

Women's Caucus Executive Board Meeting Minutes
March 7, 2014
Venture Development Center, Conference Room

Board members present: Robin Andreasen, Heather Doty, Megan Gaffney, Karren Helsel-Spry, Helga Huntley, Stephanie Kerschbaum, Shannon Lennon-Edwards, Christine Scheirer

Excused: Gretchen Bauer, Rebecca Davis, Deborah Kirwan, Patricia Sloane-White

Guests: Jodi Drake, Chair, Childcare Subcommittee

1. Adoption of the agenda

Agenda was approved.

2. Approval of the minutes from the February 7, 2014 meeting

Minutes were approved. M. Gaffney will send to Becki Fogerty in OEI.

3. Childcare Survey

a. Review survey: Jodi Drake shared the Childcare Subcommittee's draft survey, which was completed in Qualtrics. Subcommittee members have met with administrators from the Early Learning Center and the Lab School about the survey. Peg Bradley, Early Learning Center Director, offered to hand out print copies of the survey when it is available. Board members offered feedback on the survey questions and agreed that we will collect the names and contact information for those willing to refer others to daycare providers through a Google form, rather than through Qualtrics, to ensure confidentiality.

b. Next steps: R. Andreasen and C. Scheirer will work with John Sawyer, Office of Institutional Research and Effectiveness (IRE) to determine IRB requirements and to discuss the timeline for distributing the survey. They will send the survey to Heather Kelly, IRE, when it is complete. Subcommittee members will need to identify who on campus will receive the survey.

4. Co-Chairs Report

a. DEC update: At the last DEC meeting, Laure Ergin, Associate Vice President and Deputy General Counsel, Becki Fogerty, and Bindu Kolli provided training on responding to reports of harassment. Title IX complaints should be referred to B. Kolli, other types of discrimination complaints should be referred to B. Fogerty, and faculty with

discrimination complaints should be referred to Maggie Andersen's office. These individuals are interested in receiving reports of harassment even if they are not actionable.

b. Equity-in-Brief parental leave meeting: Emily Bonistall, OEI Graduate Assistant, met with R. Andreasen and C. Scheirer in preparation for a May training session on parental leave for faculty and staff. R. Andreasen and C. Scheirer will follow-up with OEI to clarify the issues surrounding parental leave for research faculty and to offer assistance in finding panelists for the training session.

5. Spring Torch Award

a. Finalize recipient by vote: Pam Cook was selected as the 2014 Torch Award winner.

b. Board members discussed the need to distinguish the Torch Award from the Trabant Award and to establish clear nomination and voting procedures. Future Torch Awards might be given in the fall semester to further distinguish the award from other awards on campus that are announced in the spring semester.

6. Subcommittee Reports

a. Childcare: The group is working on the Childcare Survey; no additional report.

b. Website: Heather Doty continues to update the Kudos page and welcomes suggestions for new items to add. She has also learned that the photos in the current website template cannot be changed, and we will likely move to a new Wordpress template that allows for more customization.

c. Publications: H. Huntley will write the UDaily stories announcing the 2014 Torch Award, the Spring General Meeting/call for Board nominations, and the Spring Social Event.

d. Leave Policies/Promotional Issues: D. Kirwan shared parental leave benchmarking completed by the subcommittee with staff in Human Resources. She plans to convene a subcommittee meeting within the next month. She has also scheduled a meeting with Darcell Griffith, Senior Compensation Analyst, in her HR liaison role but plans to bring up questions raised by Women's Caucus membership as well.

7. New Business

According to the Bylaws, a slate of candidates for the upcoming election must be presented to current board members two weeks before the election, scheduled for April 24, 2014. We will use the same form as last year to collect nominations and they will be due to M. Gaffney by

April 8, 2014. The nomination forms will be compiled and shared with board members no later than April 10, 2014. There are six board members who will need to submit forms for re-election: G. Bauer, R. Davis, H. Huntley, S. Kerschbaum, D. Kirwan, and S. Lennon-Edwards. There are a total of nine open seats: three currently vacant and the six occupied by board members whose terms are about to expire.

Next meeting: Friday, April 11, 2014, 2:00 - 4:00 PM

Meeting minutes submitted by Megan Gaffney