

Women's Caucus Board Meeting

Meeting Minutes

Date: June 19, 2012
 Location: Development Office Conference Room
 Time: 11am-12:45pm

Board members present: Marcia Nickle, Rebecca Davis, Deborah Hill, Shannon Lennon-Edwards, Gretchen Bauer, Catherine Chanoine, Helga Huntley, Sue Stewart, Stephanie Kerschbaum, Megan Gaffney

Excused: Dionne Putney, Christine Grott, Christine Scheirer

Topic	Main Discussion Points	Actions and Follow-ups
Agenda	Agenda was approved	None
Meeting Minutes	Meeting minutes from May BOD meeting were approved	None
Chairs report	<p>M. Nickle and R. Davis reported.</p> <ul style="list-style-type: none"> a. Caucus chair's meeting (May 23): Meeting run by B. Fogerty (OEI) 3 new caucus chairs and a co-chair (R. Davis) Reported that 4 caucuses spend \$0; 3 caucuses spend <\$500; 2 caucuses spent \$1000 or more (International caucus and our caucus) Reported that no DEC funds can be used for alcohol at caucus social events Chairs discussed holding a summer retreat to discuss possible collaborations between the caucuses; would use a facilitator; one potential goal would be writing a "white paper" that lists joint caucus priorities b. News from President's Diversity Initiative: Women of Promise Dinner moved under PDI. M. Andersen would like our caucus to be involved. Soliciting ideas on how to change the event. Will be held in Fall 2012 but then moved to spring for 2014 c. Upcoming meeting with J.J. Davis (scheduled for July 9th): Co-chairs are holding a pre-meeting on Thursday, June 21 to prepare and prioritize discussion points. Will send summary of this meeting to board 	<p>Board will discuss ideas via email</p> <p>Co-chairs will send out email detailing 6/21 meeting</p>
Sub-Committee reports	<ul style="list-style-type: none"> a. Publications: H. Huntley reported that the planned publication is being scaled back. Draft in July; publish in early Sept. Will print and mail (2-4 pages in length). The publication will include 1) intro on caucus 2) narrative by R. Davis on the data; 3) 2011-2012 accomplishments of board; 4) Goals for 2012-2013; 5) any scheduled upcoming events; and 6) summaries regarding existing partners (PDI, OEI, etc) Discussed potentially 2 publications per year; large one in fall and 	Sub-committees will meet this summer and work on their appointed tasks

	<p>smaller one in spring</p> <p>b. Leave Policies: D. Hill reported that the committee is in the process of scheduling a meeting. Currently subcommittee of 4</p> <p>c. Childcare: S. Stewart reported that no one has currently volunteered for this subcommittee. She has come up with a list of questions that can be categorized into Aspirational Peers, Survey of UD faculty and staff, and Corporations in DE. M. Nickle and C. Chanoine volunteered to serve on subcommittee and work with S. Stewart</p> <p>d. Promotional issues for staff: G. Bauer reported that the subcommittee has not met. With the current compensation initiative underway, it was decided that the subcommittee would meet later in the summer.</p> <p>e. Website: S. Kerschbaum reported that she will be updating the website soon with new materials</p>	
Future meeting dates	<p>It was decided not to hold another summer meeting. Subcommittees will meet.</p> <p>Next board meeting is Friday, September 7th at 10 am (90 min meeting). Board asked to tentatively hold first Friday of each month for board meeting. Will bring in another resident expert for a fall board meeting similar to Pam Cook</p> <p>Fall General meeting will be held in November (date TBD). Suggested that general meeting include 15 min networking period for caucus members to interact</p>	Determine future meeting dates at next board meeting
New business	<p>M. Nickle was contacted by Office of Women in Higher Education (OWHE) (Julia O’Hanlon and Renee Fisher) which is trying to establish networking among higher education in DE. They would like partner with us. They currently have a Job Shadowing Program and hold brown bag lunches at various locations. Brown bag events focus on variety of topics: promotional opportunities, resumes, interviewing skills, etc. M. Nickle discussed our desire to have a mentoring program here at UD and perhaps working with OWHE on that.</p>	M. Nickle will follow-up with OWHE

Meeting minutes submitted by S. Lennon-Edwards

Attachment 1

**Women's Caucus 2011-
2012**

<i>Event</i>	<i>Budget</i>	<i>Spent</i>	<i>Remaining</i>
	\$1,000		
Fall Meeting		\$73	\$927
Pool \$	\$395		\$1,322
Spring Meeting		\$271.25	\$1,050.75
Spring Social		\$354.25	\$695.75
Torch Award		\$262.67	\$433.08
Marketing		\$430.00	\$3.08

Attachment 2

TO: Margaret Andersen, President's Diversity Initiative

FROM: Marcia Nickle and Rebecca Davis, Co-Chairs, Women's Caucus
Helga Huntley, Publications Sub-Committee, Women's Caucus

DATE: May 2, 2012

RE: **Priorities for 2012-2013**

For discussion at meeting scheduled for Wednesday, May 9, 9:00-10:00 a.m.

The Women's Caucus represents the interests and concerns of women who work at the University of Delaware (faculty and staff). Over the past year, women who have attended our general meetings have voiced a number of concerns. We have identified four areas of primary interest. In each of these areas, we advocate for concrete changes in order to improve gender equity and parity.

1) Leave policies

- a. Parental leave policies for faculty appear in several places on the UD website and, except for the Collective Bargaining Agreement (CBA), they are described using outdated and thus inaccurate language (e.g. <http://www.udel.edu/provost/fachb/IV-A-15-maternitleave.html> and http://www.engr.udel.edu/wie/faculty/family_friendly.html). The HR website does not include the parental leave policy for faculty, and HR employees are not always well informed about the policies applicable to faculty.

