

Women's Caucus Board Meeting

Meeting Minutes

Date: May 22, 2012
 Location: 348 Smith Hall
 Time: 1-2pm

Board members present: Marcia Nickle, Rebecca Davis, Deborah Hill, Shannon Lennon-Edwards, Gretchen Bauer, Dionne Putney, Helga Huntley, Sue Stewart, Christine Grott, Megan Gaffney

Excused: Catherine Chanoine, Stephanie Kerschbaum, Christine Scheirer

Topic	Main Discussion Points	Actions and Follow-ups
Meeting Minutes	Meeting minutes from March BOD meeting were approved	None
Intro of new BOD	New board members were introduced	None
Budget review	M. Nickle shared a treasury report indicating how our budget was spent over the last year (Attachment 1). DEC will be reviewing the caucus budgets. We currently receive \$1000 and that may change. FY13 will begin July 1.	Wait for DEC decision on budgets
Report from Publications Committee and meeting with M. Andersen	R. Davis discussed the current state of the publication. Currently unclear what we will be able to publish in our report, probably no concrete data, but possibly include data analysis, along with Intro of the Caucus, Priorities for 2012/13, Accomplishments in 2011/2012. While several Caucus members expressed disappointment that the originally planned report would require revision, we tasked the publications subcommittee with preparing an annual report based on the above for Sept/Oct release. We also understand that M. Andersen's office, OEI, and OIR are currently looking into new ways of reporting and presenting university data on UD's website, so we look forward to keeping track of their progress. M. Andersen is generally very supportive of our caucus and our goals. See attachment 2 for the document presented to M. Andersen at the May 2 meeting	Will continue discussions with M. Andersen
HR Meeting	M. Nickle presented to HR on April 26. - HR is receptive to revamping their website so the information is congruent with the family leave policy and Collective bargaining agreement. - HR asked to advertise nursing mom rooms on campus on their website and we could link to ours. - Leave policy for faculty is sufficient if information provided to the faculty member however often service commitments are not relieved. Non-exempt staff can use short-term disability for maternity leave. - A sick bank leave was discussed. HR does not make policy, only implements it so this issue needs to be presented to the President's Executive Committee.	Forming subcommittees to pursue FLP
Social event	Article on UDaily on our recent social event. Will need to have discussions	F/u in fall on process

	on how to award future Torch awards. A nomination process was suggested	for torch award
Co-chair vote	R. Davis was elected co-chair for the next two years by unanimous vote. S. Lennon-Edwards will remain secretary and D. Hill will remain treasurer for the next year	None
Fall Planning	Four priorities were reviewed for the next year and subcommittees are planned: <ol style="list-style-type: none"> 1) Publications: R. Davis stepped down as chair of this committee. H. Huntley will serve as co-chair until maternity leave. C. Scheirer was mentioned as possible co-chair (will be asked). 2) Leave policy: D. Hill will chair staff side of leave policy. Currently no faculty member to oversee faculty side 3) Childcare: S. Stewart will chair 4) Promotional Issues for Staff: D. Putney will work on creating a mentoring program for staff; G. Bauer will work on reclassification issue for staff 	
Misc business	M. Nickle will draft email to listserv to recruit members to join the subcommittees Website will be updated with March meeting minutes Discussed using google docs to work on documents	M. Nickle send email to S. Lennon-Edwards S. Kerschbaum for website
Caucus Archivist	Currently tabled and will discuss at future board meeting	None at this time

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.