

Notre Dame Executive Cabinet

Executive Summary

April 7, 2003

Foster Room, LaFortune

I. Opening Business

- a. Pat Hallahan called the meeting to order at 6:03 p.m.
- b. Jasmine Garcia led the invocation.
- c. Jeremy Lao motioned to approve the March 24, 2003 and the April 3, 2003 minutes, Seth O'Donnell seconded. They were approved at 6:05 p.m.
- d. Meghan Barloco, Jay Deimel, Lindsey Evans, and Tim Lavelle were absent.

II. Student Senate Update

- a. Jeremy Lao, Student Body Vice President
 - i. Jeremy Lao informed Executive Cabinet members that the Senate had its first meeting last week. Senate formed committees and will be having their first committee meetings this week. Also, beginning Wednesday at 12 a.m. and continuing until Friday at 12 p.m., there will be a referendum online for in-hall dances. More information will be on IrishLink on Tuesday, April 8, 2003. The next Senate meeting will take place on April 10, 2003 to discuss the 2003-2004 the FMB and CCC budgets.
 - ii. Pat Hallahan encouraged everyone to attend the Senate meeting to share opinions over the budget, ask questions, or tell why your organization needs money or is grateful for the money received. Also, the resolution for in-hall dances will go to the CLC this week, hopefully along with the referendum votes. Please encourage students in your dorms, classes, and clubs to vote so that there is an accurate representation of the students' wants.

III. Student Activities

- a. Peggy Hnatusko
 - i. Peggy Hnatusko informed members that they will soon be receiving an email from Amy Geist informing them to complete an annual registration form. This must be filled out. Also, any group that would like to have a concession stand, please fill out an additional form. See her if there are any questions.
 - ii. Pat Hallahan mentioned that the Student Senate Update and the Student Activities Update will be on the agenda every meeting. If any group would like to be included on the agenda for any week see him.

IV. Old Business

- a. Executive Calendar: Pat Longenbaker, Calendar Coordinator
 - i. Pat Longenbaker hopes that everyone has seen the calendar, Under the Dome, if not please take a look at it. It includes social activities, lectures, and official University events. Currently there are about 400 visits per day to view the calendar.
 - ii. Some of the future plans are to stop using the paper Under the Dome Calendars, which are distributed to dorms. Instead they would like to set up a weekly banner in O'Shaughnessy Hall or DeBartolo Hall that highlights important events, not all events. If there are any suggestions where the banner should be placed, please see him.
 - iii. Discussion: Pat Hallahan commented that the other possible choices to place the banner are in North and South Dining Halls or LaFortune. He also mentioned that there will be the link to the online calendar at the bottom of the banner for students to check out events not listed on the banner. Pat Longenbaker said that they might also get an ad in the Observer to publicize the calendar. Charlie Ebersol informed Pat Longenbaker that Executive Cabinet had discussed putting the calendar as the homepage for the computers in the computer clusters. Peggy Hnatusko reminded everyone that if there is a change in an event, they need to inform Pat Longenbaker immediately so that he can make the change on the calendar. Otherwise, not all students know of the change and get upset.

