ATTENDANCE SHEET (Names in italics represent senators present)

Art and Design
   Nancy Bernardo (2013)
   Carol Leake (2014)

Biology
   Rosalie Anderson (2014)
   E. L. Beard (2013)

Business
   Karen Arnold (2013)
   Walter Block (2014)
   Chris Screen (2014)
   Len Trevino (2013)
   Frankie Weinberg (2014)
   Stuart Wood (2014)

Chemistry
   Bill Walkenhorst (2014)
   Jai Shanata (2014)

Counseling
   Thomas Foster (2014)

Criminal Justice
   David Khey (2013)

English
   Kate Adams (2014)
   Barbara Ewell (2014)
   Chris Schaberg (2013)
   Mark Yakich (2014)

History
   Maurice Brungardt (2013)
   Robert Gerlich (2012) [on sabbatical 12/13]
   Behrooz Moazami

Institute for Ministry
   Kathleen O’Gorman (2013)

Languages and Cultures
   Blanca Anderson (2014)
   Nathan Henne (2014)
   Cassandra Mabe (2013)

Law
   Lawrence Moore, S.J. (2014)
   Mitchell Crusto (2014)
   Isabel Medina (2014)
   Craig Senn (2014)
   Keith Vetter (2014)
   Bill Neilson (2014)

Law Library
   Brian Barnes (2014)

Mass Communication
   Cathy Rogers (2013)
   David Zemmels (2014)

Mathematical Sciences
   Ana-Maria Matei (2013) – proxy to Ralph Tucci
   Ralph Tucci (2013)

Monroe Library
   Susan Brower (2013)
   Teri Gallaway (2014)

Music
   Alice Clark (2013)
   Meg Frazier (2014) – proxy to Alice Clark
   James MacKay (2013)
   John Murphy (2014)

Music Industry
   John Snyder (2014) – proxy to John Murphy

Nursing
   Kim Brannagan (2014)
   Cindy Collins (2014)
   Gwen George (2013)

Philosophy
   Jon Altschul (2014)
   Robert Brice (2014)
   Jonathan Peterson (2013)

Physics
   Martin McHugh [alt. for Garrity (2013)]

Political Science
   Phil Dynia (2013)

Psychology
   Glenn Hymel (2013)
   Erin Dupuis (2014)

Religious Studies
   Bob Gnuse (2013)
   Denis Janz (2013) – proxy to Gnuse

Sociology
   Marcus Konkdar (2013)

Theatre Arts and Dance
   Geoffrey Hall (2014)

Guests:
   Kevin Wildes, President
   Marc Manganaro, Provost
   Elizabeth Kordahl, Exec. Asst.
   Kenna Ellis (Student Reporter)
   Bill Bishop, Vice President for Institutional Advancement
   Suzanne Plaisance – Administrative Senate
   Melanie McKay, Vice Provost Faculty Affairs
CALL TO ORDER
The meeting was called to order by the chair at 3:35 p.m.

INVOCATION
President Wildes offered an invocation.

APPROVAL OF MINUTES
The minutes from the November 8, 2012 meeting were unanimously approved.

REPORT FROM CHAIR
Dr. Ewell gave the following Chair’s Report:

- At the December meeting, the Board of Trustees approved the 2013-14 budget. Enrollment numbers were set at 875 incoming freshman, 130 transfer students, 703 incoming law students. The retention rate was set at 75%. The tuition increase will be 4.9% with a 4.9% increase in room and board. Residents living in the newly renovated Cabra Hall will pay a slightly higher room and board fee.

- Monroe Hall update: Information Technology, Math, Political Science, Sociology, and Professional Studies have moved out of Monroe. Upward bound will move from the second floor of Monroe to Mercy Hall. The Physics Department will move from floor 5 to floor 2 of Monroe. In January 2013 the Academic Resource Center will move to Marquette Hall. Completion of the entire building is set to be December 2014. A university wide email was sent that listed the departments who have relocated and where they are now housed.

- The bi-weekly meetings of the Monroe Hall Steering Committee that were suspended in May will resume in the spring.

