

Women's Caucus Executive Board Meeting Minutes
May 7, 2015
DAR Main Meeting Room

Board members present: Robin Andreasen, Bess Davis, Heather Doty, Jodi Drake, Megan Gaffney, Karren Helsel-Spry, Helga Huntley, Shannon Lennon-Edwards, Christine Scheirer Mangat, Susan Williams

Excused: Rebecca Davis, Stephanie Kerschbaum, Tiara Malcom, Elaine Salo, Regina Sims, Patricia Sloane-White

1. Adoption of the agenda

Agenda was approved.

2. Approval of the minutes from the April 9, 2015 meeting

Minutes were approved. B. Davis will upload them to the Women's Caucus website.

3. Co-Chairs Report

a. Mae Carter funds update: Per Mae Carter's request, we will publish a series of ads in the *Review* to raise awareness of sexual assault and sexual harassment issues. We will publish one per month: 1st after Labor Day, 2nd in the second week of October, 3rd in the second week of November. Idea for the first ad: facts about the "Red Zone," and we will consult with Angela Seguin, Student Wellness & Health Promotion, for facts, wording, and national/local statistics. Robin Andreasen will email Angela Seguin. Idea for second ad: "Students and employees have a right to a harassment-free environment..." then include a list of campus resources. Helga Huntley will work with Institutional Research to obtain sexual harassment statistics from the climate survey that can be used in the ad. We will discuss the third ad and the format for the ads at the June meeting. H. Huntley will send out scans of "The Fact Is..." ads on which M. Carter would like this new series to be based.

b. Open officer positions: Christine Scheirer Mangat's co-chair position will be vacant as of June 1. We will vote in a new co-chair at the June 11 meeting.

c. Office of Civil Rights (OCR) focus groups: C. Scheirer Mangat and H. Huntley both attended. A report is expected in about one year.

4. Review and Discuss Priorities, next steps

The list of subcommittees is down to two: Childcare (chaired by Jodi Drake) and Leave Policies (chaired by Joell Bacchieri and Kelsey Cummings). At the June meeting, each board member will decide which subcommittee she will join for the upcoming year.

a. Childcare: All written results from the survey have been compiled. Subcommittee member Cynthia Diefenbeck will write up a summary of the comments and themes, and it will be ready in time for the Annual Report.

b. Leave Policies: C. Scheirer Mangat will invite the subcommittee co-chairs to the June board meeting for a discussion of priorities. Potential goals/activities: What benchmarking has been done? What are UD's current policies? What is happening with the bill being proposed to DE state legislature for 12 weeks of paid parental leave? Would it apply to UD?

c. Publications: H. Huntley would like to step down as chair. Mentoring was a theme at the general meeting; we can mention it in the Annual Report. We can mention what is happening on campus now, and that a mentoring program is a lot for the Women's Caucus to take on. Pointing out the mentoring discussion in the Annual Report can bring a stated need to the attention of the university community.

d. Website: B. Davis is stepping down from the board but will stay chair of the website subcommittee until July. Cindy Yurkovich, Office of Disability Support Services, is willing to help with the site. Heather Doty will continue to maintain the "Kudos" page. The Secretary can be given access to the site to upload meeting minutes when approved. A website subcommittee may not be needed; instead, we will discuss the idea of a website coordinator at the June meeting. Susan Williams might be interested in that position and will meet with B. Davis to learn more.

5. New member mentor and onboarding process: S. Williams volunteered to be a mentor; another volunteer is needed. R. Andreasen and C. Scheirer Mangat will do an orientation and provide binders for the two incoming board members.

6. Brown Bags: One of our priorities is to make sure we are engaging constituents. Goal of the brown bags: bring what we do to other areas of campus and hear from groups that we don't normally see at general meetings. For each brown bag event, we need a person who will schedule and identify a location; present/lead the discussion; and determine the audience for each event. Board members will pair up to lead an event on campus and we can email our listserv to identify additional hosts, if needed. Possible themes for discussion: mentoring, childcare, leave policies. Possible audiences: people who can't attend or don't know about general meetings. Lunches could be hosted to target specific colleges and groups. Heather Doty will plan a brown bag for Facilities staff; R. Andreasen will send her the name of a potential co-host. C. Scheirer Mangat will email Meaghan Davidson, Student Life, about hosting a brown bag targeted for Student Life staff. We will discuss additional ideas in June.

7. Nancy Targett fall event: At the general meeting, Monika Shafi, chair of Women and Gender Studies, suggested a celebratory event for Nancy Targett, the first woman to be in the role of UD President.

a. Purpose of event: Celebrate women's advancement on campus.

b. Partnerships: S. Williams will talk with Nancy Targett about options for an event: ideas include a gathering at the President's house or inviting N. Targett to host the Women's Caucus general meeting in Fall 2015. C. Scheirer Mangat and R. Andreasen will contact Monika Shafi and Deborah Hayes, Vice President for Communications and Public Affairs, to discuss their ideas once N. Targett has approved an event.

8. Torch Award Protocol and Procedures: Protocols, timeline, and procedures need to be documented for future co-chairs and board members. R. Andreasen created an email template to send to nominees and nominators; it will be kept for future use. For the June board meeting: all board members involved with Torch Award planning (the online voting procedure, event planning, etc) need to write down what was done so that it can be captured for future reference.

Next meeting: Thursday, June 11, 9:00-11:00 AM, location TBD.

Meeting minutes submitted by Megan Gaffney