

Women's Caucus Executive Board Meeting Minutes  
January 17, 2014  
Development & Alumni Relations Main Meeting Room

Board members present: Robin Andreasen, Gretchen Bauer, Heather Doty, Megan Gaffney, Karren Helsel-Spry, Helga Huntley, Stephanie Kerschbaum, Deborah Kirwan, Christine Scheirer

Excused: Rebecca Davis, Shannon Lennon-Edwards, Patricia Sloane-White

### **1. Adoption of the agenda**

Agenda was approved.

### **2. Approval of the minutes from the December 9, 2013 meeting**

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

### **3. Co-Chairs Report**

a. Fundraising update: R. Andreasen and C. Scheirer plan to meet to discuss potential fundraising efforts for the Women's Caucus. Suggestions for ways we might use additional funds: guest speakers; marketing the caucus; scholarships for female faculty or staff to offset conference attendance expenses; and a needs assessment for on-campus childcare, which can be provided by Bright Horizons for a fee.

b. The Women's Caucus received \$1440 in August from the Office of Equity and Inclusion. The current budget balance is \$602. R. Andreasen will book a classroom for the Spring General Meeting so that no fees are incurred for meeting space.

### **4. Spring Guest Speakers**

a. John Sawyer will attend our February meeting. Questions for him include: in what ways can the Women's Caucus continue working with him in the future? Has there been any progress in choosing statistical software such as Academic Analytics for use at UD? What progress has been made on tracking P&T decisions? Monica Taylor could be invited to the March meeting to continue the fundraising discussion.

b. Follow-up on November guest speaker, Maggie Andersen: The Women's Caucus has been listed as a co-sponsor of the February 12 mentoring event/P&T panel for associate professors sponsored by M. Andersen's office. The panel discussion will focus on applications for promotion to full professor. The Women's Caucus Board may want to formalize a process for approving requests to co-sponsor events in the future.

## 6. Subcommittee Reports

- a. Childcare: C. Scheirer will report on the Childcare subcommittee's January meeting once it has taken place.
- b. Website: S. Kerschbaum will place a link to information about the P&T panel, co-sponsored by the Women's Caucus, on the website.
- c. Publications: no updates.
- d. Leave Policies/Promotional Issues: D. Kirwan attended a campus-wide meeting to discuss leave policies, including the proposed sick leave bank. Human Resources is interested in increasing awareness of the current policies to approve sick leave in excess of an employee's accrued balance before continuing discussion of a sick leave bank. D. Kirwan will provide the parental leave benchmarking done by the Leave Policies subcommittee to Human Resources for their reference.
- e. Board development & Outreach: no updates

## 6. Spring Torch Award

- a. Choosing a recipient (goals & criteria): Board members would like to choose recipients who have made a difference at UD, keeping in mind the diversity among our constituents. The Torch Award might be given to someone who has not been previously honored with similar awards. Each Board member who wishes to nominate someone will send a paragraph to C. Scheirer before the February Board meeting; Board members will then vote on the 2014 recipient. The venue will be the former Blue and Gold Club. There is no cost to reserve this venue. Additional funding for food and drink will be requested from the Office of Equity and Inclusion.
- b. Mini-subcommittee: members will be R. Andreasen, K. Helsel-Spry, and C. Scheirer.

**Next meeting:** Friday, February 7, 2:00-4:00 PM

Meeting minutes submitted by Megan Gaffney