Next Steps:

- At its May meeting the Faculty Senate will consider a resolution to update the Faculty Handbook to reflect the latest CBA's language. The Women's Caucus will work with the Faculty Senate to make sure that the Faculty Handbook is updated immediately following the adoption of a new CBA, if necessary. Other websites on udel.edu pertaining to family friendly policies should be updated or removed over the next year.
- The Human Resources (HR) website needs to include *all* leave policies, for *all* employees – faculty (tenure-track and non-tenure-track) and staff – so that employees may find clear descriptions of the benefits to which they are entitled in a centralized location on the UD website. The Women's Caucus met with the Leadership Team of HR on Thursday, April 26th to begin a dialogue on how best to implement these changes. HR will add links to Faculty benefits to its site and clarify existing policies for staff.
- HR needs to conduct training for its employees about benefits that pertain to faculty. Parental leave policies, in particular, differ significantly between faculty and staff, and HR employees need to be able to provide accurate information about benefits to all constituents.

- HR has begun the process of revamping the employee recruitment brochure on “Family Friendly” policies, and the Women’s Caucus will continue our conversation with HR about how best to explain existing policies and benefits.
- b. The relationship between parental leave policies and FMLA policies pertaining to faculty is presented in a confusing manner in the Faculty Handbook. Even though Maternity Leave is described as falling under FMLA (<http://www.udel.edu/provost/fachb/IV-A-15-maternityleave.html>), the details presented there are not included in the section on Family Leave (<http://www.udel.edu/provost/fachb/IV-A-15-familyleave.html>) – or vice versa. While confusing for everyone, this is likely to be a particular problem for *men*, who are entitled to the provisions under the “Maternity Leave” policy but may not be aware that it applies to them.

Next Steps:

- The sections on Family and Maternity Leave in the Faculty Handbook should be combined into a single Parental Leave policy, which details all options open to faculty expecting a new child. The Women’s Caucus will speak with the campus AAUP leadership about how these sections might be integrated in the upcoming CBA.
- c. Regular staff are not guaranteed any paid maternity leave, even if unable to work due to childbirth, and faculty’s parental leave policy does not provide for release from research or service (a particular concern for research faculty).

Next Steps:

- The Women’s Caucus has discussed with HR the possibility of developing a sick leave bank for staff. By December 2012 the Women’s Caucus will compile information about sick leave banks, such as the one provided by the State of Delaware to its employees, and will seek partners on campus who can determine the feasibility of creating a sick leave bank for staff at UD.
- After meeting with the Women’s Caucus, the leadership of HR agreed to clarify the leave policy that exists for non-exempt staff (a 6-month “disability leave” at 75% pay, which until now has not appeared under maternity/parental leave benefits on the website).
- The PDI, in collaboration with the Women’s Caucus, will conduct a study of maternity / parental leave, job sharing, and flexible hours policies at area colleges and universities and our aspirational schools. By December 2012, they will draft a report summarizing the findings of this survey and making recommendations for policy at UD.

2) Child care provision

- a. The Early Learning Center (ELC) is often touted as a high-quality, affordable child care option for UD employees, especially to new hires (e.g. <https://www.udel.edu/udjobs/resources/letters/RecruitBroch.pdf>). However, the ELC no longer prioritizes the children of UD employees among those it admits, with waiting lists typically extending well over half a year. It is also one of the most expensive centers in the area. Consequently, there is a dearth of high-quality, affordable child care options for faculty and staff. Moreover, the ELC does not offer part-time options. Finally, many of our constituents have asked for short-term or drop-in child care options, so that they can work even if their regular arrangements fall through, e.g. during school holidays or on staff development days for a day care facility.

Next Steps:

- Remove language from UD materials that refers to the ELC as having spots reserved for the children of faculty and staff. Add language to recruitment brochures explaining the long waiting lists and small likelihood of being offered a place for the initial semester of the employee working at UD. (The leadership at HR is aware of these issues and will incorporate new language into the revised pamphlet.)
- Create a task force to study the array of childcare services (such as referral services, day care centers, and subsidized programs) that other employers in the region provide. The task force will make recommendations to the PDI by May 2013.

3) Reporting of university data on employment and promotion

- a. Annual data on the status of women at the University of Delaware is not interpreted or published by the university for the public. Although the Office of Equity and Inclusion posts tables of data on its website, these charts are not interpreted, published in printed form, or circulated via PDF to the university community. Such data is crucial in order for the larger university community to understand issues related to equity and diversity among staff and faculty.

Next Steps:

- The PDI and the Women's Caucus, with assistance from the Office of Institutional Research, will co-sponsor the publication of a report that includes tables, charts, and interpretive text about the gender and racial diversity of faculty (by department, across colleges, and for the university as a whole) and staff (at salaried and professional staff levels). These data will include statistics for people of color as well as for women. A printed version of this report will be sent to all university mailboxes by September 30, 2012. *Helga Huntley will present the data and charts she has gathered / created thus far.*

4) Promotional opportunities

- a. A lack of promotional opportunities for staff "through the ranks" remains an area of considerable concern among long-time female staff members of UD.

Next Steps

- The Office of Institutional Research recently completed a comprehensive salary assessment. We urge the university to make the results of this study public in aggregate form.
- The university will create a mentoring program for female salaried staff people.
- The Women's Caucus will work with HR and PDI to ensure that staff members are aware of the career paths open to them.