

Directors' Council General Meeting Minutes
End of the Year Meeting
Thursday, June 10, 2021
3PM to 5PM
Via Zoom

I. Welcome Remarks

New Member Welcome

Denise Robinson Lewis, Chair, Directors' Council

- Welcomed Council members to the meeting
- Formally welcomed Eva Reyes to the DC and noted that Eva has previously attended meetings but was not officially welcomed as a Director; announced
- Announced that that Kristen Evangelista and Veronica Ruiz left the University
- Asked the membership to let her or Liana know if anyone was missing from the roster

II. DC Scholarship Update

Denise Robinson Lewis, Chair, Directors' Council

Liana Fornarotto, Vice Chair, Directors' Council

The DC exceeded the goal for this year and has a surplus for next year. The recipient will be invited to join a meeting. Denise thanked everyone that made a contribution.

Denise also announced that a subcommittee will be formed to review the requirements of the scholarship, including repeat recipients. For this year, it was determined by the Steering Committee that the scholarship could be awarded to the previous recipients.

III. DC Elections Update

Don Bennett, Nominations Chair

Don updated the membership on the voting process and announced the new leadership model of Chair, Co-Chair, and Vice Chair that would be used for the upcoming term. The new model was voted on by the Steering Committee.

Members voted via a Zoom poll on the following candidates:

Co-Chairs - Liana Fornarotto and Joy Durham

Vice Chair - Donna Minnich Spuhler

Secretary - Salwa Zito

The results were 27-1-0 in favor of the slate as presented. The two co-hosts of the Zoom meeting were unable to vote.

Denise and Christine will be moving out of their leadership roles but remain on the Steering Committee for the next term.

IV. Awards Nominations

Don Bennett, Nominations Chair

Don described the two awards for Innovation and Collaboration/Consideration. A website link with information would be shared. The deadline is June 24, 2021 and nominations will be sent to Claudia Tormino.

V. Acknowledgement of outgoing Steering Committee leadership

Liana Fornarotto, Vice Chair, Directors' Council

Liana thanked the Steering Committee for their work over the last two years. Liana also thanked Denise and Christine for their efforts in the leadership roles.

VI. Managing the Challenges of Change as a Manager

Denise Robinson Lewis, Chair

Denise presented an interactive session that provided an overview for managers on how behaviors and beliefs can influence a team's successful adaption to and adoption of change initiatives.

There was a large group discussion, break out rooms, and time for sharing the break out room discussions.

The framework for the large group discussion included the following topics:

- What can we do to support each other?
- Knowing and understanding ourselves
- Knowing that we can't manage what's happening but we can manage ourselves

Denise shared a video from LinkedIn about Managing Change and an additional document with various resources. One resource is The Change Cycle book, which is available in HR and the Cheng Library for loan or can be purchased by the departments.

Some comments following the video were:

- Managers should build trust;
- Find colleagues to help you work through issues;
- Think about how we navigate ourselves to model the behavior managers want to see from the team;
- Look for the good – where we are hoping the change will lead us

Select points from the break out room share out session were:

- Built and have trust, communication, and transparency with your team; be accessible
- Create a safe space for employees, especially because the new, different, and unknowns may make it uncomfortable for some employees
- See the longer term picture – the benefit of change once the expected goal is reached (work or personal)

- Empower employees/team to use their skills or learn new ones; push them out their comfort zone
- Make sure employees have soft skills
- Communicate about the “why”

VII. What’s next for the DC?

Denise Robinson Lewis, Chair

Liana Fornarotto, Vice Chair

Denise and Liana asked the membership to share ideas about how the DC can move forward and better foster collaboration between Directors. One thought is to expand civic or community engagement.

Ideas presented by the membership were:

- Mentoring for new Directors – Denise noted this is something that Gamin had wanted to do when she was Membership and Engagement Chair;
- Technology that could be used to help foster collaboration;
- Department sharing of activities – members could ask questions about other department’s functionality, etc.

VIII. Announcements

Members were encouraged to put any announcements in chat.

Announcements were sent via email following the meeting along with a link to a survey.

IX. Closing Remarks

Denise announced that Jeannine Evans would be moving into a different roll focused on process improvement and efficiencies within HR. Her new title will be Director of Human Resources Process and Systems Quality. One transition is moving away from paper processes.

X. Adjournment