

Directors' Council General Meeting Minutes
October 4, 2017
Theme: *It's All About You!*
UC 168A&B

10:00am Welcome Remarks and Steering Committee Introductions and Call to Order by Denise Robinson Lewis, Co-Chair

1. Recognition of the service of recently retired Jeff Floyd, former chair of the Directors' Council (DC)
2. Introduction of Steering Committee members, including co-chair, Sharon Rosengart
3. Expression of gratitude to council members for participating in the DC Assessment Committee's survey which allows the steering committee to better plan for upcoming meetings: Wednesday and Friday meetings are preferred
4. Agenda of meeting: Explore and define what we, as a council, wish to get out of our meetings for the remainder of the year
5. Notice of condensed meeting times (10-11:30) and coffee service

10:15am New Member Introduction and Welcome

1. New members introduced themselves to the group and received gift bags from the council, including Barbara Andrews, Honors, Kristen Foley, Athletics, and Joelle Tutela, College of Education Accreditation
2. Members are urged to encourage their colleagues to attend upcoming meetings
3. Members are encouraged to participate in Presidential Search Committee Listening Session scheduled for the Directors' Council

10:25 Short Topic Updates

1. Payroll/Benefits (Ramzi Chabata): October is open enrollment for health and dental programs; a new company will manage the prescription drug plan; two information sessions are planned; October 31 is the last day to make a change; the NJ Charitable Campaign is underway
2. University Performing Arts (Jane Stein): *Food For Thought*, *Concert for Peace*, and *Russian string ensemble* events are upcoming
3. Financial Aid (Michael Corse): FAFSA opened on October 1st; students can complete the 18-19 FAFSA using 2016 tax information and can use the IRS "data retrieval" process; TAG students have a March 15 deadline; Kiosks are available outside the Financial Aid Office for FAFSA input
4. Health, Counseling and Wellness (Jill Guzman): The center is billing for medical services to obtain revenue from insurance and will bill out-of-network. The goal is to be able to have revenue so the center can continue to provide the quality of care. This does not affect mental health services.
5. DC Scholarship Update (Spencer Scott): Last year's scholarship recipient is currently interning with the NY Giants; the council voted to proceed with the scholarship this year; selection of this year's recipient is being finalized; members are able to make confidential donations towards the goal of \$1000.00 (minimum)
6. Campus Activities (Donna Minnich Spueller and Ugonma Chukwemyene): Charity drive (Hearts for Hurricane) is currently in effect, with all proceeds going to Unicef; "Our Collective Voices" will be a yearlong celebration of diversity, sponsored by the Latin X group
7. Institutional Research and Assessment (Jane Zeff): Census is happening on Friday and data will be posted on IRA webpage, along with the FactBook.

8. Human Resources (Denise Robinson Lewis): Teamphoria allows recognition of our colleagues and the opportunity to receive Pioneer Awards; this year, the system is expanding to include students

10:40am Group Discussion- Why Get Involved? What's In It For You? Questionnaire

1. General benefits of attendance: informal networking; social interactions; face-to face collaborations; ability to facilitate connections; professional development; community/public service; collective voice to impact change
2. Questionnaire:
 - a. What prevents you from regularly attending Directors' Council meetings?
 - b. What particular challenges do you face in managing staff?
 - c. What types of programming do you believe would be helpful in making you better equipped to handle your role as manager?

10:55am Outreach Questionnaire Table Discussion and Report-Out

1. *What prevents you from regularly attending Directors' Council meetings:* emergencies and workloads in office; work priority; irrelevance of topics; meeting too lengthy; upper management attendance may encourage or discourage member participation; location not varied; parking; meeting invitations (preference is Microsoft Outlook calendar invitation)
2. *What particular challenges do you face in managing staff:* Employee attendance; perceived equity in division of work; encouragement of professional development of staff; performance improvement plans; informal issues; effective communication (what can you/ can't you say); managing varied personalities; managing student workers; exposure to new technology; customer service; different management styles; professional etiquette (lack of follow through/courtesy; lack of respect for others' time); time management; professional development within budgetary constraints
3. *What types of programming do you believe would be helpful in making you better equipped to handle your role as manager:* harmony in departments; professional development; managing difficult employees; social media incorporation; services for students with disabilities; progressive coaching; managing within union systems; civility training; SGA presentations; "Reddit" presentation; fostering good communication between staff and faculty; strategic plan setting for departmental goals; motivational techniques

11:30am Closing Comments

1. Members are encouraged to join the sub-committees
2. Recognition awards will take place in June