Women’s Caucus Executive Board Meeting Minutes
Wednesday, March 2, 2016, 10:15 a.m. - 12:00 p.m.
Jastak-Burgess


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

1. Agenda adopted
2. Minutes 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 Caffe 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

   - 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