

Notre Dame Executive Cabinet

Executive Summary

November 25, 2002

Foster Room, LaFortune

**I. Opening Business**

- a. The meeting was called to order at 6:06 p.m.
- b. Jeremy Lao led the invocation.
- c. Dan Barabas, Joyce DeLeon, Trip Foley, Joe Horton, Jessica Panza and Erin Wirspa were absent.
- d. Meghan O'Donnell motioned to approve the November 18, 2002 Executive Summary, Andrew Oxenreiter seconded, and it was unanimously approved at 6:07 p.m.

**II. Old Business**

- a. Online Calendar
  - i. Trip Foley sent the Online Calendar website to all members to test. Dave Baron gave the website a thumbs up. Lauren Fowler said the calendar was very easy to work with and serves its purpose very well. Matt Smith commented that he uses the same type of calendar on the senior website, and so far it has been very good. Trip encouraged those who had not looked at the calendar to try it out.
- b. Everything Under the Dome
  - i. Susan Longenbaker informed that she is reworking the distribution of posters to the dorms. Letters will be sent to the Rectors to let them know that the distribution will take effect after Thanksgiving. Susan welcomed any suggestions.

**III. New Business**

- a. St. Mary's Student Government Organization
  - i. Kim Jensen, St. Mary's Student Body President, and Elizabeth Jablonski-Diehl, St. Mary's Vice President, came to present St. Mary's strategic plan with Lindsay Evans. They explained that Student Government Association (SGA) is composed of 5 boards: Board of Governance, Residence Hall Association, Student Activities Board, Student Academic Council, and Student Diversity. A SGA pamphlet was passed out while they described the boards. Women's History Month is in March, so they have big plans. St. Mary's is working with Notre Dame and Holy Cross to plan an event every single night of March. At the end of the month there will be a dinner celebration with a speaker. Also, right now they are working on a Reading Day Proposal. Currently, St. Mary's does not have any study days before final exams.
  - ii. Questions/Discussion: Matt Smith wondered what relation St. Mary's had with Holy Cross. They replied that it is a learning process. There is a liaison between the two colleges and they are working on the relationship. Matt went onto ask if Student Government was favorable on the St. Mary's campus. They answered that over half of the student body is involved in Student Government. Lindsay commented that they needed to make their office more accessible, and also every Monday they

wear their Student Government shirts. Libby Bishop thanked Lindsay, Kim and Elizabeth.

- b. SUB Strategic Plan ~ “thinking outside the box”
  - i. Steven Christ presented SUB’s strategic plan, while the members read along from a written copy. He explained that they worked on the mission statement in the beginning of the year by talking to people in SUB and out of SUB. Right now they are how to get to their mission statement. Steve summarized their main goals. They would like to improve leadership training and have a retreat in the beginning of the year. SUB feels they need concrete measurements to evaluate the success of each event. They are working with an accounting class to figure out how much money was used to make an event good. Steve commented that co-sponsorship always seems to do well. SUB is also planning to have a new event every year. In order to find out what the student body enjoys (events wise), they are planning to survey. In addition, SUB has been thinking of creative advertising efforts, such as having slideshow before movies for advertising. Please refer to the handout for more detailed information
  - ii. Questions/Discussion: Pam Ronson inquired what the SUB’s timeline was. She also mentioned that surveying the student body is key. Steve answered that every year they will be re-evaluating and trying to work on how they want to be remembered. Lauren Fowler asked the cabinet for suggestions on the best form of surveying. Pam Ronson suggested everyone receiving a survey in the mail, and then having a drop box in every dorm. Jeremy Lao stated to offer some type of incentive. Steve Christ mentioned that there was a survey sent out before, but it failed. Amy O’Connor suggested an email link. Libby Bishop informed that the Office of President used the phone and called up random ND students and asked them simple questions. Matt Smith stated that he thought the accounting idea was great. Jeremy Lao inquired how Steve and Lauren plan to keep these ideas from the strategic plan over the next 5 years. Steve noted that he would like to instill his “culture” when training the next person. Libby thanked SUB for

#### **IV. Announcements**

- a. Libby Bishop announced December 9, 2002 will be the next meeting. Danielle, Jeremy, and Office of the President will be presenting their strategic plans.
- b. Andrew Oxenreiter mentioned that in FMB they discussed ways on how to raise awareness for The Shirt Charity Funds. He wondered what the best way was to let students know about the funds. He welcomed any suggestions.
  - i. Meghan O’Donnell suggested drafting a formal letter on official stationary and sending it to the student body. Steve Christ recommended having the Rectors and RAs announce it to their dorms. Jeremy Lao commented to send a FMB rep to Sunday masses at each dorm.
- c. Matt Smith informed that on the three days before the study days there will be Toys for Tots and Money Drive booth for 2 hours in front of DeBartolo. He said was a great small concentrated Christmas spirit.

There will also be hot chocolate. But look for a service oriented event after break.

- d. Dave Baron mentioned that the Freshmen Class will be selling luminaries (paper bags with sand and candles). They will be lined along the sidewalks of South Quad on December 14 for 4 hours. Each luminary will cost \$1, and an email will be sent out to the student body for advertisement.
- e. Emily Chin congratulated Meghan O'Donnell and the Class of 2004 for bringing in Matt Nathanson. She informed that everyone she talked to who went to see him was so impressed and wanted to see him back.

**V. Adjournment**

- a. Steve Christ motioned to adjourn, and Jeremy Lao seconded. Libby Bishop adjourned the meeting at 6:49 p.m. The next Executive Cabinet Meeting will take place Monday, December 9, 2002 at 6:00 p.m. in the Foster Room, LaFortune.

Respectfully submitted,

Emily Chin  
Student Union Secretary

