

Women's Caucus Executive Board Meeting Minutes  
September 2, 2014  
Development & Alumni Relations Main Meeting Room

Board members present: Robin Andreasen, Bess Davis, Heather Doty, Megan Gaffney, Helga Huntley, Stephanie Kerschbaum, Shannon Lennon-Edwards, Tiara Malcom, Christine Scheirer, Regina Sims, Patricia Sloane-White, Susan Williams

Excused: Rebecca Davis, Jodi Drake, Karren Helsel-Spry, Elaine Salo

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

Agenda was approved.

### **2. Approval of the minutes from the June 12, 2014 meeting**

Minutes were approved. M. Gaffney will send to Becki Fogerty in OEI.

### **3. Introductions**

#### **4. Co-Chairs Report**

a. Summer Meetings with Carol Henderson, Matt Kinservik, and Sue Groff: R. Andreasen and C. Scheirer met with C. Henderson and M. Kinservik to learn about their new roles in the Office of the Provost. C. Henderson will deal with diversity issues and will work with faculty, staff, and students. M. Kinservik will deal with all issues related to faculty, such as tenure, recruitment, and disciplinary action. R. Andreasen and C. Scheirer also met with S. Groff, new Director of Equity and Inclusion, who will also serve as the campus Title IX coordinator.

b. DEC update: The Office of Equity and Inclusion announced that the Diversity and Equity Commission is on hiatus for Fall 2014 because of the University's focus on strategic planning, but the caucuses will continue to work under the direction of OEI.

c. New Member Mentors reminder: Board members are encouraged to meet with their mentors/mentees.

d. ACE Women's Network: Julia O'Hanlon, Associate Policy Scientist in the Institute for Public Administration, is rotating off the governing board of the ACE (American Council of Education) Women's Network Delaware Chapter. She forwarded information to C. Scheirer about the board and the chapter's upcoming events in case any Women's Caucus members wish to get involved.

## **5. Budget update**

S. Williams and C. Scheirer submitted a proposed FY2015 budget to the Office of Equity and Inclusion; it was approved and \$3000 in funding has been allocated. The budget projection includes two general meetings each semester (one with a focus on faculty and one with a focus on staff), the Torch Award and social event, and the annual report publication and marketing postcard.

## **6. Subcommittee Reports**

a. Childcare: The survey is almost ready to be distributed and it should be out this semester. We have two sponsors: Human Resources and the Office of the Provost. H. Doty and S. Lennon-Edwards are completing the IRB permissions. Many thanks to J. Drake and the Childcare subcommittee for all their hard work.

b. Website: B. Davis and H. Doty have drafted a new Women's Caucus site. H. Doty will send the link to all Board members for feedback. The site has a new look, different organization, responsive design, and can offer additional accessibility features. There will be a page about the Executive Board and all members are asked to send H. Doty a photo and short biography to be posted on the site. H. Doty will coordinate a photo session for those who do not have current UD portraits on file. Questions about listing to events and external resources were discussed; the site will link to long-standing resources of interest to our constituents but it will not be possible for site administrators to maintain a detailed, current calendar of events. The Women's Caucus Sakai site was also mentioned as a place to share files and information; C. Scheirer will update the Caucus roster in Sakai so all Board members have access.

c. Publications: The subcommittee is making progress and H. Huntley hopes for a complete draft in late September. Janice Barlow, subcommittee member, suggested modeling our annual report format after the Kids Count Fact Book (<http://bit.ly/1iqBBcU>). The PDF of the report would be sent to a publisher and it would be converted to an interactive publication for a fee. The Board will vote on this proposal by email.

d. Leave Policies/Promotional Issues: C. Scheirer is interim chair and recently met with the subcommittee members. Top issues are: the performance appraisal process, promotion from associate to full processor for women, reclassification, and leave policies for faculty (specifically unclear maternity leave policies). Next steps are to meet with staff in Human Resources and to review benchmarking completed by the subcommittee in the past.

e. Board Development & Outreach: We will conduct a mid-year Board self-evaluation, probably in January.

f. Institutional Culture: The new subcommittee held its first meeting to discuss issues of concern and a plan to convene focus groups of women on campus. The group also has concerns about safety, privacy, and sexual assault issues and the University being added to the DOE's list of institutions being investigated for mishandling sexual assault - who is doing what on campus when these questions and issues arise?

## **7. New items**

C. Scheirer will schedule two general meetings for Fall 2014, one with a faculty focus (invited guests will be C. Henderson and M. Kinservik) and one with a staff focus (invited guest will be B. Fogerty). M. Gaffney will send out a listserv announcement once the dates are established.

**Next meeting:** Friday, October 3, 2014, 10:00 AM - 12:00 PM, Development & Alumni Relations Main Meeting Room

Meeting minutes submitted by Megan Gaffney