- Book orders – Concerns have been expressed about book orders not being placed by the deadline. In an effort to assist faculty, a more specific description of the process will be sent out and book order deadlines will be added to the university calendar: October 15th for the spring, March 15th for the summer, and April 15th for the fall. The university risks lost revenue when book orders are not placed on time.

- Institutional Advancement is working to make the academic calendar more visible on the web site.

- The Conflict of Interest Committee, chaired by Heidi Davis, is working to provide better descriptions of what constitutes a reportable conflict of interest. Information workshops may be instituted. The Board of Regents re instituted the program for funding endowed chairs. A new program was also instituted that gives undergraduate scholarships to first generation students in Louisiana.

- Undergraduate applications have increased by 2% and fall-spring retention numbers remain steady.

- Dean’s searches – The College of Humanities and Natural Sciences will have finalists on campus in January and February. Dr. Roger White will serve as interim dean of the College of Social Sciences until a search is completed next year. The Office of Alumni and Parent Relations is planning the next alumni weekend for June 7-9, 2013.

Provost Manganaro has asked to reconstitute the Intellectual Property Rights Committee. The committee was originally formed in 2008 with Susan Brower, George Capowich, and Joe Berendzen as faculty representatives. Susan Brower and Patrick Garrity were appointed by the Senate Executive Committee to serve during the spring
semester until new elections can be held in May. John Blevins was nominated by Isabel Median as the third member.
The Chair reminded senators about the process of motions and votes. When a motion is introduced it is supposed to be discussed at the same meeting, allowing senators time for reflection before the vote is taken at the next month’s meeting.

PRESENTATIONS
Bill Bishop, Vice President for Institutional Advancement, gave a presentation on the capital campaign and related matters.

He first clarified the terms of the Board of Regents’ recently reconstituted Endowed Professorship Program, noting that if Loyola raises a $60,000 philanthropic contribution, the state will match the remaining $40,000. Each private institution is authorized two professorships a year, and Loyola currently has four before the board. Although LSU has proposed most of the approximately 350 endowed professorships in the queue, Loyola is again guaranteed two per year.

Mr. Bishop then presented a powerpoint highlighting the current capital campaign.

At each of the Board of Trustee meetings, Institutional Advancement provides a campaign dashboard that updates current fundraising. A further breakdown is also provided to President Wildes and the Institutional Advancement committee every two weeks.

Last year, President Wildes, working with the university leadership, established the campaign goals and allocations. Academic Affairs was allocated $40,000,000, 23% of which has been met. Student Affairs was allocated $20,000,000 with 3.5% of the goal met. Scholarships were allocated $20,000,000 and to date 17% of the goal has been met. Mission & Ministry was allocated $10,000,000 and have raised 82.55%. Unrestricted funds have been set at $10,000,000 and 20.5% has been raised.

Responding to a senator about the renovations to Roussel Hall, Mr. Bishop noted that Roussel’s renovation was the top priority for the College of Music and Fine Arts, with an architectural estimate of 18.5 million dollars. The renovations include expanding seating to nearly 1,000, enhancing the back stage areas, and adding a balcony. Since there are no facilities in the New Orleans area of this size, the renovated hall would meet a community need as well as provide rental revenue.

Provost Manganaro noted that $12,000,000 was added to the $40,000,000 of the Academic Affairs allocations to supplement the Monroe Hall renovations.

Institutional Advancement is distributing post cards that will be regularly updated to provide general information on the campaign.

REPORT FROM THE PRESIDENT
President Wildes reported that recently 60% of his time is spent being involved with the capital campaign and fundraising.

He noted that his performance is reviewed annually by the Board of Trustees, according to specific goals. Some of his goals for this year are:

1. To work with Institutional Advancement for the capital campaign.

2. To work with the Strategic Planning Team to implement and assess the goals of the current strategic plan.

Looking toward the future, he noted that the internet and technological advances are having a huge impact on higher education and the distribution of knowledge. He plans to continue working with the SPT to consider key factors in moving forward in developing a new strategic plan.
3. To remain engaged with local civic leadership, particularly the Civil Service Commission.

