

Women's Caucus Executive Board Meeting Minutes  
April 9, 2015  
DAR Main Meeting Room

Board members present: Robin Andreasen, Bess Davis, Rebecca Davis, Heather Doty, Jodi Drake, Megan Gaffney, Karren Helsel-Spry, Helga Huntley, Shannon Lennon-Edwards, Tiara Malcom, Christine Scheirer Mangat, Susan Williams

Excused: Stephanie Kerschbaum, Elaine Salo, Regina Sims, Patricia Sloane-White

### **1. Adoption of the agenda**

Agenda was approved.

### **2. Approval of the minutes from the March 18, 2015 meeting**

Minutes were approved.

### **3. Co-Chairs Report**

a. 3/31/15 Caucus Chairs meeting: Caucus Chairs met with Sue Groff and Carol Henderson to review the Office of Equity and Inclusion draft strategic plan. It is not moving forward quickly due to the staffing situation in OEI. Next Caucus Chairs meeting will be in Fall 2015.

b. Open board positions: Rebecca Davis and Patricia Sloane-White are stepping down from the board. Megan Gaffney and Christine Scheirer Mangat are both up for reelection. There are three open seats for this year's election since we currently have 16 board members instead of the stated maximum of 15 (due to a tie in a previous election).

### **4. Torch Award**

a and b. The Torch Award candidates were discussed and a winner was identified - Dr. Barbara Settles, Professor, Human Development and Family Studies. Her nominator will be invited to introduce her at the Torch Award ceremony.

c. All nominees, nominators, and nominees' supervisors will receive a letter from Robin Andreasen and Christine Scheirer Mangat acknowledging the nomination.

### **5. Board Priorities Discussion**

Priorities for 2015-2016 are childcare, leave policies, outreach, and advocacy. Childcare goals are data analysis, etc for the upcoming annual report; next steps include writing a report to distribute to the campus community summarizing the current needs and including our recommendation. Childcare will remain as a subcommittee for 2015-2016. Leave Policies will also remain a subcommittee; goal for 2015-2016 is to write a report to show the benchmarking

that has been completed, and additional goals will be established. Infrastructure subcommittees (Website, Publications) will also remain as active groups.

Board development will not be a formal priority for 2015-2016 because co-chairs and board members should be regularly working on it. Promotional Issues will be a priority for 2016-2017. Institutional Culture will also not be a priority for 2015-2016 because other groups on campus (such as the Commission on Sexual Misconduct) are active in this area - the caucus will stay in contact with those groups to monitor progress and get involved whenever it is needed.

Outreach to our general membership needs to be a priority for 2015-2016. A travelling brown bag (to reach groups of women on campus who may not be able to attend our general meeting) is one idea, but finding staff to volunteer to coordinate them could be a problem.

## **6. Future Board Meetings**

a. Changes in format: Future meetings will have quicker, to-the-point board business at the beginning and the second half will be a working meeting (on activities related to priorities and subcommittees).

b. New officer voting in May: R. Andreasen has one year left in her two-year co-chair term; C. Scheirer Mangat's seat will be up for election. Megan Gaffney has one year left in her two-year term as secretary and Susan Williams has one year left in her two-year term as treasurer.

c. New member onboarding process: Not discussed.

## **7. New Business**

Voting: Bess Davis will make a webpage with the candidate information sheets. She will also collect the names of voters who wish to vote online and will send out the Qualtrics ballot. Once the online form to request an absentee ballot is up, M. Gaffney will send it to the listserv.

**Next meeting:** Thursday, May 7, 1:00-3:00, Location to be determined

Meeting minutes submitted by Megan Gaffney