

Women's Caucus Executive Board Meeting Minutes
October 16, 2017
230 Purnell Hall

Board members present: Kelsey Cummings, Meaghan Davidson, Jodi Drake, Megan Gaffney, Amy Johnson, Michele Kane, Barbara Ley, Lauren Wallis, Megan Wenner, Regina Wright

Excused: Katie Meier, Keeley Powell, Diane Rogers, Audrey Rossi

1. Adoption of the agenda

Agenda was approved.

2. Approval of the minutes from September 2017 meeting

Minutes are forthcoming and will be approved by email.

3. Co-Chairs Report

a. OEI meeting update: Carol Henderson attended and talked about budgeting and collaboration between caucuses. Our caucus contributed to a sheet for all caucuses on how to plan events. More training is forthcoming for campus on the new non-discrimination policy. OEI is going to send a letter to supervisors of caucus board members to thank them for allowing release time for their staff to participate in caucuses – we should email Kelsey or Jodi if a letter is needed for our supervisors. K. Cummings and J. Drake are discussing (with Jennifer Daniels, OEI) an all-caucus meet and greet to facilitate future collaboration.

4. Priorities – Broad Discussion

a. **Ombuds Proposal:** A. Johnson worked with Faculty Senate President Martha Buell to place a resolution on the October agenda. It passed. A. Johnson is forming the committee named in the resolution to work on installing an ombudsperson office on campus. K. Cummings and J. Drake emphasized that future activities that will have Women's Caucus endorsement/co-sponsorship/affiliation of any kind must be agreed upon by vote by the entire executive board. An emergency meeting or email discussion can be started so that we're all on the same page before our name is on an activity or proposal.

b. **Family Leave/Childcare:** K. Cummings and J. Drake will contact Alan Brangman for another meeting to discuss our proposal. We may want to check in with Bethany Hall-Long on the status of the State of Delaware proposal.

5. **Publication:** K. Meier is working with board members who volunteered to work on the publication. K. Cummings has spoken with a contact in Institutional Research about getting data. The group decided to feature Chrissi Rawak in an interview; R. Wright will contact her and conduct interview.

6. **General Meeting:** scheduled for Thursday, Oct. 26 from 12:00PM-1:00 PM. M. Kane booked Warner Hall Main Lounge for the event. M. Gaffney will create an RSVP form and send to

listserv. K. Cummings will write up a brief summary of the meeting for caucus members who could not attend.

7. Technical Updates

a. Sakai: B. Ley working with Sakai and has reorganized files and folders by topic (not year). All Executive Board members should post old documentation in Sakai for future reference by February 1. B. Ley has also created a Google team drive and will move content once it all has been populated in Sakai. K. Meier will put photos in the Google drive, skipping the Sakai step because of space issues.

b. Website: Volunteer Sarah Meadows has been working on our page redesign and has added the MailChimp link so that individuals can subscribe to our listserv.

c. Business Cards: J. Drake has ordered Women's Caucus business cards. They have our email address on the front and mission statement on the back.

8. Additional Updates: K. Cummings provided an update on an ongoing constituent concern. M. Davidson will create a spreadsheet for us to anonymously track constituent concerns received and where we referred the person to ensure consistency going forward.

Next meeting: Monday, December 11, 1:00-3:00 PM, Location TBD

Meeting minutes submitted by Megan Gaffney