4. To participate in more formal professional development. He is considering a program at Harvard University’s School of Education, established for sitting presidents and he plans to apply.

5. To continue to work on the budget. He complimented the work of the UBC post-Katrina in managing expenses so well and noted that this year’s deliberations for the 2013-14 budget were particularly difficult. He commended the decision to set the enrollment numbers for incoming freshmen at 875, which seems to be a more realistic figure that puts us in a better position to realize our goals.

6. To complete the purchase of Veritas Hall. He plans to ask the Space Committee to assess the building and make recommendations on its best uses.

Senator, Jon Altschul inquired about the residence requirement for sophomores. He noted that many sophomores do not want to live on campus. President Wildes responded that the campus living requirement is being reviewed. In the long term, he wants better housing options for students. He would like to acquire the additional Dominican property on the Broadway campus for that purpose. Provost Manganaro added that the Retention and Student Success Summit will presumably continue as a standing committee and will consider the effects of campus residence requirements on retention. Part of their time will be spent discussing what affects retention and the campus living requirement.

Senator, Marcus Kondkar inquired about the relationship between the capital campaign and student housing needs. President Wildes explained that although campus housing is important, it cannot be a priority for fundraising for two reasons: (1) There is already too much construction on campus, and (2) a proposal to replace the Danna Center with a residence hall is already part of the current master plan. In a few years he will also have the option to use bond money to start such a project.

Senator, Isabel Medina asked for an update on the Tuition Committee. President Wildes responded that the committee is still being formed, but he wants it to work with the Strategic Planning Team to look at pricing more closely. The Provost added that the Retention and Student Success Summit will also consider pricing as a top priority for review. Senator, Gwen George requested that representatives of the graduate programs be included on both the Tuition Committee and the Retention and Student Success Summit and Committee. She added that the law program is not the only program in danger of being out-priced. The out-pricing issue applies to all graduate programs. Provost Manganaro acknowledged her concern and said that some of the documents for the Summit will incorporate graduate programs. The forthcoming Retention Summit will try to determine major areas of concern, including graduate, online, and continuing education. Work groups will include representatives from areas directly affected, and their findings will be sent to the standing committee, which will include graduate and online programs.

**COMMITTEE REPORTS**

**Administrative Senate** – Suzanne Plaisance of the Administrative Senate reported that the Ad Hoc Staff Development Committee is working with Ross Matthews, Director of Human Resources, to revamp the staff development program. Instead of a full day of seminars that staff could sign up to attend, professional development piloted three new components:

a. Professional Development Seminars – conducted by an outside expert consultant. The first offering is titled “The Seven Habits of Highly Successful People.”

b. Operational and institutional offerings – assistance in helping staff to perform their job to the best of their ability, emphasizing management training. Offerings would be from Human Resources, Financial Affairs, and other campus units. The first offering will be conducted by Human Resources, titled “Effective Performance Management.”
c. Jesuit Identity and Mission. The first offering will be conducted by Kurt Bindewald, titled “Builders of Ignatian Vision.”

The positive response to these new programs has encouraged Mr. Matthews to offer one session from each category every semester for two consecutive semesters, allowing staff to attend sessions they have missed and new staff to participate. The Administrative Senate also approved changes to the constitution and by-laws to incorporate non-exempt staff. These changes will be submitted to President Wildes for his review and approval. If approved, the changes will be implemented in the fall of 2013, including a name change to “Staff Senate.”

Other reports – None

PROVOST’S REPORT

As a follow-up to President Wildes report on the UBC, Dr. Manganaro reiterated the difficult deliberations to set the parameters of the budget. The lowered projections for next year (875 freshmen and a 75% retention rate) means less revenue, though a balanced budget is still required. It would be difficult to meet financial obligations without having the planned tuition increases. Nonetheless, Loyola’s undergraduate tuition remains consistent with peer institutions, though our discount rate is the sixth highest among the 28 AJCU schools. Among those institutions, we are the sixth lowest in actual tuition revenue. The UBC wrestled with a lot of alternatives, but finally recommended not to award salary or equity increases in 2013-14.

