

**William Paterson University
Directors' Council Steering Committee
Meeting Minutes 1-27-24**

Date: 1-27-24	Time: 11:00 – 12:30 p.m.	Location: Library Paterson Room
Members Present: D. Minnich Spuhler, L. Fornarotto, N. Weiner, J. Guzman, J. Pinkston, D. Keane, R. Chabayta, P. Lazzaro		
Guests:		
Agenda	Discussion	Action
Meeting call to order	11:07	
Adoption of the Agenda		Approved
Review of the minutes	11-24-24	Approved
Membership	<p>Possible Steering committee members: Seems that we have a good representation of members, except IT is missing. Ask Brian Fanning, someone from the Foundation, and possibly someone from Enrollment Management? Possible names besides Brian: Emily Plaskow, Justin P. from admissions, and Stacey-Ann Brown.</p> <p>Discussion on membership and who is eligible. Should invites be extended to Unit Managers (such as Sylvia from Veterans and Kaitlyn Hoogland)? Also, to anyone with supervisory responsibility. CWA was previously excluded, but we should think about who should be included based on the mission statement.</p>	<p>Donna will reach out to Brian Fanning and ask Roy if someone from his area might be interested. Donna will also contact Fengai.</p> <p>Donna will ask Stacie Freeman for updated list including functional titles for review at the next meeting.</p> <p>Donna will submit a Help Desk Ticket to update the distribution list. Let Donna know if people are not getting invitations to the general meetings.</p>
Update on Guidelines	<p>Committees were previously eliminated and changed to “topics.” Keeping Chair, Vice-Chair, and Secretary. Website is outdated. Nancy updated the Mission Statement.</p> <p>The content of the website needs to be updated.</p>	<p>Update webpage with Mission statement. Keep chair, vice-chair, and secretary. Eliminate “Committees” tab and replace with “future meeting topics” on website.</p> <p>PDF – organizational guidelines – Keep Officers of the Directors’ Council; move up steering committee, list other chairs as topics.</p>

		<p>Under steering committee, make “Program Topics” with bullets. Remove the nominating committee.</p> <p>Pete will make updates with Donna and then distribute to the Steering Committee.</p> <p>Look at content of Website at the next meeting.</p> <p>Donna will submit Helpdesk ticket to give Ramzi access to website.</p> <p>Update Scholarship with QR Code</p>
<p>Meeting Dates General & Steering</p>	<p>General meetings are typically held in February, April, and June</p> <p>Steering Committee Meetings</p>	<p>General Wednesday, 2/19 – 9:30 – 11:00 Wednesday, 4/9 – 9:30 – 11:00 Tuesday, 6/17 – 3:00 p.m. – Univ hall terrace or 211? Jan will book rooms (ballrooms or 168-round tables</p> <p>Steering Committee Wednesday, 3/5 – 11:00 a.m. Teams Wednesday, 5/7 – 10:00 a.m. Teams</p>
<p>Agenda for 2/19 Meeting</p>	<p>Based on post-it notes from Liana</p>	<p>Plan DEI topic for next meeting, possibly host a panel. Wait until we have more information from the President’s address to plan the agenda.</p>
<p>Adjournment</p>		<p>Meeting adjourned at 12:09.</p>