1. Enrollment Update  
   Consultant reports  

2. Finance Update  

3. Voluntary Retirement Plan  

4. October Meeting - Action Items (finance and IA)  
   Approval of Option(s) to offset 2013-14 shortfall  
   Approval to Fund the Option(s) from the Endowment Fund  
   Approval of Board of Regents matches  

5. Legal Update  
   Gita Bolt  

6. ACTION ITEM:  
   Approval ASA committee description revised  
   (attachment)  
   Kevin Wildes, S.J.
Loyola University New Orleans Board of Trustees

Executive Committee Meeting

MINUTES

September 19, 2013

10 a.m. CDT

President’s Dining Room, Thomas Hall, 1st Floor


Absent: John Simmons, Jr.

Fr. Wildes called the meeting to order at 10:03 a.m.

Enrollment. Fr. Wildes reported a preliminary analysis of the enrollment shortfall reveals when Loyola began to lose ground with the fall 2013 first year class. By early March, admissions counselors began recording changes in attitudes of admitted families which coincided with the lowering of our typical merit awards. Campus visits were down and attendance at the April President’s Open House attendance was down compared to last year. He noted that official “stats” will not be reported until early October, but as of today, we have 635 first time, first year students, 119 transfers, and 21 readmits. The good news is that budget assumptions included a 75% retention rate and at this time first to second year retention is tracking at between 78-79% which represents an increase from last academic year of approximately 5%.

The committee discussed enrollment and retention budget assumptions and how to keep a one year shortfall from becoming a longer term issue. The consultant’s initial diagnosis points to a correlation between the university lowering its discount rate and the enrollment shortfall. Fr. Wildes commented that Loyola has not had a constant number for its entering class and that the number has fluctuated over the years. He has asked Ms. Roberta Kaskel and the consultants to identify what is the “right” size for the incoming first year class.

Finance. Fr. Wildes reported he has reviewed the budget and the financial impact of the enrollment shortfall and options to reduce the deficit. He pointed out the need to be mission-centric in the decision making of how best to address the budget deficit. Options discussed include offering a voluntary
retirement program for faculty; a reduction in employee retirement contributions by Loyola, and a reduction in workforce.

**Action Item: Revised Approval of Academic and Student Affairs Committee Description.**

Fr. Wildes presented the revised description of the Academic and Student Affairs Committee to the Executive Committee. The revised description creates two sub-committees: enrollment management and student affairs. He explained this will elevate specific issues like discount policy to the board. Fr. Wildes called for a motion to approve. It was so moved and the committee unanimously approved the revised description of the Academic and Student Affairs Committee.

**October Board Meeting.** Fr. Wildes said that the October full Board meeting will include a discussion on enrollment management. Ms. Roberta Kaskel, interim vice president for enrollment management and Ms. Carrie Glass, director of financial aid, will give a presentation about the internal operations of enrollment management and financial aid. He added that Dr. Tom Longin will also join the meeting and conduct a mini-workshop on the role of the Board on strategic planning.

Fr. Wildes reported that construction on Monroe is on time and on budget. The exterior should be done by October. Cabra Hall is open and at 100% capacity. A dedication ceremony will be held next week for the newly renovated residence hall.

The Institutional Advancement Committee will have several action items involving requests for Board of Regent (BOR) matches for professorships and one scholarship. Fr. Wildes announced that the Capital Campaign has $37.5 million in commitments and has several large proposals under consideration. In addition, he said IA is targeting a spring 2014 date as the public launch of the campaign.

**Legal Update.** Ms. Gita Bolt, general counsel, gave an update on pending litigation.

The meeting adjourned at 10:37 a.m.
LOYOLA UNIVERSITY NEW ORLEANS
Board of Trustees
SEPTEMBER 2008
REVISED COMMITTEE DESCRIPTION

COMMITTEE: Committee on Academic Affairs and Student Affairs

MISSION STATEMENT / CHARGE

To define, oversee and modify policies and plans that ensure fulfillment of the University’s educational mission, including what students learn and how they learn it, the effectiveness of teaching and learning, selection, recognition and development of faculty, student life staff and academic support staff, assessing and rewarding excellence in providing a holistic education, organization of departments, divisions and colleges, academic and student life standards and requirements, and the appropriate balance between teaching, scholarship/research and service.

Through a coordinated effort with the Sub-committee on Student Affairs the Committee will focus on, attend to, work to identify and support the education of the whole person.

Through a coordinated effort with the Sub-committee on Enrollment Management, the Committee will work to oversee the University’s policies on student recruitment, admission, financial aid, retention and progress toward degree completion.

MEMBERSHIP, LEADERSHIP AND ORGANIZATION

- **MEMBERSHIP**: Membership of the Committee shall consist of nine to twelve members, including five Trustees who are interested in and committed to the institution’s academic and student life programs and priorities – especially the integration and coordination of the educational programs – and representatives from other standing committees (especially the Finance / Buildings & Grounds), as well as appropriate faculty (usually two), student life (usually two student life professionals or related staff) and student (one or two) “delegates.”

- **LEADERSHIP**: The chair and vice-chairs of Committee must be experienced Trustees who understand the higher education enterprise in general, the specific academic and student life mission and goals of the University, the nature and
impact of shared governance, and the value of a holistic, integrated approach to achieving the University’s educational goals.

- **ORGANIZATION**: Normally, the Committee should meet on a quarterly basis or in conjunction with regularly scheduled Board meetings. The Committee will be staffed by the chief academic and student life officers.

**RESPONSIBILITIES:**

- The Committee shall ensure that academic and student life programs are consistent with the University’s mission and strategic plan/goals, and that they are effectively integrated in an holistic approach to student learning.

- The Committee will review and make recommendations on the University’s policies regarding student admission, financial aid, retention, and progress toward degree completion.

- It shall ensure that the institutional budget reflects the institution’s educational plan and priorities.

- It shall ensure that faculty and student life personnel policies and procedures complement the educational priorities of the institution.

- The Committee shall ensure that the institution’s academic and student life programs are appropriate for its students.

- It shall ensure that the institution assesses the effectiveness of all its educational programs, the learning outcomes of all its students – undergraduate, graduate and professional – and the resulting initiatives for continuous improvement.

**AGENDA—POLICIES & PRACTICES TO CONSIDER:**

- The Committee should set its own agenda, guided by the institution’s mission, strategic plan and other planning documents; it should heed but not be driven by the suggestions of the chief academic and student life officers, other administrators and faculty, student life and student leaders.

- [See the Strategic Plan and the President’s and Board’s Annual Strategic Priorities for Agenda Items … 2008-2009.]