To address some of these budget issues, the Retention and Student Success Summit will include tuition pricing, retention, and financial aid in its considerations. Outside consultants may assist in developing some best practices. If we can increase the net tuition revenue and the retention rate by just a few percentage points we can significantly improve our financial situation.

Senator Maurice Brungardt asked if the discount rate increases when tuition is increased. Provost Manganaro responded that increasing tuition can cause sticker shock but it is difficult not to increase the scholarship funding when the tuition increases. Another component is how we shape our classes, bringing in, for example fewer high need students but funding and supporting the highest need students more fully so that they can succeed here. Loyola has approximately 20-25% conditional admits every year.

Senator Isabel Medina commented that it would be preferable to have a longer period of time to consider alternative ways to address budget constraints that do not always rely on reviewing faculty salaries. Provost Manganaro responded that we hope in spring 2013 to project a five-year budget.

Senator Geoffrey Hall asked if the university has given thought to developing a contingency plan if we go over the fiscal cliff. Provost Manganaro responded affirmatively but noted that the university faced harder times after Hurricane Katrina.

Senator Alice Clark commented that students find tuition is rising but scholarships are not, while are receiving minimal or no salary increases. What can she report about where the money is going? Provost Manganaro responded that the challenge is balancing income and expenses. President Wildes added that the university needs to improve its management of financial aid, especially since our profile among Jesuit universities includes a very high number of students who need financial aid to attend Loyola.

Senator Jon Altschul asked how can faculty have more input in shaping our identity as we move forward as a university. Provost Manganaro responded that the University Senate is one such platform and the work of the Deans is another. We do need to be clear about our identity and who we are.
Responding to concerns about the renovations of Monroe Hall, the provost noted three initiatives:

1. Reconvening the Monroe Hall Steering Committee.
2. Establishing a regular liaison with the contractors.
3. Improving the updates about the renovations to the Loyola community.

In his recent meeting with the Deans and Chairs, the provost was encouraged to invite Jay Calamia to discuss the budget. Monroe Hall and instructional efficiency were also mentioned.

Senator Behrooz Moazami inquired about the name of the Retention and Student Success Summit and why the word “recruitment” was not included. Provost Manganaro responded that recruitment, retention, and marketing are all important pieces that will be reviewed by the summit.

UNFINISHED BUSINESS – none

NEW BUSINESS –
Handbook Revisions update protocol for UC&CC – Alice Clark
Dr. Clark reported that the proposed changes are simply a revised protocol. The motion to accept was moved and seconded. The vote in favor was unanimous. It will be voted on at the next meeting.

Ombuds Officer Proposal – Isabel Medina moved to accept and Alice Clark seconded. The vote in favor was unanimous.

Extraordinary Faculty Report and Proposal- An ad hoc committee was formed last spring to study the issue of extraordinary faculty on campus and their rights and responsibilities. Gwen George observed that the report outlines the results of the survey and work of the committee as they tried to come to a consensus. Though the committee was not unanimous in its report, the proposal was submitted to Provost Manganaro for his review and response. The faculty handbook has a very little about extraordinary faculty and based on the number of extraordinary faculty that work on campus, it is important to include them in more ways. Provost Manganaro added that he did review the proposal and although there are differences of opinion, the proposal has a lot of detail and important information regarding extraordinary faculty. He reiterated the importance of the continued discussion. A motion to introduce the proposal was made and seconded. The vote in favor was unanimous. It will be on the agenda for the next meeting.

ADJOURNMENT
The Senate was adjourned at 5:03 p.m.

Attachments:
Minutes: October 11, 2012
Ombuds Officer Proposal [Ombuds Officer Proposal CH 8 11-12]
Extraordinary Faculty Proposal [ExtraOrdinary Faculty Proposal CH 15 11-12]
Extraordinary Faculty Report
Handbook Revisions Summary (A. Clark)