA and NCAA Division 2 were similar in expenditures. For those conferences you essentially have to spend \$20 million on scholarships. In Division 3 there are no scholarships, but a significant amount of money would have to be spent on adding programs and facilities. It appears that Loyola will be the last remaining Jesuit school in the NAIA.  
Facilities committee --- negotiations continue with City Park on a baseball/softball/intramural/soccer facility.  
Updates to the Rec Plex will be included with capitol campaign. GPA's and retention of Student Athletes are continually monitored and remain higher than the general school population. Two athletic endowed scholarships were awarded after the financial goals were met and matched by the state.
- d. Athletics Review Commit– None.
- e. Committee on Mission and Identity – None.
- f. Strategic Planning Team – The University has recently developed a number of KPI's (key performance indicators) that show how the university is functioning. They will focus on areas where we are not performing as well as expected. Such as the decrease in retention from first to second year retention. The committee is also working to update Dr. Manganaro on the history of the committee.

- g. University Budget Committee – None. Will meet again in the spring. The revenue budget has been prepared and submitted to Fr. Wildes. He will review it and make his recommendation to the Board of Trustees at the December meeting.
- h. Senate Elections – None.
- i. Fringe Benefits Committee – None.
- j. Communications Committee – None.
- k. Conflict of Interest Committee – None.
- l. Monroe Hall updates – In the process of vacating the 5<sup>th</sup> floor and part of 4<sup>th</sup> floor by the end of year. Modular trailers are being installed in Mercy lot. IT has begun moving to the Monroe Library. The Office of Public Affairs is working on an update to the campus community on where to find departments who vacated the building. Full completion is 2 ½ years.
- m. Committee on Term Limits and Representation – See below.
- n. Ad Hoc Staff Development committee – None.
- o. Sustainability Committee – Working to raise campus awareness about sustainability issues, the committee and what they do. Creating a web site. Also, raise awareness about the use of plastic across campus. There are now five machines around campus that allow you to refill water bottles. They are located in the Danna Center, Communications building, Bobet, Rec Plex. There are discussions about the possibility of hiring a full-time sustainability coordinator, but due to the current budget constraints it may not be feasible for a couple of more years.

## **6. Unfinished Business –**

Inclusion of Non-Exempt Staff. At the last meeting the work group presented and reviewed a proposal outlining the specifics of what it will entail to incorporate non-exempt staff into the Administrative Senate.

Proposed changes to the constitution were reviewed. A senator inquired about keeping the word “Administrative” in the title. The differences between the two levels of staff were discussed. It was decided to leave the new title as Staff Senate.

It was asked why the eight non-exempt staff are elected at large instead of by division. The reasons for the positions being at-large is because many offices have very little non-exempt staff and it may difficult to elect a specific number.

With regard to grant paid positions, the department is responsible for reimbursing the grant sponsored program for time the employee is away from the office attending Senate meetings. This regulation applies to all staff who serves on the senate. Departments should plan ahead for budget reasons if an employee in their department is a senate member.

Because changes to the by-laws are a constitutional change, it will be presented at the December meeting with the changes from today’s meeting. At the December meeting, the senate will vote to accept the proposed changes. It will then be presented Fr. Wildes for review and approval.

At the last meeting a discussion ensued about the campus directory. Sean Clark volunteered to find out information from Institutional Advancement with regard to how many directories are printed and the cost involved.

The response from Institutional Advancement is:

- 1. Human Resources is responsible for the printing of the campus directory. The role of IA is to assist with the production of it and approve the content of the submitted ads.
- 2. The production of the directories is financed entirely by advertising sales. This year

4,500 directories were printed. The number of directories distributed to the different areas around campus are confirmed prior to delivery. If an overage is reported, the number will be deducted for future orders.

3. The quantity of directories printed directly impacts the advertising rates. A decreased advertising quantity means decreased exposure for the advertisers, and decreased advertising rates.
4. There are no statistics regarding the use of the printed directory compared to the website. However, Institutional Advancement is considering conducting a survey to determine how many of our constituents find the directory helpful.

**7. New Business – None**

University senate – Ms. Teri Galloway gave an update on the University Senate. Mr. Sal Liberto gave a presentation on retention issues. There were 7,196 applications received in 2012. That is a 116% increase. 874 new students started in the fall. Net revenue increased from 40.9 million to 57.7 million. There was a 20% drop in graduate enrollment. There was a shortfall of 30 undergraduate students. The discount rate is too high by approximately \$1,000. The main reasons students leave Loyola is academic and financial. Donna Bourgeois gave a presentation on faculty salary equity. Provost Manganaro reported that he is forming a committee comprised of constituents across campus to work on retention issues. The Board of Regents Advisory Committee now has representation from Loyola. Some faculty handbook revisions were made, mostly minor changes. Upcoming – will be reviewing extraordinary faculty and adding to some areas of the faculty handbook. Bill Bishop from IA will come to the December meeting to discuss the capitol campaign.

**8. Adjournment – The meeting was adjourned at 3:00 p.m.**

Respectfully submitted by: Dianna Whitfield