

Women's Caucus Executive Board Meeting Minutes
October 3, 2014
Development & Alumni Relations Main Meeting Room

Board members present: Robin Andreasen, Bess Davis, Rebecca Davis, Jodi Drake, Karren Helsel-Spry, Helga Huntley, Stephanie Kerschbaum, Shannon Lennon-Edwards, Tiara Malcom, Christine Scheirer, Patricia Sloane-White,

Excused: Heather Doty, Megan Gaffney, Regina Sims, Elaine Salo, Susan Williams

1. Guest Speaker: Sue Groff, Director, Institutional Equity and University and Title IX Coordinator

Sue reported on her role as Title IX coordinator

- oversee response to Title IX complaints
- identify and address any patterns from reports
- oversee training of faculty and staff

Sue discussed organizational structure within Title IX office. She has put together a governance structure as represented by a series of committees.

Executive committee: oversees policies, education/training/prevention and case management.

Case Advisory Board (CAB):

- Committee members include a representative from First Responders, Residential Life, Office of Student Conduct, Athletics, Faculty, Legal, Public Safety, Dean of Student's Office and Human Resources
- CAB reviews reports of sexual misconduct. CAB members do not see actual report (maintained in database). Report constitutes a Title IX incident report form. Found on www.udel.edu/gbv/. Cannot guarantee confidentiality for victim, only privacy.
- Confidentiality of victim can only be guaranteed if report brought forth by Sexual Offense Support (SOS), Counseling Center, or Faculty & Staff Assistance Program (FSAP).
- Thus far, CAB has received 50 reports since the fall semester began. Many lack critical identifying information and therefore, will be entered in the database but not pursued.

Education/Training/Prevention Training Committee: mission is to focus on who needs to be educated, how, and what does the content need to look like. One committee for students and one for faculty/staff exists.

Policy and Communications Committee: review policies. Committee working on Sexual Misconduct policy for 2015

Office of Communications and Marketing Committee: tracking legislative obligations (state, etc).
Work with Policy & Communications committee

Athletics Committee: self-study of athletic and recreation programs

Coordinated Response Committee: made in response to a grant focused on violence against women. Evaluates how campus is responding to incidents and looks at policies and procedures on campus. Also serving as an advisory committee to the Executive Committee (of sorts).

2. Adoption of the agenda

Agenda was approved.

3. Approval of the minutes from the September 3, 2014 meeting

Minutes were approved.

4. Co-Chairs Report

a. Request for Co-sponsorship of Caucus Event from Faculty/Staff LGBT Caucus: They plan to host an event on Feb 15 focused on Hate Policies. Asking each caucus for \$100 donation to support their event. Board requested more information regarding whom the workshop is for and how will our name be used. R. Andreasen will follow-up and report back via email.

b. Donor visit with Mae Carter: Ms. Carter has indicated she wants to make a gift of \$1000 to the Women's Caucus. She would like to know how we will use the money. Several ideas were discussed: educate new employees at UD regarding Women's Caucus; tea with new faculty in spring term, etc. R. Davis will meet with her to discuss further.

c. ACE Women's Network: C. Scheirer will attend their October 23rd meeting and report back to the board.

5. Subcommittee Reports

a. Childcare: The survey has elicited over 600 responses thus far. A total of 3 emails will be sent. Next step is to finish and submit the IRB. J. Drake needs to do the Human Subjects training.

b. Website: B. Davis reported that new website is live. Old one is archived. She welcomes any suggestions for structure/content. Suggested that it be made clear on the website that the Faculty Handbook is not updated and faculty should refer to the CBA for current language.

c. Publications: H. Huntley reported that the text of the publication is mostly updated. Will send News and Update section to Sue Groff for review.

d. Leave Policies/Promotional Issues: No news. Currently this committee lacks leadership. Current members include K. Hensel-Spry, S. Williams, T. Malcolm, M. Gaffney, E. Salo, R. Sims, K. Brinker, Joelle and Kellsey (Need last names). Suggested perhaps Joelle and Kellsey would like to co-chair. J. Drake will follow-up with them.

e. Board Development & Outreach: We will conduct a mid-year Board self-evaluation in January. P. Sloane-White will provide a document that all board members will fill out. Currently, one position to fill in spring election.

f. Institutional Culture: R. Davis reported that first meeting was held via conference call. Committee has decided to shift away from the sexual harassment issue as it is bigger than any one sub-committee can handle. Goal of next meeting is determine what issue they will tackle. They will meet October 10.

6. New items

S. Kerschbaum asked about leave policies, specifically the opt-out/opt-in policy for stop the clock. Not considered a leave of absence but an administered load reduction. No letter necessary.

R. Andreasen reported that Ismat Shah would like our input on Delaware Will Shine. Discussed inviting him to a future meeting

Future Meetings:

Meeting with Sue Groff, Friday, October 24, 11:00-12:00, Development & Alumni Relations Main Meeting Room.

Women's Caucus Faculty General Meeting, Monday, October 27 3:30-4:30, 44 Kent Way

Women's Caucus Staff General Meeting, Thursday, October 30 12:00-1:00, Development & Alumni Relations Main Meeting Room.

Board Meeting Friday, November 7, 2014, 10:00 AM - 12:00 PM, Development & Alumni Relations Main Meeting Room

Meeting minutes submitted by Shannon Lennon-Edwards