

**Chancellor's Commission on Women**  
**Meeting Minutes – December 1, 2017**

1. Kim welcomed the group and recorded the attendance. Present at today's meeting was Kim Needy, Fran Hagstrom, Mary Skinner, Tiff Wimberly, Kathy Van Laningham, Adedoyin Abe, Mary Savin and Angela Monts.
2. The minutes from the previous meeting held on September 29, 2017 were reviewed and approved.
3. The Commission discussed a proposed change to the by-laws. The Commission by-laws were established back in 2010 and we do not believe they have been changed since that time. The first set of changes proposed including non-tenure track faculty in the group with tenure/tenure-track faculty (not with non-classified staff) and will ensure that we have a least one non-tenure track status faculty member and at least one tenure/tenure-track status faculty member. The second set of changes represents more positive language by removing the reference to "adverse." **Action:** Kim to send out the proposed changes to the members for a vote as a quorum was not present at the meeting. **Action:** Kathy will make the necessary revisions to the by-laws after the final vote. **Action:** The by-laws do not appear on the website. So once these revisions are approved (or not approved), Chelsea will post them to the Commission website.
4. The group discussed the 2018 Spring Event. We are tentatively hoping to hold this on either Monday, April 2 or Thursday, April 5. We definitely want to avoid Tuesday, April 3 and Wednesday, April 4 due to conflicts with new faculty luncheons. These April dates were selected as they were about two weeks after spring break. Based on the feedback from last spring's event, we settled on the topic of negotiation. We envision a major large event which covers the subject overall, along with three smaller breakout sessions to be held separately – one for faculty, one for staff and one for students. We discussed the possibility of bringing in an outside speaker. Kim (**action**) mentioned a speaker from Carnegie Mellon University and agreed to follow-up with further information including costs. For the smaller breakout sessions, Kim (**action**) agreed to follow-up with Mary Alice Serafini to see if she might be able to conduct these. **Action:** Kathy will work up a rough budget for the entire set of programs. Our best initial estimate is to plan roughly

\$3,000 for the outside speaker (travel plus honorarium), \$1,500 for the large spring event (lunch), and \$500 for each of the three smaller breakouts (\$1,500 total for all three). This would roughly put us at \$6,000. We will determine if we can cover this cost through a variety of cost shares across campus. **Action:** Kim will schedule a meeting in January with a subcommittee to work further on the event. The subcommittee will consist of Kim, Kathy, Tamala. Mary Alice Serafini, Yvette Murphy-Erby, Tiff and Adedoyin.

5. Rebecca Huff needs to be replaced on the Commission. Kim has asked Debbie McLoud to recommend a classified staff member from Human Resources. **Action:** Once a new member is identified to replace Rebecca, Kim will seek approval from the provost and chancellor.
6. Two additional meetings will be schedule for the spring semester. **Action:** Kathy will get these set-up with the first in the beginning/middle of February and the second one at the end of April or beginning of May.
7. The group adjourned at 4:30.