

Women's Caucus Executive Board Meeting Minutes
April 11, 2014
83 East Main Street (Main Board Room)

Board members present: Robin Andreasen, Rebecca Davis, Heather Doty, Megan Gaffney, Karren Helsel-Spry, Helga Huntley, Stephanie Kerschbaum, Deborah Kirwan, Shannon Lennon-Edwards, Christine Scheirer, Patricia Sloane-White

Excused: Gretchen Bauer

Guests: Maggie Andersen, Interim Vice Provost for Faculty Affairs and Diversity

1. Guest: Maggie Andersen

a. Maggie Andersen came to discuss the future of the Women of Promise Dinner. It began in the late 1970s/early 1980s as a way for tenured women faculty to recognize promising undergraduate women scholars; in recent years, the size has grown, many women faculty on campus do not attend, and there are questions about whether it is an anachronism. M. Andersen wishes to evaluate its purpose and perhaps update the event. She will tell her successor that the Women's Caucus Board is available to help contribute ideas about the future of Women of Promise.

b. M. Anderson shared other updates: The Office of Equity and Inclusion is presenting an Equity-in-Brief session on parental leave; board members commented that there needs to be an effort to address all groups on campus, particularly those that may not have clear policies on this topic, such as research faculty. IT is working on the stop-the-clock notification form and M. Andersen will tell the Board when it is available.

2. Adoption of the agenda

Agenda was approved.

3. Approval of the minutes from the March 7, 2014 meeting

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

4. Co-Chairs Report

a. 3/24/14 DEC meeting report back: R. Davis and C. Scheirer will share feedback with OEI staff about the caucuses' current fiscal year budget allocations and will provide suggestions for future fiscal years.

b. Email listserv: all members of the Board have been added to the new listserv address, womens-caucus-board@UDel.Edu .

c. Childcare survey update: Goal is to send the survey to faculty, staff, and graduate students. The survey needs to get in the queue for distribution through the Office of Institutional

Research and Effectiveness. The goal is to send the survey during the academic year. R. Davis and C. Scheirer will work with J. Drake to send the survey to Heather Kelly in IRE, and R. Andreasen will handle the IRB process.

5. Torch Award

The event will take place in the former Blue and Gold Club main dining room and adjacent rooms. P. Hengesteg in OEI has ordered the award. C. Scheirer will create a spreadsheet in Google Drive to track invitations sent to individuals on campus. H. Doty will give the first introduction of Pam Cook, and will invite Lori Pollock, Professor, Department of Computer and Information Sciences, to give the second introduction.

6. Elections & Recruitment

a. Update on candidates: We have 13 candidates for 9 vacant seats. M. Gaffney will create a ballot and distribute candidates' nomination forms to voters. Before voting, C. Scheirer will emphasize the current Board's interest in electing a group in which faculty and staff are both well-represented. For 2015 election, recruitment materials should specify how candidates' forms may be distributed to Caucus membership prior to elections (for example, posted on our website and/or emailed to the Caucus membership list) and the form will request specific information about the nominee's classification on campus (non-exempt or exempt staff, tenure-track/tenured or non-tenure-track faculty).

b. Board Development & Outreach: P. Sloane-White reported on plans for future board development based on her experience with other organizations. Suggestions include: developing a board matrix (to assess gaps, develop goals), year-round recruitment, mentors for new board members, a formal training session (including history of the board, accomplishments, expectations, etc) for new board members at the beginning of their tenure, and annual self-evaluations by each member. We will plan to carry out self-evaluations in January 2015. H. Doty and S. Kerschbaum will look into putting brief biographies of each board member on the Caucus website to increase visibility and make ourselves approachable.

7. Subcommittee Reports

a. Childcare: No additional updates.

b. Website: All subcommittee chairs should send a brief description to H. Doty for inclusion on the website.

c. Publications: Work on the next annual report will begin after the general meeting in order to include any new members who want to join.

d. Leave Policies/Promotional Issues: The subcommittee will work on updating previous benchmarking on parental leave so that the Board can evaluate comparator institutions' policies. D. Kirwan can invite Darcell Griffith, Associate Director, HR Compensation and Benefits, to a subcommittee or Board meeting to address caucus members' questions about promotional issues and the new classification structure if there is interest.

8. Benefits Fair, Monday, May 19 - volunteers needed

Volunteers are needed to represent the Women's Caucus at the OEI table at the UD Benefits Fair. C. Scheirer will send out an email with details and a call for volunteers.

9. New Business

A follow-up discussion on the Women of Promise Dinner was tabled.

Next meeting: Friday, May 2, 2014, 10:00 AM - 12:00 PM

Meeting minutes submitted by Megan Gaffney