

Women's Caucus Executive Board Meeting Minutes  
September 10, 2015  
Jastak-Burgess Conference Room

Board members present: Robin Andreasen, Heather Doty, Jodi Drake, Megan Gaffney, Karren Helsel-Spry, Helga Huntley, Stephanie Kerschbaum, Margie Kiter Edwards, Shannon Lennon-Edwards, Christine Mangat, Katie Meier, Susan Williams, Regina Wright

Excused: Elaine Salo

Guests: Joell Bacchieri and Kelsey Cummings, co-chairs of the Leave Policies subcommittee; Jennifer Daniels, Associate Director, Office of Equity and Inclusion

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

Agenda was approved.

### **2. Approval of the minutes from the August 7, 2015 meeting**

Minutes were approved with one amendment (correction of the maximum number of guests in the President's house in item 5.). M. Gaffney will amend and post to caucus website.

### **3. Co-chair announcements**

**a. Sakai:** R. Andreasen added all current board members to the Women's Caucus Sakai site and uploaded documents relating to our work (including budgets, templates, Torch Award procedures) to the site.

**b. Caucus Chair meeting 9/8/15:** Jennifer Daniels, OEI liaison to all caucuses, ran the meeting. Carol Henderson, Vice Provost for Diversity, introduced the forthcoming Diversity Action Plan. She wants to receive issues/areas of concern received by caucuses. The caucuses continue to operate under HR/OEI: all caucuses should bring concerns from constituents to J. Daniels. She will work with C. Henderson and others in HR and around campus to surface concerns and advocate for change.

**c. Additional announcements:** R. Andreasen has received several interest forms from new caucus members and is talking with them about subcommittee participation. The Women's Caucus received its budget and received less than was requested. OEI asks that we correspond with their staff before any funds are spent.

### **4. Subcommittee report-back**

**a. Publications:** M. Kiter Edwards analyzed and reported the quantitative data from the survey. Future suggestion: possible "in memoriam" section in the report.

**b. Childcare:** No updates.

**c. Outreach:** H. Doty continues to research opportunities to hold a brown bag lunch for Facilities staff: it will be difficult because many individuals are scattered around campus and working on different schedules. Other options for outreach include a business card for the Women's Caucus that could be disseminated around campus and/or a representative from the board going to a Facilities staff meeting to introduce the caucus.

**d. Leave Policies:** Goals for the upcoming year: benchmarking and clarifying what policies do exist; encouraging Human Resources to create a brochure about leave policies for all new employees; better training for departmental HR liaisons and increased communication from them about leave policies; improved communication between the Women's Caucus and HR to provide feedback from our constituents; find out what is happening on the state level and encourage UD policies to parallel those. Once the subcommittee has met and firmed up its goals, we can engage other caucuses on the project.

**Action Items:**

For **Publications:** **H. Huntley** will write an introduction to the childcare survey and will review all the free-text comments to work them into her text. **K. Meier** will write a profile of Nancy Targett and include a report on the progress of the presidential search. **R. Andreasen** will write up caucus priorities based on input from H. Huntley. **K. Meier** will work on a modified version of the UDaily story about Barbara Settles and the Torch Award ceremony. **S. Kerschbaum** will help to write the section on the status of women on campus based on data from IR and to connect the data to action (OEI, Advance, the Vice Provost for Diversity).

For **Outreach:** **C. Mangat** will set a date for a student life brown bag and **H. Doty** will continue exploring a Facilities brown bag. When dates are set, organizers should invite Jennifer Daniels to attend.

**5. "The Fact Is" working time:** R. Andreasen drafted text and has resent it to those who have not yet provided feedback. Board will approve the text by email. Ad must be submitted by 6:00 PM Wednesday to be printed the following Tuesday.

**Action Items:** **R. Andreasen** will collect feedback on the text, send it to board members for a vote, then send it to Mae Carter for review. **K. Meier and C. Mangat** will work on formatting. **R. Andreasen** will send to the *Review*. Goal for publication: last week of September, then three weeks later, and three weeks after that.

**6. Nancy Targett fall event scheduled for Thursday, October 29:** The maximum number of guests is 80. Nancy Targett will give initial welcome remarks before the general meeting agenda begins.

**Action Items:** **C. Mangat** will create a Google form for RSVPs and will close the form when it reaches 80 responses. She will send the link to the board, caucus chairs, and OEI on September 22. On September 29, the link will be sent to the caucus listserv. An announcement will be made on UDaily on October 15 if the event is not yet full. Registration must end on October 22

for a final catering count. Google Form will include the event agenda and will ask how guests would like their nametag to read. **J. Daniels** will find out if OEI can provide nametags.

**Next meeting:** Friday, October 9, 9:00-11:00 AM, location TBD.

Meeting minutes submitted by Megan Gaffney