

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

Date: January 11, 2013
 Location: Office of Development and Alumni Relations
 Time: 1:00 - 2:45pm

Board members present: Rebecca Davis, Deborah Hill, Shannon Lennon-Edwards, Sue Stewart, Stephanie Kerschbaum, Megan Gaffney, Christine Scheirer, Helga Huntley, Christine Grott

Excused: Marcia Nickle, Gretchen Bauer

Topic	Main Discussion Points	Actions and Follow-ups
Agenda	Agenda was approved	None
Meeting Minutes	Meeting minutes from November BOD meeting were reviewed and one item was questioned. Will consult with M. Nickle.	Follow-up with M. Nickle and S. Lennon-Edwards will sent out to board for approval
Chairs report	<p>R. Davis reported.</p> <ul style="list-style-type: none"> a. DEC Meeting (11/26): as reported by M. Nickle via email. President Harker attended meeting. UD administration will begin instituting exit interviews (start in January). A Leave Tracking System and Sick Leave Bank will roll out in Spring 2013. A pilot program will begin this year to see if 360 annual evaluations (employees evaluate themselves, colleagues, subordinates and their supervisors). Should take ~ 2 more years to get everyone trained in concept before rolling it out. Discussion of the climate at UD was also had (issues of openness and honesty among the higher ranking officials, LGBT Faculty and Staff, Gender issues). b. Caucus Winterfest: D. Hill and G. Bauer attended as representatives of our caucus. c. UD Administrative changes: J.J. Davis is leaving UD and this poses a challenge for us as many of our policies would go through her office. Meeting was scheduled with her for this month and has since been cancelled. We will collect data, write up our white pages, and wait for the new hires. Mentioned that J. Cutler is also leaving. New OCM V.P. was announced. d. FMLA Stop-the-Clock Issue: R. Davis brought an issue to board regarding stop-the-clock. The board discussed what if any potential role we could play and the need for a broader definition of stop-the-clock. That it should apply to major illnesses/disease/mental health issues. 	<p>None</p> <p>None</p> <p>Continue to work on our issues and white papers; be prepared for new incoming hires</p> <p>R. Davis will notify board of results and we will discuss further our potential role</p>
40 th Anniversary of CSW	Board would like to recognize the CSW for its 40 th anniversary and discussed ways to do that. Like to get press for the former CSW and our group. Discussed inviting Mae Carter (1 st chair of CSW) to our spring social and award her the torch award. Would like to create an oral	R. Davis will follow-up on display and funding for oral history project. S.

	history of the CSW. Suggested using a student (i.e. journalism) to help gather the information is necessary. Women's Studies has money for joint faculty-student projects. R. Davis would see if we could put up a display in the library on the CSW or perhaps Hullahen Hall.	Kerschbaum will talk to journalism colleagues regarding potential student
Sub-Committee reports	<p>a. Publications: C. Sheirer is current chair of Publications subcommittee. H. Huntley discussed making this year's publication more extensive to include the last 30 years (goal is September release date). M. Gaffney, S. Kerschbaum, and S. Spatola will serve on this subcommittee. Follow-up with A. Ardis to contact H. Kelly from Institutional Research to get access to the data was mentioned. Also work with M. Andersen on this.</p> <p>b. Leave Policies: D. Hill reported that HR is on same page as us regarding this potential policy. The HR task force met in November and much discussion centered around having a responsible policy that clearly outlines how this would work. With J. Cutler leaving, D. Hill will touch base with the task force to make sure it is moving forward.</p> <p>c. Childcare: S. Stewart reported the group has collected much information and the main goal is to get questions onto the next climate survey to assess UD needs. Sub-committee will meet in two weeks.</p> <p>d. Staff Promotion and Development: C. Grott reported that the subcommittee met last month and set goals for the group. One is to meet with Mo Querry. G. Bauer had invited M. Querry to meet with her staff to answer questions. Staff felt answers were vague and they are still unclear on how to get promoted.</p> <p>e. Website: S. Kerschbaum reported no new update currently</p>	<p>R. Davis will contact M. Andersen about getting data. H. Huntley to contact H. Kelly?</p> <p>D. Hill will follow-up with taskforce</p> <p>S. Stewart holding another meeting this month</p> <p>C. Grott move forward on goals with subcommittee members</p> <p>None.</p>
Ombudsperson	Memo on this issue is nearly complete. Discussed whom this would be sent to now that J.J. Davis has left. Go to Harker, Provost, M. Andersen, DEC chairs, S. Douglass and President of Faculty senate	R. Davis will get final draft together and circulate via email one more time
Meeting Schedules	Send out second round of doodle pool for March, April and May meetings	Ask M. Nickle to send out times again
Women's Caucus Postcard	C. Sheirer showed a draft of the postcard we will send out this spring to advertise general meeting and spring social. Postcard would go out mid-March. Note: fall postcard never mailed due to Hurricane Sandy. This replaces that one.	C. Sheirer will work on postcard
New business	Mentoring subcommittee still of interest. Decided board will move forward on this	Locate sign-up sheet from fall meeting to see if any interest

Meeting minutes submitted by S. Lennon-Edwards