- Making changes immediately is especially important if the calendar becomes the homepage in the clusters because so many students will view it every few minutes.
- iv. Pat Hallahan also reminded everyone to have a preliminary set of fall events by the meeting for April 21, 2003. Pat Hallahan, Pat Longenbaker, and Charlie Ebersol will be compiling these events into one calendar. If you cannot meet this deadline, please see Pat Hallahan.
- b. Executive Cabinet Communication to Campus: Kim Anderson, Assistant Communications Director, OSBP
 - i. Pat Hallahan reminded everyone that the Observer will not be present at Executive Cabinet meetings. Therefore, an idea for communication between Executive Cabinet and the students was for Kim Anderson and the Director of Communications to write up a one page press release for the Observer. If the Observer wished to publish it, it could. Kim Anderson added that doing this allows Executive Cabinet to control the flow of information and to make sure ideas and quotes are correctly relayed to the student body. This press release would also highlight the important events of Executive Cabinet. The question Kim proposed is do we want to have a press release every week or just when necessary?
 - ii. Discussion: To answer the question Charlie Ebersol stated that the more consistent and regular the letter is the better. He also added that Executive Cabinet should control the flow of information and should only highlight KEY points. He suggested that the press release contain no derogatory statements about any Executive Cabinet member. Pat Hallahan informed everyone that the press release would be no longer than one page and would be emailed to all Executive Cabinet members on Tuesday morning to a look at before it was sent to the Observer on Tuesday afternoon.
 - iii. Pat Hallahan suggested a second idea of having a weekly campus email containing information from Executive Cabinet and Senate. They would be similar to the emails sent by the class councils last year, since those proved to be successful.
 - iv. Discussion: Matt Smith suggested that if this idea is carried through, only use the ListServ when necessary, because then students realize it is important. If it is sent all the time students tend to delete it without reading it. Charlie Ebersol suggested really informing students of the website. If we can get students interested in visiting the website then we can add a button on the website that says click here for an update on Student Government and then have a link to Executive Cabinet and Senate. Pat Hallahan reminded everyone that the important thing is to get students informed through mass campus communication, whether through a website or email. The only way to do this is to get them first interested. This discussion will continue in upcoming meetings.
 - c. Reception with the Officers' Group
 - i. Pat Hallahan reminded members of the Officer's Reception that is coming up. Everyone received a sheet with all the officers' name that are in the Officers' Group with their positions. Officers that have responded and will be present at the reception are Fr. Malloy, Fr. Scully, Ms. Johnson, Fr. Warner, Fr. Jenkins, Fr. Graves, Fr. Poorman, and Mr. Lypouth. Four officers cannot make it and we are waiting for a replay from the rest. Any Executive Cabinet member that received an invitation to represent their group and has not yet replied, please do so. Also, see Pat if any additional members want to attend.
 - ii. Discussion: Seth asked the time of the reception. Pat replied from 4 p.m. until 5 p.m. on Thursday, April 10, 2003 in the Notre Dame Room. It is a coat and tie event, but remember it is just a reception. Pat Hallahan will speak for a minute, Fr. Malloy and Fr. Poorman will probably speak as well. The rest of the time is for the students and officers to talk amongst each other. It is not mandatory to stay the entire hour. Matt Smith encouraged members not to be afraid to speak with the officers. That is why they are going to the reception, to mingle with the students. They are wonderful resources.

V. New Business

- a. Service Club Funding: Pat Hallahan, Student Body President
 - i. Pat Hallahan reported that the OoP has money left over from this years term ending June 30, 2003. They are interested in providing a total of \$1500 to any organization(s) that are

conducting service oriented works. Beginning Wednesday, April 9, 2003 Pat will send an email containing the form to everyone. He will also drop some forms off to the CCC. Any organization may apply. Any organization can also apply if they are interested in having the OoP co-sponsor a service oriented event with them this year or in the fall of next school year.

- ii. Questions: Peggy Hnasuko asked if a club such as the Academic Club could apply if they wanted to buy books to send to a third-world country. Pat replied yes.
- b. Final Senior Week Schedule: Matt Smith, President of Class of 2003
Look at handout for specific times and places
- i. Matt Smith commented that a lot of thought has gone into the senior week schedule since January. They have tried to plan a week of events that is best for the students, fun but not over programmed. They have planned for about 1,000 students. Everyone received a list of the events starting Saturday, May 10, 2003 and ending Thursday, May 15, 2003. The events in order include:
 Saturday: Senior Week "Margaritaville"
 Sunday: Cubs game (trip to Chicago) and Class Mass
 Monday: Golf Outing (max-80 People), Volleyball Tournament, and Silverhawks Game
 Tuesday: Class formal (Busses will run continuously all night. Expecting 90-95% of the class to attend)
 Wednesday: Last Tailgate and Notre Dame Baseball Game
 Thursday: Service Project (planned with Salvation Army, go to off-campus housing to pick up any extra furniture) and Last trip to the Grotto (planned with Campus Ministry).
 - ii. Senior Week Registration has now been put on their website with the help of Dome Design, the OIT, and the Registrar. This is a great improvement because it makes it much more efficient and easier to have 2,000 students visit a website to purchase tickets for each event than to have them all meet at a specific place at a specific time. There are limited tickets, however, so it will be on a first come first serve basis. Seniors will receive information telling them when and where to go and there will be an ad in the Observer next week. Pat Hallahan added that if any students will be here during Senior Week pay attention to how it is run so that you can see what you like and what you would like to see changed. Matt Smith added that Jasmine Garcia has taken 15 people from the 2004 Class Council to help plan this Senior Week so that they will have an idea for next years Senior Week. He thanks her for the classes support. Pat added that Dr. Pace from the Registrar's Office will allow 3-4 students to go to this year's graduation to see how it is run and how it can be approved. If you will be here and are interested in going, please see Pat. Jasmine Garcia said she was interested.
- c. Online Grades
- i. Pat Hallahan also mentioned that the Registrar is hoping to get rid of paper grades that are sent to each student's house and instead have grades available through IrishLink. However, the Registrar will send an email to every student to reply if they would like to have a copy mailed to their house as well, because some parents want to see the grades. Most peer schools have adopted this idea of online grades.
- d. TCE's and Referendum
- i. Trip Foley, Jeremy Staley, and Pat Hallahan will be meeting with the Faculty Senate Representatives over the issue concerning publishing TCE's. They are hoping to have TCE's published after next semester.
 - ii. Jeremy Lao added that for the Referendum on in-hall dances there will be a random drawing for three individuals to receive \$50-\$100 gift cards from American Express. Peggy Hnasuko commented that they cannot do a random drawing for these prizes. It is considered illegal gambling in the State of Indiana and the University takes it very seriously. Jeremy said that they did it for American Idol. Peggy responded that the prize was given on the basis of skill. There are ways to get around it or work with it. There are times when receiving a prize on chance is acceptable, but this amount of money is beyond the limit. The example of the Freshman Class giving away an X-Box was brought up by Seth. Peggy said they were not caught. Sarah then asked about the

