

TEAMS Meeting
Meeting Minutes

Attendees: Heather Fox, Chair, Presiding; Carcyle Barrett; Sherry Duffy; Leondra Gully; J’Aime Jennings; Keith Lyle; Heidi Neal; Michelle Rodems, Vice Chair; Melissa Shuter

Guests: Jake Beamer

Item	Discussion	Action to accomplish	Person/Group Responsible
I. Call to Order	Chair Fox called the meeting to order at 8:33 a.m.		
II. Updates <ul style="list-style-type: none"> • Jam Boards & Next Steps • Nominations 	<p>Vice Chair Rodems provided updates from the last meeting:</p> <ul style="list-style-type: none"> • COSW still moving forward with Jam Boards. More information to come at June meeting, along with time to continue the work regarding Jam Boards and next steps. • J’Aime Jennings reported that the Nominating Committee received 11 applications and there are 9 vacancies. All names will be put forward for appointment by the President. This will increase the diversity of the Commission. <p>Heidi Neal recommended a 6-month on-boarding process for new commissioners. The on-boarding information will be developed by a committee of commissioners. New members will get to know each other, current commissioners, and more information about COSW.</p> <p>Committee selections will occur after a 6-month rotation to allow new commissioners to decide which committees they would like to join.</p> <p>Carcyle Barrett raised a concern that some committees, specifically the Representation, Recruitment and Retention Committee, could not wait 6 months before adding new members.</p> <p>Heidi Neal then recommended a committee overview presentation at the commissioners first meeting. Vice Chair Rodems concurred. Perhaps it should be a special</p>	<p>Create current roster for committee chairs to see number of seats to be filled.</p> <p>Develop presentations and “mini-agendas” for new commissioners at their first meeting.</p>	<p>Heather Fox/Michelle Rodems</p> <p>Committee Chairs</p>

Item	Discussion	Action to accomplish	Person/Group Responsible
<ul style="list-style-type: none"> • Alignment of COSW: Secretary Position, minutes, etc. • May Meeting: Media-in-Common – Facilitator Needed • IVF Benefits • Searches (CEHD & Provost Chief of Staff) • Ad-Hoc On-Boarding Committee • At-Large Reps (to replace Natalie, J’Aime’s term) 	<p>Gonzalez.</p> <p>Jake Beamer discussed with the committee the importance of creating a Secretary position to help record minutes of the Executive Committee and Commission. The Office of the President will offer staff support to the new Secretary. Revisions to the bylaws will need to occur that codify the position and describes the responsibilities as an officer of the commission.</p> <p>Commissioners will also be held to more accountable (participation, attendance, etc.).</p> <p>Committee members held a discussion about meeting minutes, their format, and video recordings. No decisions were made.</p> <ul style="list-style-type: none"> • Vice Chair Rodems stated that COSW needs someone to facilitate the conversation/discussion around the upcoming podcast. Chair Fox agreed to facilitate. • Chair Fox noted that the university’s IVF benefit is inadequate. COSW will now have a representative on the HR committee to review the coverage/benefits and make recommendations to satisfactory levels. <p>Committee members discussed the current options and fielded each other’s questions.</p> <ul style="list-style-type: none"> • Vice Chair Rodems stated that the searches for CEHD Dean, Provost Chief of Staff, and Vice President for Diversity & Equity are all ongoing. COSW has representation on each. • Discussed above under <i>II. Updates – Nominations</i> • Vice Chair Rodems reported that there will be vacant two at-large positions on the Executive Committee. 	<p>engage the President/Provost in CODRE meetings and activities.</p> <p>Begin reviewing bylaws for revisions.</p> <p>Require better Committee Reports.</p> <p>Consider making available online forms/templates for committee chairs to more easily draft reports/minutes.</p> <p>Facilitate the conversation.</p> <p>Solicit interested commissioners.</p>	<p>Heather Fox</p> <p>Leondra Gully</p> <p>Heather Fox</p> <p>Heather Fox/Michelle Rodems</p>

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<ul style="list-style-type: none"> • SWAG – Communications or commissioners? • Fall Space in Person? • Ad-Hoc Bylaws Committee (for IWS => WLI, Secretary) • Outgoing Commissioner Recognition 	<ul style="list-style-type: none"> • Vice Chair Rodems noted that there is budgeted money to purchase more COSW promotional items (swag). Need to order. Options: stemless wine tumblers, pens, notebooks, blanket? • COSW meetings in the Fall will be hybrid in-person and virtual meetings. Location TBD. 2021-2022 meeting dates are still being determined but should be published in the very near future. • COSW will need an Ad Hoc Bylaws Committee to revise the bylaws document. Keith Lyle agreed to chair. 	<p>Order swag. Determine budget, send to Leondra Gully.</p> <p>Chair to solicit members to sit on Ad Hoc Bylaws Committee</p>	<p>Leondra Gully Michelle Rodems</p> <p>Keith Lyle</p>
IV. Committee Reports	<ul style="list-style-type: none"> • Campus Climate Committee is still soliciting feedback and will send a reminder. 	Send reminder communication.	Keith Lyle
V. Adjourn	<ul style="list-style-type: none"> • Chair Fox adjourned the meeting at 10:00 a.m. 		