**William Paterson University**

**Directors’ Council Steering Meeting**

**Meeting Minutes 03-23-2022**

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| **Date:  03-23-2022** | **Time:   2:30- 3:30** | **Location:**  **TEAMS** |
| **Members Present: Joy Durham, Liana Fornarotto, Donna Minnich Spuhler, Salwa Zito, Denise Robinson Lewis, Don Bennett, Christine Bravo,** | | |
| **Guests:** | | |
| **Agenda** | **Discussion** | **Action** |
| Meeting call to order 2:35 |  |  |
| Review and general discussion of February general DC meeting: | Tabled for next meeting | To be discussed in May meeting. |
| Minutes Review and Approval | To be reviewed in March: October and December and January minutes; January Steering Minutes were shared for reference purposes only. All minutes to be reviewed and adopted in May. | Minutes to be reviewed in May. |
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| DC awards in June 8, 2022 | Committee- last year’s awardees (2 people). Should we have a third person (to break a potential tie)? Can we determine this person after the nominations are in? | Planning for June 2022 Meeting to include award ceremony. Award Nominations are to be collected by May 9. Solidify third committee member after nominations are received. |
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| April DC General Membership Events | Rise Against Hunger, April 22, 2022: Mari, Annette, and Americorps are providing this as a university-wide event. Contracting with a company which prepares meals (probably 20,000 will be packaged that day). Packets of foods to be cooked will be packaged and recipients will be able to cook them where distributed. QR code on flyer to go in and register for timeslots; Setup; Breakdown and two packaging slots. Preference was to have DC members spread out throughout the day so we can interact with the students. We will ask DC members to volunteer and sign up for a time that works well for them. Music and fun environment to be enjoyed by participants. Location: MPR in Student Center. Donna suggests to use the flyer. Shifts are 1 hour- several hours long.  General April Meeting Agenda adopted for April 6th (2-3pm) (TEAMS/Zoom) to include:   1. Rise Against Hunger Details 2. scholarship 3. introduce new members (Denise has two bags for two new HR members starting soon), 4. DC Award Nominations   Send out a reminder about scholarship beforehand along with flyer about Rise Against Hunger. | Leadership to invite general membership to:  April 6th meeting (2-3pm)  and to participate in  Rise Against Hunger Event April 22, 2022 |
| June 8, 2022 (10-11:30): End of Year Team Building; Awards | 1. Department Share-out: Highlight 1-2 Departments and share new initiatives, goals, and opportunities for collaboration; share a 1-2 minute video 2. Engaging Activity/Game 3. Strategic Plan 4. DC Awards 5. Survey (include question about re-awarding for scholarship)   Topics are to be refined in May. Interest in Department Share-outs was expressed. A theme is to be determined. | Theme and agenda to be created in May Steering Meeting. |
| Scholarship | Survey item- vote- can a DC Scholarship be awarded to the same person more than once? Update from Mariel and promote to general group. Goal is $1000 around April and definitely by May. If we receive monies shortly after, we may still be able to award.  Current scholarship awarding requirements: Do we want to revise? Was there a sub-committee formed to look at this?  https://wpunj.academicworks.com/  *The William Paterson University Directors’ Council Annual Scholarship is funded by members of that group for a full-time undergraduate student who has a minimum grade point average of 2.75 and demonstrates financial need (not necessarily as defined by the federal government).*  Updated statement or visit from last recipient to get to promote the event to membership. | Include a vote on upcoming survey: Can a DC scholarship be awarded to the same recipient more than once?  Promote Scholarship at April 6th event as well as sharing a message (if available) from past recipient. |
| August Retreat Date and Topics | To be finalized in May. These are to include a discussion of the by-laws and the committees and leaders of the DC. (See: “Committee Leaders and Structure”, below) | August Retreat Date and Agenda to be determined. |
| Committee Leaders and Structure: Looking Forward | Do we seek input of the DC at large? Include in survey of June meeting. Hold off on filling committee leaders (Engagement and Assessment) until after the August meeting. Steering Committee to think of some areas of interest (in May Steering Meeting so we can prepare for the June survey item). Think about purpose of committees and their involvement (time expectation, hosting a meeting). Example: Community and Engagement can be one committee. | Discussion of Committee Leaders and Structure to be included in August Retreat meeting agenda (to be settled upon in May). |