

Women's Caucus
Executive Board Meeting
March 24, 2017
9:00 - 11:00 a.m.
302 Lerner Hall

Minutes

Board members present: Kelsey Cummings (co-chair), Jodi Drake (interim co-chair), Megan Gaffney, Helga Huntley, Stephanie Kerschbaum, Keeley Powell, Regina Wright (treasurer), Margie Kiter Edwards, Katie Meier (by phone)
Excused: Shannon Lennon Edwards

1. Agenda adopted
2. February meeting minutes approved as submitted.
3. Updates from OEI Diversity Caucus Meeting:
 - Due to unforeseen circumstances, no Women's Caucus Co-chair was able to attend this meeting. Minutes as follows come from the minutes of that meeting.
 - Vice Provost for Diversity, Carol Henderson, is working on project to evaluate unit accomplishments in regards to the Inclusive Excellence Action Plan.
 - A Staff Diversity Summit will be held on June 20th from 8:30 a.m. – 3:30 p.m. in Clayton Hall. We discussed that the \$50 cost per person could reduce attendance.
 - New “worksheet” for Diversity Caucuses to plan for future events and funding needs. Jodi D. and Kelsey C. will fill out.
 - Update all bylaws – Women's Caucus bylaws are updated.
 - There is now a non-discrimination policy in the pipeline.
 - A Diversity Caucus working meeting will be held in late April to discuss recruitment, strategizing and budget allocations. Jodi D. and Kelsey C. will attend.
4. Spring Events Timeline
 - Election Procedures
 - Megan G. and Jodi D. will coordinate to move forward with the election ballots. Megan G. will aid in the online ballot system. 5 people used it last year, but we want to give all members the opportunity to vote if they are unable to attend the General Meeting on April 6th.
 - Megan G. will count paper ballots and online ballots after elections and report to the group.
 - So far 7 nominations have been submitted for new board members with 10 seats available.

- Regina W. will follow up with those that expressed interest but have yet to submit.
- Katie M. said that she would put a reminder in UDaily. Margie K.E. offered to supply candidate summaries.
- So far only 2 faculty members have submitted so work will be done to secure a few more.
- Torch Award
 - So far there is 1 nomination for the Torch Award, hoping on more to come.
 - Shannon L. mentioned the intention to nominate someone.
 - Recipient will be discussed at the April 11th board meeting from 9:00 – 11:00 a.m. Location TBD. Lunch will take place on April 27th at Caffè Gelato. RSVP to go out once recipient is named.
 - Jodi D. will contact Susan in President's Office to talk about invitation procedures.

5. Priorities

- Ombuds Proposal: Margie K. asks the board to consider the feasibility of the proposal with the rehiring of Cecily Sawyer Harmon part-time to assistant with employee counseling. There are several requirements suggested by best practices for Ombuds offices that are not met by the current offerings. The board decides that there is still need for the proposal and it is worth it to move forward with getting in touch with other caucuses.
- Next steps: Margie K. will make updates to the Ombuds proposal including discussion of characteristics of a strong Ombuds office, mention of UD's commitment to Inclusive Excellence (Kelsey C. will send information), and explain why Stony Brook is a strong model and possibly add one other institution.
- Once we are finished with our proposal, we will contact other caucuses to see who is interested in signing on. Once we have caucus support, we will reach out to secure a meeting with OEI and possibly Carol Henderson.
- Family Leave: Suggestions to contact Mary Remmler and possibly Laure Ergin. Katie M. and Kelsey C. will get in touch with Laura and Kelsey C. will draft email to Mary Remmler. Possible invites for future board meetings.
- Childcare: Will be revisited next year.
- Other
 - Michael Chajes has contacted the board to discuss faculty vs. staff raises in relation to changes to the CBA. Kelsey C. and Jodi D. will meet to discuss.

1. We will readdress a more outlined priority for promotion, tenure and raises in June.
- Update from our facilities constituent. Stephanie K. offers to email Tom Lapenta to seek assistance.

6. Adjourned.