

Women's Caucus Executive Board Meeting Minutes
June 11, 2015
Stone Balloon Ale House

Board members present: Heather Doty, Jodi Drake, Megan Gaffney, Helga Huntley, Margie Kiter Edwards, Shannon Lennon-Edwards, Christine Scheirer Mangat, Katie Meier, Susan Williams, Regina Wright

Excused: Robin Andreasen, Karren Helsel-Spry, Stephanie Kerschbaum, Elaine Salo

Guests: Bess Davis

1. Adoption of the agenda

Agenda was approved.

2. Approval of the minutes from the May 7, 2015 meeting

Minutes were approved. B. Davis will post to caucus website.

3. Torch Award debrief

Feedback/ideas for next year's ceremony: sitting at tables this year led to less mingling; the space was tight; we need a microphone; we will collect RSVPs via Google Docs next year; more publicity, including a UDaily story, is needed next year. The Speakeasy might be a good venue for a future event.

4. Co-chair update

a. New member mentor and onboarding process: Christine Scheirer Mangat and Susan Williams will serve as mentors for the two new members and will meet with them after July 23rd.

b. Review priorities: 2015/16 priorities are childcare, leave policies, and outreach/advocacy.

Childcare: committee plans to analyze data, write a report summarizing their findings.

Leave Policies: committee will write a report showing benchmarking that has already been done, get a better handle on UD's current policies. Subcommittee co-chairs will be invited to a future board meeting to talk about next steps and priorities.

Outreach/advocacy: board needs to engage constituents beyond general meetings, host events like brown bags

Action Items: **R. Andreasen and C. Mangat** will make a binder with bylaws, previous minutes, contact info, and other relevant documents and will bring them to September's meeting for new members. **C. Mangat and S. Williams** will contact Margie Kiter Edwards and Katie Meier to schedule an orientation meeting.

5. Elections

a. Review bylaws: C. Mangat reviewed the section of the Women's Caucus bylaws that pertains to elections.

b. Co-chair (staff): C. Mangat was unanimously re-elected as co-chair for a two-year term.

c. Subcommittee chairs: Jodi Drake will continue to chair the childcare subcommittee. The website will be folded into the publications subcommittee, which will be renamed the communications subcommittee. Katie Meier will chair. The secretary will upload approved minutes to the caucus website. Heather Doty will continue to maintain the Kudos section of the website. Bess Davis has fixed the mobile navigation problem with the site. The outreach/advocacy planning will not fall under a subcommittee, but individual board members will have responsibility for specific initiatives.

Action Items: **S. Lennon-Edwards** will update the bylaws to reflect the new committee charges.

C. Mangat will talk with Cindy Yurkovich about her interest in helping with the website.

6. Childcare working time

J. Drake met with Education faculty in May about childcare. Education faculty also published a UDaily story about the listing of Education students' babysitting availability on the UD Classifieds.

The Women's Caucus will develop a network of mentors who can be in touch with new parents, new hires, etc to suggest resources for locating childcare. We will advertise this resource on our website. Interested mentees can contact the chair of the childcare subcommittee to be matched with a mentor.

KinderCare may be willing to offer a discount to UD employees if the university will register with KinderCare.

Cynthia Diefenbeck is working on a summary and report of the qualitative findings from the childcare survey. Regina Wright has compiled the quantitative data and Margie Kiter Edwards will analyze it.

Action Items: **J. Drake** will ask Education faculty and/or General Counsel about disclaimer language to include on the caucus website when linking to the UD Classifieds as a source for childcare. **J. Drake** will coordinate the new list of mentors; **H. Doty and H. Huntley** will join the list. **J. Drake** will contact KinderCare about discounts for UD employees and will talk with Procurement staff about adding KinderCare to the list of vendors. **R. Wright and M. Kiter Edwards** will meet to discuss childcare survey data. **C. Mangat** will send M. Kiter Edwards the

IRB exemption information. **M. Kiter Edwards** will complete data analysis in mid- to late-August.

7. Continued discussions from May meeting

a. Brown Bags

b. Nancy Targett fall event

Action Items: **H. Doty and J. Drake** will plan a brown bag for Facilities staff. **C. Mangat** will plan a brown bag for Student Life staff. **S. Williams** will work with Nancy Targett on a Fall 2015 event. **C. Mangat** will email Sue Groff to ask if and how the caucuses are discussed during new employee orientations.

Next meeting: C. Mangat will create a poll for July - December meetings. July and August meetings will only be one hour and will not be mandatory.

Meeting minutes submitted by Megan Gaffney