

Chancellor's Commission on Women

Agenda – December 5, 2018

2-3 PM, Admin Building, Pederson Conference Room

1. Welcome –
2. Minutes from October 17, 2018 approved
3. Update on spring event planning and next steps:
 - a. Conversation about some options for Spring event – focus on intervention and micro-aggressions. Yvette and Anna discussed some speaker possibilities.
 - a. Brande Flack, Carley Franklin, Mike Karcis– Safe Zone enhance/bystander intervention; Anna contacted Brande, has not heard back yet. Does speaker need to be a woman – up to committee. Men can be allies and serve on the panel, but the keynote will be a woman.
 - b. List of speakers (handout)... Dr. Yolanda Flores Niemann (North Texas) most recognized in the area.
 - b. Host a workshop the day following event for those interested in further participation and information. Keynote during lunch, then breakout sessions after lunch?
 - a. Proposal to have the keynote finish with a few takeaway points
 - b. Drill down during the next day workshops and breakout sessions – campus experts
 - c. The next day workshop for a smaller group who can register. Maybe communication, materials, packet, 5 take-aways to reinforce. Make publications available to everyone. Breakout sessions lead by campus experts.
 - d. Budget: Pay key note speaker, what about those leading the breakout session? In the past, they waived honorarium. Maybe breakout session leaders be local to save costs. Can partner with Diversity & Inclusion to cover honorarium for keynote and the workshop. D & I will contribute \$7000 - \$8000 to the event. Plan for 100-125 people for the event.
 - a. If Dr. Flores is too high, maybe she does half the workshop and Brande do the other half.
 - e. Venue: Erica will look into using the new stadium as the venue for the event.
 - f. Contact Dr. Flores soon to give her time to develop program. Committee would like a short window to vet to make sure she is a good speaker.
 - g. Date – March/April –prefer April.
4. Website and the Nomination Forms
 - a. Discussion of spotlight: “extraordinary” women/advocates or allies
 1. Forms to help define extraordinary women
 2. Award vs. recognition/spotlight
 - a. Recognize by letter after nomination
 - b. Discussion of whether to honor spotlights at the spring event with a trinket? - this idea was abandoned.
 - c. Form will work strike award – recognition. Can decide on award at a later date.
 - d. On advocate form, update wording on “who can nominate”

- e. Are we comfortable with “extraordinary” being a part of this nomination?
 - i. Advocate – Advocate of Women Recognition Form
 - ii. Goal is to recognize all women doing good things.
 - iii. Confirmation letter to the recognizer
 - iv. Letter to the person and supervisor/department head/chair announcing selection for the spotlight
 - v. Preamble –
 - 1. Purpose of this nomination and recognition
 - 2. Rolling nominations
 - 3. Selected nominees will be spotlighted on the website.
 - 4. No self-nominations
 - vi. Rolling nominations – Reminded quarterly on Newswire
 - vii. Committee must be prepared to bring women to nominate

5. Action items

- a. Commission review speaker – Dr. Yolanda Flores Niemann
 - b. Anna revise form and submit to group for edits and approval.
 - c. Yvette needs budget for workshop and keynote up to \$7000- \$8000. Needs before Christmas break on 12/21.
6. Next Meeting: Wednesday, January 16 from 3:00pm – 4:00 pm
7. Adjourn