**Directors’ Council Meeting Minutes:**

**Date: April 16, 2015**

**Time: 9:30 a.m. to 12:00 p.m.**

**Location: University Commons Room 211**

**9:30- 10:00 Chat and chew**

**10:00 – 10:10 Welcome and Announcements**

* Kim Daniel Robinson welcomed everyone and turned the meeting over to Jeff Floyd, Chair of the Community Committee. Jeff discussed the blue cards placed on the tables for future meeting topics.

The following Directors made announcements:

Kim Daniel Robinson reminded everyone of the upcoming Student Success Forum; she later asked that people wanting to participate in the Steering Committee submit their names for submission

Nancy Wiener announced that library is conducting a survey and asked that everyone participate in the online survey

Sandra Miller announced that IRT is conducting a “blended learning boot camp” on May 11, 2015

**10:15 – 10:25 Election**

Dr. Sandra Miller conducted the election of Directors’ Council officers starting with Fiscal Year 2016. Terms are for two years. The new officers are as follows:

Directors’ Council Chair: Jeff Floyd, Director, Internal Audit

Directors’ Council Vice Chair: Denise Robinson Lewis, Director, Human Resources

Membership Committee Chair : Cinzia Richardson, Director, :International Students and Scholars

Secretary: Jennifer Tumlin, Director, Student Conduct and Dispute Resolution

**10:25- 10:50 Capital Planning**

Richard Stomber, Associate Vice President, Administration presented a power point in which he provided the following information:

* **The Academic Building** is 50% completed and will be completed in 2016. The building will house three departments: Nursing, Public Health, and Communication Disorders, and it will contain 13 general purpose classrooms. It will have a feature wall containing bricks collected from the former Coach House and will house an Einstein Bagel Shop. It will also house a CODS clinic with separate public accommodation, active learning classrooms with movable seats, nursing simulation suites, and a patio on the third floor.
* **Hunzinker Wing** reconstruction will begin after the Academic Building is occupied. The reconstruction will involve a change of windows, change in the exterior appearance, creation of open space, new entrances, and a kinesiology performance lab. The English and Philosophy Departments will be housed there. The reconstruction will conclude twelve months after the completion of the Academic Building. The aim of the construction is to offer more space for commuters to congregate.
* **New Football bleachers** will be installed to accommodate 200 additional seats. The seats will increase from 1700 to 1900. They will be completed by September 2015.
* **The Athletic** field will be updated to include synthetic turf, substantial stands, and a comfort station.
* **The Atrium Plaza** will be refurbished. The doors and tile will be repaired and replaced.
* **The East Road** (off Pompton Road near Entry One) will be realigned. The parking spaces will be eliminated. Project to be completed in summer of 2015.
* In addition, **Hobart Hall** will have windows replaced. **Ben Shahn entry and shuttle stop** will be redeveloped and coordinated with parking garage; landscaping, lighting and cross-walks will be added. **1600 Valley Road** will be refurbished and pavers will be replaced. **Pioneer and Heritage Halls** will be refurbished. Elevators and showers to be replaced and/or repaired. **Ben Shahn** will have its elevator replaced. In addition, the **Residential Zone Plan** is being pursued.

**10:50 – 11:00 Travel and Expense Module**

Samantha Green, Associate Vice President For Finance and Controller supplied handouts concerning travel and expense procedures and gave a power point presentation; She explained new online travel and expense reimbursement process; all future reimbursements, including petty cash, will be direct deposit; all requests will require pre-approval; new policy will permit cash advancement; procedure to be implemented in July 2015.

**11:00-11:25 Title IX**

Michelle Johnson, Director, Office of Employment Equity and Diversity supplied handouts regarding Title IX procedures and a copy of her power point. She explained that responsible employees must report any act of sexual assault and contact to Human Resources for review. Human Resources will address the concerns of both the victim and perpetrator.

**11:25 to 11:45 Students of Concern**

Dr. Eileen Lubeck, Executive Director of Student Development provided a power point presentation; she explained the purpose of the Students of Concern Committee, announced the members of the current committee, offered examples of how the name of students reach the committee, and offered examples of how students are addressed by the committee.

**11:45 Meeting concluded**

**Directors’ Council Minutes respectfully submitted by Terry Bogorad, Secretary**