

Women's Caucus Executive Board Meeting Minutes

Wednesday, March 2, 2016, 10:15 a.m. - 12:00 p.m.

Jastak-Burgess

Board members present: J. Drake, H. Huntley, K. Helsel-Spry, R. Wright, S. Kerschbaum, M. Kiter Edwards, C. Mangat, R. Andreasen, K. Meier, H. Doty, S. Lennon-Edwards

Board members excused: M. Gaffney, E. Salo, S. Williams

1. Agenda adopted
2. Minutes from from the February 4 meeting approved with minor revisions (R. Andreasen will send revisions to M. Gaffney).
3. Announcements.
 - Brown bags
 - a. Library brown bag: March 21 from 12-1 at the Class of 1941 Lecture Room
 - i. 3-5 board members planning to attend
 - ii. K. Meier will publicize event in UDaily
 - b. M. Kiter Edwards will plan a future brown bag for CANR/STAR campus employees
 - Co-chairs' meeting with Sue Groff and Carol Henderson
 - a. All caucuses represented
 - b. S. Groff requested Caucus budgets
 - c. S. Groff considering hiring consultant to advise on function of Caucuses
 - d. J. Aupperle (Human Resources) asked Caucus representatives for feedback on employee recruitment questions
4. Publication
 - K. Meier will take lead again this year on overall project
 - Data sub-committee: S. Kerschbaum, H. Huntley, S. Lennon-Edwards, R. Wright
 - Data request will be drafted by next board meeting, to be transmitted to OIRE and HR (staff data) by R. Andreasen and/or H. Doty
5. Torch Award
 - Event date: May 6, likely at Caffè Gelato
 - Planning sub-committee: K. Helsel-Spry, J. Drake, C. Mangat
 - R. Andreasen and/or C. Mangat will update and revise online nomination form
 - Nominations will be due April 1
 - M. Gaffney will email listserv
 - K. Meier will publicize call for nominations in UDaily
 - Board will vote on April 15 Board Meeting

- Absent Board members may vote in advance until 10 a.m. on 4/15.
 - Board will not invite nominators to meeting
 - Any board member who makes a nomination must recuse herself from discussion of her nominee, but may participate in the vote
6. Elections.
- To take place at General Meeting on April 27 at noon
 - J. Drake will work with C. Mangat to establish location (likely upstairs in Klondike Kate's), if budget allows for a lunch meeting
 - M. Kiter Edwards volunteered to be second board member on election sub-committee, along with M. Gaffney.
 - Currently four openings for board seats
 - H. Doty, R. Andreasen, K. Helsel-Spry's terms are up
 - R. Andreasen will email board to inquire if others plan to step off board
 - K. Meier will publicize General Meeting and election in UDaily.
 - M. Gaffney will email listserv announcing meeting and election
 - Nominations for board vacancies will be due on 4/11
 - M. Gaffney to present nominations to Board by 4/13
7. Leave Policies
- Sub-committee met in February
 - Sub-committee benchmarking nationally and researching a proposed new policy for UD with the help and support of Fatimah Stone and Sage Carson.
 - Next steps include a meeting on 3/11 @ 9:30
 - Prepare draft proposal
 - All board members are welcome to attend
8. Other: K. Meier to publicize upcoming Caucus events in UDaily: Library brown bag, Torch Award, General Meeting/Election. Probably in a single article that can be updated and rerun.
9. Next meeting: April 15 at noon