

Women's Caucus Executive Board Meeting Minutes
October 9, 2015
UD ADVANCE Institute, 102B Pearson

Board members present: Robin Andreasen, Heather Doty, Jodi Drake, Karren Helsel-Spry, Helga Huntley, Stephanie Kerschbaum, Margie Kiter Edwards, Shannon Lennon-Edwards, Christine Mangat, Elaine Salo, Regina Wright

Excused: Megan Gaffney, Katie Meier, Susan Williams

Guests: Jennifer Daniels, Associate Director, Office of Equity and Inclusion (OEI)

1. Adoption of the agenda

Agenda was approved.

2. Approval of the minutes from the September 10, 2015 meeting

Minutes were approved.

3. Caucus Engagement

A number of women have contacted the Women's Caucus through OEI's website expressing an interest in participating in Caucus activities. **R. Andreasen or C. Mangat** will invite them to the November board meeting to discuss how their interests intersect with Caucus priorities and existing subcommittees, and the possibility of forming new subcommittees or projects.

4. Co-chair announcements

a. Use of sick leave for adoption: The issue has been raised to the Women's Caucus that some supervisors do not permit employees to use sick leave following the adoption of a child, while others do. The Caucus discussed potential policy revisions that would allow more equitable distribution of sick leave usage. Jennifer Daniels (OEI) expressed that this issue is of interest to OEI. She encouraged the Caucus to draft a proposed policy revision, which her office would review to ensure equitable and legal/compliant language. OEI would then help process a final draft through the appropriate channels at UD. Discussion of the exact nature of a suggested revision was tabled until the November meeting, when new volunteers (including members of the LGBT Caucus) will be invited to participate.

b. "The Fact Is" Ad: The ad has been sent to the Review and should be published in next Tuesday's paper.

c. Meeting with Karla Bell and Deborah Morley: This meeting occurred to discuss data collection and reporting. To discuss how the LGBT Caucus and Women's Caucus might collaborate in different ways, **R. Andreasen or C. Mangat** will invite Karla and Deborah to the November Board meeting.

d. Communication with Caucuses: Representatives of the LGBT Caucus will be invited to attend the November Board meeting (see item 4c. above).

e. October General Meeting: There has been a great response, with 58 R.S.V.P.s recorded so far (maximum occupancy is ~80 at the President's house).

5. Subcommittee Reports

a. Publications: The publication is well under way with a target publication date by the General Meeting on Oct. 29.

b. Outreach: A brown-bag discussion has been scheduled in the General Services Building at noon on November 9 to engage women employees who work in that area of campus (Facilities and other departments). **H. Doty** will draft a UDaily article and an email to be distributed to the listserv announcing the meeting. **J. Drake** found low-cost options for Women's Caucus business cards to disseminate around campus. **J. Drake** will continue to research design options.

c. Childcare: Survey study is completed. The committee's next task is to form recommendations based upon the study findings.

6. Working Time

a. Bylaws Revisions: None made. **C. Mangat** will contact S. Lennon-Edwards to follow up on changes made over the summer.

7. Other: none

Action Items:

- **All board members** will review Carol Henderson's draft diversity action plan and submit feedback (if any) to be discussed and voted upon at the next Board meeting and then compiled into a submission from the Women's Caucus.
- **R. Andreasen or C. Mangat** will invite K. Bell and D. Morley as well as the other women who expressed an interest in participating in Caucus activities to the November Board Meeting.
- **C. Mangat** will contact S. Lennon-Edwards to follow up on changes to the bylaws made over the summer.
- **H. Doty** will draft advertising copy (UDaily and email) for the Nov. 9 outreach brown bag to Facilities.
- **J. Drake** will work on a design for Women's Caucus business cards.

Next meeting: Thursday, November 12, 9:00-11:00 AM, location TBD.

Meeting minutes submitted by Heather Doty