

Women's Caucus Executive Board Meeting Minutes  
February 5, 2015  
Development and Alumni Relations Main Board Room

Board members present: Robin Andreasen, Bess Davis, Rebecca Davis, Heather Doty, Jodi Drake, Megan Gaffney, Karren Helsel-Spry, Helga Huntley, Tiara Malcom, Christine Scheirer, Regina Sims Wright, Susan Williams

Excused: Stephanie Kerschbaum, Shannon Lennon-Edwards. Elaine Salo, Patricia Sloane-White

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

Agenda was approved.

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

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

### **3. Co-Chairs Report**

a. Caucus Chairs meeting, January 27: The LGBT Caucus has released an annual report. The African Heritage Caucus is working with John Sawyer on gathering data and publishing an analysis. Two of the "Delaware Will Shine" strategic planning groups (Infrastructure and Resource Analysis) have released white papers on Diversity (<http://shine.udel.edu/models-of-the-new-american-research-university/>). At the meeting, Caucus Chairs also discussed their concerns about low participation from caucus members and the problem of many people in staff positions being required to use vacation time to attend caucus meetings and events. Sue Groff may begin writing formal appointment letters for caucus board members to present to their supervisors.

b. The Women's Caucus is a co-sponsor of the LGBT Caucus event on February 18 [note: this event ended up being cancelled due to weather].

c. Several upcoming events of possible interest related to the celebration of the 100<sup>th</sup> anniversary of the Women's College:

March 10, 2015 - roundtable discussion

March 11, 2015 - speaker event - Laura Ling

March 12, 2015 - Women of Promise Dinner

### **4. New Business**

a. Torch Award subcommittee update: The subcommittee will create an online form for submitting nominations and forward the link to the Board for review. The event will remain separate from other events on campus in order to maintain visibility for the Women's Caucus.

April would be the ideal time to plan something; the subcommittee will look into venues and will include off-campus locations in their planning. Publications subcommittee will draft a UDaily story when the nomination form is live.

## 5. Subcommittee Reports

a. Childcare: Data from the survey is in SPSS. Subcommittee members are currently breaking out graduate students from staff/faculty and are putting data into charts. The goal is to have data ready for the Annual Report in Fall 2015 and to provide a preview during the Torch Award event. Future goals include meeting with Human Resources and/or other relevant groups on campus to start taking steps based on the survey responses.

b. Website: Bess Davis redesigned the Torch Award page. Photos aren't currently loading on the mobile version of the site but B. Davis is working on fixing the problem. New links are continually added to the Resources page; send suggestions for new content to the Website subcommittee.

c. Publications: No update.

d. Leave Policies/Promotional Issues: Two new co-chairs have been elected: Joell Bacchieri and Kelsey Cummings, both from the University Honors Program. They are working to set up a meeting for the subcommittee. Board members discussed moving the "Subcommittee Reports" section of the monthly agenda to the beginning of the meeting so that subcommittee chairs who are not also Board members can attend and report.

e. Board Development & Outreach: Self-evaluations are due to Patricia Sloane-White. Christine Scheirer will resend a copy of the document for those who need one.

f. Institutional Culture: The subcommittee has applied for a summer research grant through the Center for the Study of Diversity. It would be used to hire a graduate student in public policy to research the cost of an ombudsperson. The subcommittee would write a job description and Rebecca Davis would supervise the student. R. Davis also met with Mae and Bob Carter in December; they would like to work with the Women's Caucus to fund a series of advertisements in *The Review* about sexual harassment. The advertisements would follow the model of "The Fact Is..." ads in the 1970s/1980s. Helga Huntley will send copies of "The Fact Is..." images to the Board, and Institutional Culture will work on creating the new series of ads.

6. Other Business: A general meeting needs to be scheduled in early May. We will not have separate faculty and staff meetings. Attendees will be able to vote in the Board elections. There will be paper ballots to vote in person and B. Davis will create a Qualtrics ballot so that listserv members can vote electronically. Susan Williams will work with Facilities to try to get

paper ballots distributed to groups of voters who may not have daily access to a work computer. M. Gaffney will review the election process at the March meeting.

**Next meeting:** Friday, March 5, 2015, 9:00-11:00 in the Development and Alumni Relations Work Lounge

Meeting minutes submitted by Megan Gaffney