Women’s Caucus Executive Board Meeting Minutes  
February 4, 2016  
130 Hullihen Hall  

Board members present: Robin Andreasen, Heather Doty, Megan Gaffney, Helga Huntley, Stephanie Kerschbaum, Shannon Lennon-Edwards, Katie Meier, Christine Scheirer Mangat, Susan Williams, Regina Wright  

Excused: Jodi Drake, Karren Helsel-Spry, Margie Kiter Edwards, Elaine Salo  

Guests: Fatimah Stone, Office of Equity and Inclusion  

1. Adoption of the agenda  
Agenda was approved.  

2. Approval of the minutes from the November meeting  
Minutes were approved. M. Gaffney will post to caucus website.  

3. Co-Chairs Update  
   a. HR meeting on 1/11/16: R. Andreasen and C. Mangat met with Tom LaPenta, Kathy Corbitt, and Patty Fogg to discuss staff leave policies. New/revised policies are being vetted through General Counsel and should be up on the Policies website this semester. No major new policies have been established; the main changes are that redundancies are removed. We can revisit a discussion about policy improvements after these new documents have been posted. Patty Fogg is willing to work with us on constituent concerns.  
   b. Student Life brown bag on 1/14/16: Patty Fogg attended and answered constituent concerns about adoption and parental leave. She will be invited to the next brown bag (Library) and to a future caucus general meeting.  

Action Items: R. Andreasen/C. Mangat will email Patty Fogg to get on the agenda for an HR Liaisons meeting to promote the caucus.  

4. Spring Events – Committees  
   a. Torch Award: Lunch will be May 6 at 12:00 PM, Caffe Gelato. The nomination process will stay the same: open call for nominations via Google Form, then the Board will select a winner. A subcommittee will plan: C. Mangat, S. Lennon-Edwards.  
   b. General meeting and elections: Location and date for the event TBD. We can send a postcard to all women on campus to announce the Annual Report, Torch Award, and general meeting/elections.
**Action Items: C. Mangat** will ask K. Helsel-Spry and J. Drake if they are willing to serve on the Torch Award planning committee again. **C. Mangat** will distribute the current caucus budget to all board members.

5. **Guest: Fatimah Stone, Office of Equity and Inclusion**

C. Mangat and R. Andreasen led a discussion to communicate constituent concerns and questions about leave policies/parental leave.

6. **Priorities and Subcommittee Reports**

Spring 2016 priorities will be: liaising between constituents and University administration; parental leave benchmarking; annual report. 2016-2017 priorities should include a list of data we would like to see gathered/analyzed, including an improvement in the granularity of staff data.

**Next meeting:** Wednesday, March 2, 10:00 AM-12:00 PM, Jastak-Burgess

Meeting minutes submitted by Megan Gaffney