

Women's Caucus Executive Board Meeting Minutes
November 7, 2014
Jastak-Burgess Conference Room

Board members present: Robin Andreasen, Bess Davis, Rebecca Davis, Heather Doty, Jodi Drake, Megan Gaffney, Karren Helsel-Spry, Stephanie Kerschbaum, Shannon Lennon-Edwards, Christine Scheirer, Patricia Sloane-White

Excused: Helga Huntley, Tiara Malcom, Elaine Salo, Regina Sims, Susan Williams

1. Adoption of the agenda

Agenda was approved.

2. Approval of the minutes from the October 3, 2014 meeting

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

3. Co-Chairs Report

a. Women's Studies Lectures: Emily Bonistall, Office of Equity and Inclusion, invited R. Andreasen, H. Huntley, and C. Scheirer to her Women's Studies class to talk about the history of women at UD, the Commission on the Status of Women, and the Women's Caucus. The talk was well-received and raised questions about if/how interested UD students can get involved with the Women's Caucus. Potential ideas include: Board members working with the Women's Studies program to start a similar group for women students; assisting students with starting a Registered Student Organization; and inviting a student to intern with the Women's Caucus Board. This last idea can be discussed more in 2015.

b. General Meetings:

Faculty focus: Only 2 non-Board faculty members attended. Carol Henderson, Vice Provost for Diversity, and Matt Kinservik, Vice Provost for Faculty Affairs, discussed their new positions and responded to questions about institutional culture and climate, as well as how their offices are connected. M. Kinservik focuses on faculty, including issues like new faculty orientation, standardization of promotion & tenure documents across campus, and working with the new commission on CNTT faculty. C. Henderson's position works with faculty, staff, and students, and has an advisory board on diversity issues. Caucuses fall under the Office of Equity and Inclusion, not the Vice Provost for Diversity, but these two offices will work together. The Diversity and Equity Commission falls under the University President, and is on hiatus during the "Delaware Will Shine" strategic planning process. C. Henderson's office will also oversee all awards previously administered by the President's Diversity Initiative.

Staff focus: About 25 non-Board attendees. Anna Bloch and Amanda Snuffer, Human Resources, spoke about performance appraisals for staff and answered questions. They talked

about when HR might intervene in the performance appraisal process and what aspects of the process HR cannot mediate or control, such as supervisors across the university with varying ideas of what constitutes a '2' or a '5' rating. One attendee suggested a future general meeting or ad hoc caucus meeting with Sue Groff to discuss Title IX and women's issues on campus. Another attendee provided a reminder about the Faculty and Staff Assistance Program in Hullahen Hall: bilingual, confidential counseling is provided.

Board members discussed the need to reach out to groups of staff on campus who may not see UDaily or email announcements; one example is staff in Facilities. For example, one general meeting attendee from Facilities approached the Board to explain that the Women's Caucus is not well-known to many other women in her unit because they are not regularly reading email or UDaily. Ideas for better outreach include focus groups with specific groups on campus and producing printed materials to place in break rooms. Reminders about meetings need to be sent more frequently leading up to meetings, and planning them for earlier in the semester is better.

c. Monica Taylor Meeting: C. Scheirer met with Monica Taylor to talk about the structure of caucuses on campus and what the Women's Caucus does. M. Taylor will attend our December meeting.

d. Salary Equity Meeting: R. Andreasen, H. Doty, and C. Scheirer attended a meeting with staff from the Office of Institutional Research & Effectiveness and others on campus. The faculty union requested a salary equity study and the Women's Caucus representatives were invited to discuss the results: some adjustments were made, but the aggregate data show relative salary equity. John Sawyer plans to hold a town hall to report the results.

e. Oct. 3 Caucus Chairs' Meeting: The DEC hiatus was announced at this meeting. The next one is scheduled for mid-December. Sue Groff and Carol Henderson will attend.

4. New Business

a. LGBT Caucus Contribution for Event: The Women's Caucus will give \$100 toward the event but we would like some follow-up on what the event will entail. H. Doty will contact the LGBT Caucus.

b. New Employee Winterfest: The Women's Caucus will share a table with other caucuses at the Office of Equity and Inclusion's New Employee Winterfest on December 15 from 4:00-6:00. Volunteers are needed to staff the table; contact C. Scheirer with your availability.

c. Torch Award Committee: this ad hoc subcommittee will formalize criteria and process for nominations. J. Drake, K. Helsel-Spry, S. Lennon-Edwards, and C. Scheirer will form this committee.

d. Mae Carter funds: M. Carter has donated funds to the Women's Caucus. We can use them for refreshments/teas for the Institutional Culture subcommittee focus groups with women throughout campus. K. Helsel-Spry and C. Scheirer can help with logistics.

5. Subcommittee Reports

a. Childcare: The survey has closed and received approximately 1265 responses. J. Drake has finished the Human Subjects training so she can review the responses. The subcommittee is working to sort out remaining IRB details before reviewing the data on Qualtrics.

b. Website: The Annual Report is posted on the website. C. Scheirer will send the presentation from the Women's Studies lecture to H. Doty so it can be posted. B. Davis is going to become the chair of the Website subcommittee in Spring 2015.

c. Publications: Many thanks to Helga Huntley and her subcommittee for another great annual report.

d. Leave Policies/Promotional Issues: New chairs are Joell Bacchieri and Kelsey Cummings.

e. Board Development & Outreach: P. Sloane-White is working on the self-study questionnaire for the Board to take in December or January.

f. Institutional Culture: No updates. C. Scheirer will contact R. Davis with the Board's ideas about using donated funds to fund refreshments for focus groups.

6. New Business

S. Kerschbaum will take her one-semester leave in Spring 2015. P. Sloane-White will be on sabbatical January 2015-January 2016.

Next meeting: Tuesday, December 3, 2014, 9:00 AM - 11:00 AM, Jastak-Burgess Conference Room

Meeting minutes submitted by Megan Gaffney