Day 1

Present: Cissy Petty, Robert Reed, Roberta Kaskel, Alicia Bourque, Mike Giorlando, Craig Beebe, Heather Roundtree, Ron Guillory, and Audrey Torres

I. **Executive Summary**

Cissy started the meeting with an overview of Student Affairs achievements. She continued to discuss expectation levels in the following areas:

- University Budget
- Increasing Retention
- Track Students cohort group in each department – 2 years
- Data Information and Early Warning Tools
- Revenue & Finances - The ICAC reports are up on all three websites – Financial Affairs, Student Affairs and Athletics
- Vendor Partners

II. **Accountability & Team Communication**

- Communication
- Trust
- Traditions
- Student Promise
- Style Branding

III. **New Staff Orientation, on-boarding, on-going in-service**

The purpose is to welcome new staff to the Loyola Student Affairs team, to the Loyola community, and to NOLA.

Please see handout #1 provided by Roberta Kaskel

IV. **Uptown Dining**

Sodexo’s vision is to create an environment through dining:

- That supports the learning mission of the University
- Engages Students with food and services
- Delivers Consistent Services and Innovative offers
- Reinforces ties to the community
- Supports the campus reputation to build lasting partnerships

Please see handout #2 provided by Ron Guillory
Day 2

Present: Cissy Petty, Robert Reed, Roberta Kaskel, Alicia Bourque, Mike Giorlando, Craig Beebe, Heather Roundtree, Ron Guillory, Amy Boyle, Brett Simpson and Audrey Torres

Cissy started the meeting by thanking Brett Simpson and Amy Boyle for joining the Directors' retreat.

V. Strategic Plan
Alicia provided a draft document on the Strategic Plan 2012-2017 – please see handouts # 3-6. The draft outlined the Office of Student Affairs Mission, Vision, Values and Foundations. During the retreat the goals were discussed in the areas of Student Engagement, Healthy Living, Student Success, Professional Development, and Facilities & Technology. Another draft will be forthcoming before finalizing the document. She will reach out with more information.

VI. Four-Year Development Plan
Heather provided handout #7, a copy of the Loyola University Chicago version of their 4 year plan. Cissy would like to see our signature programs as the backbone of the 4-year plan at Loyola University New Orleans.

We need to position our Student Affairs’ Packport program at the beginning of the students’ 4-year developmental plan. The 4-year plan should tell the story of how it defines our institution and the development of our students. We can use technology to develop creative ways to tell our story – web based, video links, etc.

VII. Student Success
The overall goal is to create a campus-wide student success model designed to help all students:

- Achieve academically
- Take full advantage of curricular options such as internships
- Directed research
- Study-abroad
- Make a commitment to the University through engagement in co-curricular programs
- Obtain on-time graduation
- Secure post graduate employment or graduate school admission

Please refer to handout # 8 for more details.

Roberta also provided a career timeline which provides students with milestone bullet points throughout their 4 years in college – see handout #9.

VIII. Signature Programs – PackPort
Amy provided an overview of Packport which supports first year students specifically aduring the 6 weeks in their transition to Loyola University New Orleans.

Please see handout #10 for more details.
IX. **Signature Programs - iLive**
The iLive program started three years ago and has become the foundation to not only teach leadership, but to infuse values and education in all aspects of leadership development. Students participating in iLive will:
- Be able to identify and articulate personal values
- Understand the connection between personal values and values-based decision making
- Develop practical leadership skills
- Be able to identify, develop, and apply strengths, talents, and skills to campus and community experiences
- Develop an awareness of finding God in all things
- Commit to being people for and with others

iLive is a combination of the Gallup’s Strengths Based Development Model and the Social Change Model of Leadership Development.

Please review handout #11 provided by Heather.

Day 3

Present: Cissy Petty, Robert Reed, Roberta Kaskel, Alicia Bourque, Mike Giorlando, Craig Beebe, Heather Roundtree, Ron Guillory, and Audrey Torres

X. **Strategic Plan Initiatives – Ownership Decisions**
More decisions will be done in our next Directors’ Meeting.

XI. **2012-2013 Goal Setting**

XII. **2012 Advance – Goal Setting**
This is the year to go deeper with our staff:
- By providing tools for immediate success (i.e. Social change model)
- Providing more information about the different division (i.e. Admission and how retention affects us in Student Offices)
- Strategic Plan Discussion
- Each group will be expected to talk about their signature programs
  - ICAC
  - iLive
  - Employola
  - Strengths
  - Packport
- An Update on FERPA
- Perhaps, we should include Ricardo in our Advance program

Cissy brought up the idea of having our 2012 Advance at the Th Rivers Retreat Center. Roberta will confirm the location, the number attendees, and confirm clarification on the coverage needed in the offices while the group attends the retreat center.

XIII. **Athletics**
Overall, there should be a reorganization of the reporting relationship for recreational
programs and intramurals to interface with Co-Curricular programs and Residential Life. This would launch outdoor programs; more events in the Quad (i.e. Volleyball event in the fall, Cabbage ball, soccer, Voodoo Flag football, etc.) in collaboration with Co-Curricular and Zach’s team. We need to make a clear investment in the Peace Quad area, so we can provide these kinds of activities and create a visibility for student programs.

XIV. **Administrative Assistant / Office Manager Initiatives**

Audrey presented five goals for the Support Staff and discussed the Administrative Assistant Conference:

- Balance Office Priorities
- Time Management
- Managing Stress
- Personal Power
- Working Effectively with Others

Please see Handout # 12

**To Do List:**

- Provide Amy your spotlight program by June 4
- Review your salary lines to ensure enough money is in your account(s) to cover projections
- Write clarifications on the Admin Asst ppt to bring to the next Director’s meeting.
- Alicia will bring the retention rate information back to the Assessment Committee to begin compiling on different groups.

The retreat adjourned at 12:56pm