signing up not to drink to win a jeep. Seth replied that was not a University event but a National event. Jeremy and Peggy will discuss this matter later.

VI. Announcements

- a. Sarah Keefer mentioned that the Howard Hall Bone Marrow Drive will take place on April 10, 2003 from 9 a.m. until 6 p.m. Please sign up before hand because there may be a half hour wait. They take about 1 vial of blood and do not take bone marrow unless there is a match. They will not take the bone marrow at LaFortune, but at the hospital. Pat reminded everyone that people have been saved because of this transfer of bone marrow including Notre Dame students.
- b. Charlie Ebersol asked Class Presidents to send an email to their classes reminding students that Janet Reno will be here tomorrow at the Stepan Center at 7:30 p.m. He thinks tickets are \$2.00. Class Presidents see him after the meeting to exchange email addresses. Also, Everclear sold about 1/3 of the tickets needed to cover the costs. Pat Hallahan added that improving or redoing the Stepan Center is on the University's Strategic Plan. Peggy Hnatusko also added that the reason the Stepan Center leaks is because the joints expand and contract; it is good for certain activities but not those with high voltage.
- c. Matt Smith noted that on Monday, April 14, 2003 the Senior Class is having an event with the Alumni Association in the Eck Center from 5:00 p.m. until 8:00 p.m. It is a meet and greet members from the Alumni Association and the Senior Class hopes for a more than 50% turn out. There will be a program every ½ hour to every hour for about twenty minutes long on a variety of issues including highlights of the Alumni Association, or about emails, or clubs, etc. There will also be giveaways.
- d. Jasmine Garcia inquired if the Cubs baseball game for this weekend was sold out. Yes it is. She said that the Junior Class was planning an event to go to Chicago but it fell through and they took a big loss. Any donations are being accepted.
- e. Seth O'Donell asked Pat Hallahan if he could help with the award nominations for the CCC, since during Libby's term she said she would help. Pat said yes.
- f. James Leito commented that the Class of 2006 will be selecting council members this weekend. 80 students applied but they only want about 40 members, however, he does not want to tell anyone they cannot be involved. He was wondering if there were any open position is the other groups or SUB. Charlie said that SUB would love to have as many members as possible. There are positions open in all the areas.
- g. Sarah Keefer said that the HPC will be sending a weekly email to the Hall Presidents on Tuesdays. If anyone would like them to include any information about their group's events, please email her by Monday or Sarah Sweeney at ssweeney@nd.edu. They encourage Presidents to put the information received in the Stall Notes or in emails to the students in their dorms.
- h. Charlie Ebersol reported that on Monday, Changing Times will be coming out and on Wednesday, April 23, 2003 on MSNBC, Changing Times will be presented by SUB and will take place in Washington Hall or the Stepan Center. Chris Matthews and hardball will be live from 7:00-8:00 p.m. on Wednesday. Guests will be Joe Liberman, Michael Moore, 2 students from Changing Times, and 2 students from the crowd. They expect about 600 students to show up. If you would like to help, please see Charlie.

VII. Adjournment

- a. Meeting was adjourned at 6:58 p.m. by Pat Hallahan. The next Executive Cabinet Meeting will take place Monday, April 14, 2003 at 6:00 p.m. in the Foster Room, LaFortune.

Respectfully submitted,

Tiara Nelson
Student Union Secretary