

## Women's Caucus Board Meeting

### Meeting Minutes

Date: September 7, 2012  
 Location: Development Office Conference Room  
 Time: 10:00 - 11:30am

Board members present: Rebecca Davis, Marcia Nickle, Deborah Hill, Shannon Lennon-Edwards, Gretchen Bauer, Sue Stewart, Stephanie Kerschbaum, Megan Gaffney, Christine Scheirer

Excused: Catherine Chanoine, Christine Grott, Helga Huntley, Dionne Putney

Topic	Main Discussion Points	Actions and Follow-ups
Agenda	Agenda was approved	None
Meeting Minutes	Meeting minutes from June BOD meeting were approved	None
Chairs report	<p>M. Nickle and R. Davis reported.</p> <ul style="list-style-type: none"> <li>a. Caucus chair's meeting (Aug 22): Each caucus has a budget of \$1200 for the next year; A central pot with additional money exists and caucuses can request additional funds if necessary Decided to hold an All Caucuses Social during the first week of December. Designed to facilitate networking among caucuses; OEI will set it up A mission statement for all the caucuses is being created (see attachment 1). Review and send comments to M. Nickle</li> <li>b. Oct 5th board meeting. R. Davis suggested bringing in another speaker and recommended Karen Rosenberg, a past chair of the Commission on the Status of Women. Still looking for location for this meeting Additional BOD meetings scheduled for Nov 2 (10-11:30am) and Dec 7 (10-11:30am); both in Development office conference room</li> <li>c. Fall General meeting scheduled for Thursday, Nov 1 from 12:30-1:45 pm</li> <li>d. R. Davis suggested having an end of the semester social for the board members. Options include holding it at someone's house and inviting our families (M. Nickle offered home) or just the board meeting on Main Street.</li> </ul>	<p>Send feedback on mission statement to M. Nickle</p> <p>R. Davis will ask Karen Rosenberg</p> <p>Will discuss further at next meeting</p>
Meeting with J.J. Davis	<p>R. Davis, M. Nickle, H. Huntley, and G. Bauer meet with J.J. Davis on Aug 3<sup>rd</sup> and brought a list of concerns with them to address. Please see attachment 2 for action items from meeting. Meeting was positive and J.J. would like to meet with our caucus quarterly. J.J. stated there is a "no wrong door" policy at UD and any administrator can be approached with questions, etc. Also stated that the administration is not open to proposals that cost money. They should be budget neutral.</p> <p>Highlights of meeting include:</p> <ul style="list-style-type: none"> <li>a. New flex-time policy exists for staff. Adopted June 2012. A link to</li> </ul>	S. Kerschbaum, C.

	<p>the policy has been added to our website. Suggested writing a small article on the policy and sending it to OCM.</p> <p>b. Promotional and Professional Development: G. Bauer presented. Suggested that we meet with Ann Ardis regarding promotion/retention/recruitment of women and minority faculty. Draft one page white paper for staff career development days whereby staff could use a sick day to go.</p> <p>c. Parental Leave Issues (R. Davis): reach out to N. Brickhouse (interim provost). Want to have both central administration and union on board with our suggestions. Want to move to “opt-out” vs. “opt-in” regarding stopping the tenure clock. Draft one page white paper for HR on sick leave bank. J.J. has been thinking of this as well</p> <p>d. Childcare (H. Huntley): suggested to meet with Peg Bradley, director of ELC regarding ideas to improve info/options regarding childcare. BOD would like to create a survey on childcare options as it has not been part of the Climate Survey (verified by B. Fogerty).</p>	<p>Sheirer &amp; S. Stewart will work on</p> <p>G. Bauer will work on white page</p> <p>D. Hill will draft one page white paper on sick bank</p> <p>S. Stewart and others will set up meet with Peg Bradley</p>
Sub-Committee reports	<p>a. Publications: R. Davis reported that subcommittee has meeting with B. Fogerty on Sept 13 at 3:30 at George Evans House to determine what the publication will look like</p> <p>b. Leave Policies: D. Hill reported that the committee met in July. Discussed issues including flextime, inconsistencies in how University policies are interpreted across units, staff attrition and how to get this data from HR (suggested to contact Jerry Cutler), leave reserve fund, top down messaging, looking at FMLA vs. paid maternity leave policies at other institutions. Will put together white paper on Sick leave bank for HR</p> <p>c. Childcare: S. Stewart reported that she spent the summer doing benchmarking of comparable institutions. Reviewed childcare options at Univ of Maryland, Rutgers, and U. Penn. S. Stewart is trying to find out how they started some of their programs which include drop-in-care or a back-up program for sick children. Also called some local daycares that are willing to give UD a discount. Also want to determine if employees are utilizing FSA programs. Will meet with Peg Bradley of the ELC next.</p> <p>d. Promotional issues for staff: G. Bauer reported that the subcommittee has not met. Need to solicit more members. Will draft one page white paper on staff career development days. Discussed meeting with Ann Ardis regarding the pilot hiring program in Engineering and making it university wide Mentoring program mentioned – N. Brickhouse working on this.</p> <p>e. Website: S. Kerschbaum reported that she received some old CSW reports and will be posting them.</p>	<p>R. Davis will report on at next meeting</p> <p>See sub-committee jobs above</p>
New business	none	

Meeting minutes submitted by S. Lennon-Edwards

## **Attachment 2**

### **Meeting with JJ: Action Items**

1. Meet with Ann Ardis (interim deputy provost) to discuss our concerns about promotion / retention / recruitment of faculty
2. Draft a one-page white paper about proposal for staff career development days. JJ pointed us toward Kathryn Corbitt (Training and Development) for ideas
3. Outreach to provost's office (Nancy Brickhouse), Pam Cook, and union (Gerry Turkel) to propose improvements to current leave policy for faculty and discuss an "opt-out" system for stop-the-clock
4. Draft white paper for HR about outlines of a sick leave bank
5. Meet with Peg Bradley (ELC Director) to discuss our constituents' concerns about child care options
6. Talk with Becki Fogerty about whether child care surveys have been done in the past and whether she could help implement a new survey