

I. Welcome Remarks and New Member Introduction and Welcome

Denise Robinson Lewis, Chair, began the meeting with an introductory message about the timing of the agenda. News and Announcements will follow the topics.

All 2020-2021 meetings will likely be virtual.

Denise introduced the new members to the Council: Eva Rodriguez and Timothy Lever.

II. EAP Benefits of Service: Coaching and Managing

Nathalie Concepcion, VP Client Services, ESI Employee Assistance Group

Nathalie presented on the EAP website that is available to all WP employees. The highlights were the Personal Assistant; Coaching Program; COVID-19 site; and the Supervisor Resource Center, which was on a separate site but is now included on the main EAP site.

Coaching Program: They will determine if your needs are really coaching versus a clinical need. All coaches are counselors but not all counselors are coaches; they serve different roles and may refer you to someone else.

A member asked about the number of session allocated for employees. There are no limits for telephone activity; in person (currently virtual) are a limit of three. The EAP is not a treatment service but an assessment and referral service. A coach may recommend additional in person sessions with a clinician, which would need to be covered by insurance or paid out of pocket.

Nathalie also shared that there are many different personal education training videos available. Some topics include finance, emotional intelligence, and civility, which is a current popular topic. There are over 8000 videos available.

Denise reminded the Council that many of the videos are brief (5-7 minutes) which can be useful when members may not have a full 20 minutes to over an hour to watch.

A training report is sent at the end of the month. Most courses come with a test to indicate that the training program was completed. There are also Continuing Education Units (CEUs) available for individuals in Human Resources. For others, members can check with their professional organizations.

Denise encouraged members to use the service as the University is invested in the commitment for care of employees. Council Members should not be shy about using the service and should encourage others.

III. Tips on Managing in a Hybrid Work Environment

Denise Robinson Lewis, Chair, Directors' Council

Denise presented tips for Council members to consider while managing staff in the current hybrid Orange and Black schedule, which will continue through the Spring 2021 semester.

There were tips on expectations about when the work day ends and those who might have a flexible schedule, which needs to be taken into consideration. There was a reminder that those in the Unions should otherwise not be working "off hours".

Managers can communicate that they will be emailing in the evening but that a response is not expected outside of the regular business hours. Make sure the staff is aware of the expectation if they are the ones to send emails in the evening.

Everyone should keep in mind that working from home means outside factors outside of our control (dogs, lawn service, construction, etc.). It may not be possible to manage the staff and ourselves the way we do in the office.

Communication

- Discuss with the team the best fit communication tools and set expectations around those tools
- Avoid the "everything has to be a meeting" mindframe
- Meetings should be short and focused and have an agenda
- Recurring meetings that have no agenda may not be necessary
- Virtual one-on-one plus the staff meetings will help staff to continue coming together as a single team
- Find a balance between radio silence and too much contact
- Find ways to maintain a sense of togetherness
- Make sure everyone is given the same information
- Listen intentionally to employee concerns; be empathetic; share resources that can help staff

Technology Tools

- Brian Fanning shared the Digital Mindfulness session that he and Gamin Bartle presented over the summer
- He also suggested that for those working in the evening, you can delay emails to be sent during regular business hours
- There is a wiki for working remotely
- They are also working on a new recorded video of IT tips which will be available soon

- The links will be added to the Directors' Council website

Flexibility was discussed as an additional factor. Supervisors should be flexible when it makes operational sense and as long as goals and the quality of work is being met. Supervisors should also think about ways they can help relieve some of the employee's stress. Have these conversations during the one on one meetings to discuss the things that might be getting in the way of productivity.

Find ways to manage versus micromanage. Using Speed of Trust concepts, for those who have participated in that training, help to make positive relationships with the team.

There are missed opportunities to celebrate and recognize when working virtual. Find ways to continue in the virtual environment so that everyone feels that we are in this situation together and we can get through it together. Make sure to continue showing appreciation via phone call or email.

She suggests exploring resources even if a department does not adopt them for use. A member suggested using MS Planner to organize information for a team.

IV. Title IX Overview/Responsible Employee

Regina Tindall, Director, Compliance and Employee Relations

Ashante Connor, Deputy Title IX Coordinator

Regina and Ashante presented on the new Title IX regulations, which took effect on May 19, 2020. There were 125K comments on the regulations. Institutions were given 100 days to implement the detailed regulations.

The WP policy was revised to reflect the changes. There is now a grievance policy and process in place as well as a Sexual Misconduct Policy for students. While that policy is generally for students, it is still important to share with the employees. Members should note that sexual misconduct might include activities that do not follow Title IX rules but may fall under NJ Law.

They discussed the individuals who are responsible employees, which are most faculty, staff, and administrators with some exemptions. The employees that are exempt from Title IX reporting obligations are:

Counseling Health & Wellness Staff; Campus Victim Services
Coordinator; Women's Center Staff; and Physical Plant Operations
Employees (non-managerial staff)

They may still report when concerned for safety of a person or the University community. They may also assist with resources.

If a student is involved, Campus Police will respond and would be a responsible employee for reporting.

Theresa Bivaletz in Campus Victim's Services is a free resource for students. She can work with students who are accused of misconduct as well.

Mandatory employees are responsible for reporting offenses, which can be done via an online incident report, in person report, telephone call, or email to the Title IX email address. There is also a mailing address to mail a hard copy complaint.

They described the process they use to review an incident. There is not always an investigation and next steps are left up to the victim as they empower and encourage the victim's voice and inform them of their rights and walk them through next steps, if appropriate, while staying neutral in every situation.

There was a question from a member about what is acceptable to tell others about a situation. The recommendation is to share only on a need to know basis.

Council members were encouraged to contact the Title IX office for clarification, if needed.

V. Welcome of New DC Steering Committee Members

The new members of the Steering Committee (David Jones, Kristen Evangelista, Joy Durham, and Judy Linder) were introduced to the Council.

VI. News and Announcement

Liana Fornarotto, Vice Chair, Directors' Council

- Scholarship Update: The 2020-2021 recipient of the scholarship is Fernando Tavaréz Leon. He is in the School Psychology and Disabilities Studies program and hopes to be a counselor. The Steering Committee will try to have him attend a future meeting.
- Members had an opportunity to share any announcements using the chat function in the Zoom meeting, due to being short on time. A copy of the announcements were also sent to the Council via email.
- There was recognition that the 2019-2020 awards were skipped and that anyone on the Council could have been nominated/awarded due to the situation. The Steering Committee wanted to acknowledge and celebrate everyone this year instead of selecting only a few members. There will be awards for the 2020-2021 membership year.
- The post-meeting survey will be sent on Friday, 11/23. Members are encouraged to provide feedback.

3:37PM

Adjournment