

Women's Caucus Executive Board Meeting Minutes  
February 4, 2016  
130 Hulihan Hall

Board members present: Robin Andreasen, Heather Doty, Megan Gaffney, Helga Huntley, Stephanie Kerschbaum, Shannon Lennon-Edwards, Katie Meier, Christine Scheirer Mangat, Susan Williams, Regina Wright

Excused: Jodi Drake, Karren Helsel-Spry, Margie Kiter Edwards, Elaine Salo

Guests: Fatimah Stone, Office of Equity and Inclusion

### **1. Adoption of the agenda**

Agenda was approved.

### **2. Approval of the minutes from the November meeting**

Minutes were approved. M. Gaffney will post to caucus website.

### **3. Co-Chairs Update**

a. HR meeting on 1/11/16: R. Andreasen and C. Mangat met with Tom LaPenta, Kathy Corbitt, and Patty Fogg to discuss staff leave policies. New/revised policies are being vetted through General Counsel and should be up on the Policies website this semester. No major new policies have been established; the main changes are that redundancies are removed. We can revisit a discussion about policy improvements after these new documents have been posted. Patty Fogg is willing to work with us on constituent concerns.

b. Student Life brown bag on 1/14/16: Patty Fogg attended and answered constituent concerns about adoption and parental leave. She will be invited to the next brown bag (Library) and to a future caucus general meeting.

**Action Items: R. Andreasen/C. Mangat** will email Patty Fogg to get on the agenda for an HR Liaisons meeting to promote the caucus.

### **4. Spring Events – Committees**

a. Torch Award: Lunch will be May 6 at 12:00 PM, Caffe Gelato. The nomination process will stay the same: open call for nominations via Google Form, then the Board will select a winner. A subcommittee will plan: C. Mangat, S. Lennon-Edwards.

b. General meeting and elections: Location and date for the event TBD. We can send a postcard to all women on campus to announce the Annual Report, Torch Award, and general meeting/elections.

**Action Items:** **C. Mangat** will ask K. Helsel-Spry and J. Drake if they are willing to serve on the Torch Award planning committee again. **C. Mangat** will distribute the current caucus budget to all board members.

#### **5. Guest: Fatimah Stone, Office of Equity and Inclusion**

C. Mangat and R. Andreasen led a discussion to communicate constituent concerns and questions about leave policies/parental leave.

#### **6. Priorities and subcommittee reports**

Spring 2016 priorities will be: liaising between constituents and University administration; parental leave benchmarking; annual report. 2016-2017 priorities should include a list of data we would like to see gathered/analyzed, including an improvement in the granularity of staff data.

**Next meeting:** Wednesday, March 2, 10:00 AM-12:00 PM, Jastak-Burgess

Meeting minutes submitted by Megan Gaffney