Directors’ Meeting - **FINAL**  
November 21, 2013  
Minutes

Present: Cissy Petty, Robert Reed, Roberta Kaskel, Alicia Bourque, Mike Giorlando, Heather Seaman, (N/A - Craig Beebe, Ron Guillory), Maleta Wilson and Audrey Torres.

I. **Catch-up Discussion**

Dr. Petty reported during her Speed of Trust presentation she had a discussion on the importance of transparency. She is aware that there is transparency on a higher menagerie level but is not sure that the same level is found within the departments. The group agreed that they would like to engage in dialogue about trust, agency and current feelings about changes and opportunities at Loyola. The idea of having this group as a women’s group came up – Dr. Petty asked for thoughts and suggestions.

She also suggested having a meeting to notify the state of the university regarding the future lay-offs. She wants to provide knowledge and information to her group. Dr. Petty would like for the Directors to speak to their staff regarding morale. The financial impact is not a short term fix; in 2015 the university will start paying off the Cabra Hall debt and it affects everyone as a whole. There will be no salary increase or bonus. It’s a time for encouragement and motivation for our employees. Fr. Wildes will map out a structured schedule for additional days off for our employees. For students, Heather Seaman will provide a list of students for free coffee cards, but more suggestions are welcomed.

Our next director’s meeting will be on Dec. 16th. This will be a working session and Directors are expected to bring ideas on ways to motivate their staff.

Ideas:
- Starting late hours
- Leaving early
- Time Off / Celebration Day
- Early Friday
- Membership
- Professional Developmental Conference

Dr. Bourque is expected to provide the top five to ten SSI survey sections on Dec. 16 for review.

II. **Student Success Summit**

The report provided by Dr. Bourque was not complete. The complete report can be found online. The report apparently will need some changes - an example would be “Social Norming” to be changed to “Branding.” Robbie Reed will reach out to Melanie McKay for those changes and will keep us informed.

III. **Focus Group**

Dr. Bourque reports that 135 students participated in some sort of a focus group. Dr. Bourque provided the notes and data – please review the handout.

IV. **Empoly the Pack**

The 2nd Annual Event has been confirmed for January 25th. The CDC is requesting encouragement from everyone especially for juniors and seniors.
V. **RA Applications**
   Pending for the next meeting.

VI. **Sneaux / Student Organization:**
   Scheduled for Thursday, Dec. 5th at 6pm, however there’s a conflict with the Board of Trustees Meeting. Gail Howard has reached out to Heather Seaman regarding the Horseshoe/parking issues. Currently Heather is seeking for Dr. Petty’s advice and it was determined changing the Sneaux event to Wednesday, Dec. 4th would be best.

VII. **Department OrgSync Portal Renewal:**
   Heather Seaman advised the Directors that their profile will need to be done before next semester. If anyone has any questions or concerns, please reach out to Heather directly.

VIII. **SA Internship Program:**
   Discussion on Katie Campbell for the Office for Student Affairs. Dr. Petty wanted feedback from the Directors regarding their thoughts about having her work on a few project for Student Affairs.

Additional Items:
   - Be prepared to have a working session on Monday, Dec. 16th. Audrey will confirm the time.

The meeting adjourned at 11:37pm