

**Women's Caucus Board Meeting
Meeting Minutes**

Date: October 14, 2013
 Location: History Department Conference Room
 Time: 10:00 a.m. – 12:00 p.m.

Board members present: Rebecca Davis, Christine Scheirer, Megan Gaffney, Stephanie Kerschbaum, Karren Helsel, Debbie Kirwan, Patricia Sloane-White, Helga Huntley

Subcommittee members present for first portion of the meeting with Tom LaPenta: Shelly McCoy and Nancy Hicks

Excused: Robin Andreasen, Gretchen Bauer, Heather Doty, Shannon Lennon-Edwards, Sue Stewart

| Topic | Main Discussion Points | Actions and Follow-ups |
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| Agenda | Agenda was approved | None |
| Special Guest, Tom LaPenta | <p>10-11 a.m.</p> <ul style="list-style-type: none"> a. The idea of the sick leave bank came up last year with Jerry Cutler and it was discussed if there could be a policy adopted. There has been some research done with regards to what the state of Delaware's policy is and how it works at other institutions. b. Tom wasn't aware of anything that the caucus was involved in when Jerry was here. c. Non-exempt=which is white collar, there are two blue collar unions; state of Delaware by law already gives an employee regardless of gender, several months of 5-6 months of paid sick leave even if you have 0 sick leave built up. There are about 900 employees at UD. <ul style="list-style-type: none"> - The first month you have to use your sick leave, the next 5 months of short-term disability – paid 75% of your salary by the state and UD pays 25% of the employee's salary out of his or her accumulated leave time - so basically, an employee on short-term disability uses .25 sick day each day he or she is out on leave. In the first month, if you have no sick leave then you go unpaid for the first month. - Short-term cannot be used if someone else in your family is sick. - FMLA – a federal law (job protection act) – 12 weeks of FMLA leave and the employer must hold their job. 'the employee continues to be paid using his or her accumulated vacation and sick leave. - 22 days of vacation in the first year of employment and about 15 days of vacation and 18 sick days per year - If sick over 6 months=permanent disability - Blue collar unions use a contract (Tom negotiates it) 12 | <ul style="list-style-type: none"> a) Director of Labor Relations is Bindu – add some of our promotional issues for the December meeting with her. b) Debbie to follow up with Tom about proceeding on the sick leave bank idea. c) HR has increased the family sick leave days to 6 (it used to be 3) – the board can advertise this. |

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| | <p>sick leave days and vacation is on a sliding scale, in their first year they get something around 10 days.</p> <ul style="list-style-type: none"> d. Extended sick leave POLICY. For cases where people have no sick leave and they really need to get paid in order to pay bills. It's essentially a gift for hardship cases. The employee can ask Tom for it on their own. e. Faculty are different – in the contract, sections 9.6 and 9.16 on how faculty handle semesters when they are going to be out depending on the various reasons. Research faculty have no paid leave. Faculty don't have sick leave. Research faculty are expected to continue their research. 9.6 – The board explains that these do not stipulate what the accommodation will be and is not clear enough for different people to interpret. f. Exempt staff does not have paid short-term leave. But if it's a need Tom and HR should look into it. Depends on the need (but HR has never done it more than 1 month) – Other than the extended sick leave policy, is there anything else for exempt- Tom cannot think of anything else other than FMLA, sick-leave and vacation (specifically for newer employees who don't have the time built up) g. The idea of the bank was for people to be able to donate part of their leave. Tom is okay with proceeding with this sick leave bank idea. h. HR has increased the family sick leave days to 6 (it used to be 3) – can advertise this. i. There has never been a conversation (with Tom at least) about making a policy to have paid maternity leave separate from FMLA, separate from sick leave, etc. j. Flex-leave policy – there have been many approved since last year when it came to be. k. We need the policy to win over the supervisor l. There are 4 unions here (faculty, 2 blue collar unions, police union) – about 2,600 non-union employees <ul style="list-style-type: none"> - Relatively easy to make changes for the 2,600 employees with regards to the sick leave bank. m. To wrap it up, if there is anything the women's caucus can do to assist with regards to any of these issues, the board is willing to help to contribute to help move any of the processes forward. | |
| Meeting Minutes | September meeting minutes approved. Christine to send to Becki Fogerty in OEI. | None |
| Co-Chairs report | <ul style="list-style-type: none"> a. Meeting of Caucus Co-Chairs (October 7, 2013) / Ombuds issue next steps <ul style="list-style-type: none"> - Rebecca brought forward the issues of the ombuds proposal at this meeting. - Rebecca, Christine and Sue have put together an executive summary from our research – want the board's permission to send PDF to the other caucus chairs in order to officially get support from the caucus chairs. | <ul style="list-style-type: none"> a) Rebecca to send the executive summary from February and October meeting to the WC board. b) Rebecca to gain approval from |

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| | <ul style="list-style-type: none"> b. Meeting with Maggie Anderson – she really wants to meet with us and see what our to-do list <ul style="list-style-type: none"> - Rename the PDI – Harker said that this is a permanent office at UD, but looking to change the name. “Initiative” seems short term. - If anyone would like to be at the meeting, Stefanie, Helga, Megan, Christine, Rebecca interested. c. Meeting with Provost Grasso (DEC October 28, 2013; Women’s Caucus delegation too?) <ul style="list-style-type: none"> - Meeting with Grasso to have the opportunity to say that we believe in the need for an ombuds person. - Grasso is interested in the diversity initiatives. - The department chairs meeting (aka the chairs caucus) in November is at the same time as our November WC board meeting – so what we could do is form a subcommittee with WC board meetings, do we want to try to also have a meeting with him, at his office, and if so, who would like to be part of that? Gretchen, - Need a very clear purpose of the meeting (here we are, here’s a summary of what we’ve done so far) – choose our agenda carefully. So what’s our one issues? Ombuds for staff? - Moving forward, wait to see at the DEC meeting this month (end of October) – the hopefully meet with him this semester. d. Bindu Kolli at December meeting e. Need for Interim Co-Chair f. Spring social event: seeking co-sponsors with other caucuses (and/or OEI funds) – WC doesn’t have enough money to send out the postcard for the report, host a spring party or purchase the torch award. <ul style="list-style-type: none"> - Joint spring event? Share the podium with the other caucus. | <p>WC board then send out the Ombuds proposal to DEC to gain by-in prior to the October DEC meeting with the Provost.</p> |
| Subcommittee Reports | <ul style="list-style-type: none"> a. Childcare (S. Stewart) – Sue not present b. Website (S. Kerschbaum) – Considering a WC Facebook page – See Ryan Maguire in OCM about this idea first prior to moving forward. c. Publications (H. Huntley) – started working on the layout and almost done with the text. d. Leave Policies / Promotional Issues (D. Hill) | |
| New business | <ul style="list-style-type: none"> a. Started to talk about the Spring Event and concerns about the budget. Okay with co-sponsoring with another caucus or reaching out to OEI for additional funding. | |