

Women's Caucus Executive Board Meeting Minutes  
December 2, 2014  
Jastak-Burgess Conference Room

Board members present: Robin Andreasen, Bess Davis, Rebecca Davis, Heather Doty, Jodi Drake, Megan Gaffney, Karren Helsel-Spry, Helga Huntley, Stephanie Kerschbaum, Shannon Lennon-Edwards, Tiara Malcom, Elaine Salo, Christine Scheirer, Regina Sims, Patricia Sloane-White

Excused: Susan Williams

Guest: Monica Taylor, Vice President, Development & Alumni Relations

**1. Guest Speaker, Monica Taylor:** M. Taylor met with the Women's Caucus Board to talk about the status of women on campus from her perspective. She provided advice on engaging with the University's strategic planning initiative and suggested ways that the Women's Caucus might share its research with other groups on- and off-campus.

**2. Adoption of the agenda**

Agenda was approved.

**3. Approval of the minutes from the November 7, 2014 meeting**

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

**4. Co-Chairs Report**

a. December 15 New Employee Winterfest: The Women's Caucus will share a table with other caucuses at the event; C. Scheirer requested that board members volunteer to staff the table if their schedules permit.

b. Caucus Chairs meeting set for December 17: Sue Groff and Carol Henderson are the scheduled guest speakers for this upcoming meeting.

c. H. Doty has finalized the details of the Women's Caucus contribution to the LGBT Caucus Spring 2015 event. H. Doty will send the Women's Caucus Board an email with event details.

**5. New Business**

a. Torch Award Subcommittee Update: The subcommittee has met twice. The group has made some decisions and has some proposals for the Board regarding award criteria. C. Scheirer will talk with Carol Henderson to see whether her office will be sponsoring an event in Spring 2015 that might be appropriate for partnering with the Torch Award event. C. Scheirer will send board members a draft Google Form for this year's nomination form.

i. Decisions & Discussions: The Board voted that the nomination form will be publicized and anyone may submit a nomination, but the Board will select a winner. Nominators may be invited to a Board meeting to speak on behalf of a nominee prior to voting. The Board voted on the following criteria for nominations:

- Achievement being honored should be past or present efforts to improve the quality of employment at UD
- The nominee does not need to be a woman.
- The nominee must have a current or former affiliation with UD.

b. Mae Carter funds review and next steps: R. Davis will work with M. Carter on ways the Institutional Culture subcommittee might use the funds for focus groups.

## **6. Subcommittee Reports**

a. Childcare: J. Drake has contacted current subcommittee members to see if they want to remain on the group. She will convene a meeting in January. R. Sims volunteered to join the subcommittee. If more members are needed, J. Drake will contact M. Gaffney to send out a call for volunteers on the caucus listserv. The childcare survey was sent to all full-time faculty, staff, and graduate students (for technical reasons, it could not be sent to part-time employees or students). There are 1261 responses. Data analysis is a possible research project for an undergraduate student who is interested in getting involved with the Women's Caucus.

b. Website: B. Davis was voted in as the new subcommittee chair. She will email John Brennan, Communications & Public Relations, to report that searching for "Women's Caucus" on the UD website's Google search does not bring up the correct page.

c. Publications: No updates.

d. Leave Policies/Promotional Issues: No updates. C. Scheirer will reconvene the group with the new subcommittee co-chairs in January.

e. Board development & outreach: P. Sloane-White distributed the Women's Caucus Board Self-Evaluation Questionnaire. All board members should complete it and return to Patricia Sloane-White, Department of Anthropology, via campus mail before the January 2015 board meeting.

**Next meeting:** C. Scheirer will poll the Board to set meeting times for January through June 2015.

Meeting minutes submitted by Megan Gaffney