

TEAMS Meeting Meeting Minutes

<u>Attendees:</u> 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 Jam Boards & Next Steps | Vice Chair Rodems provided updates from the last meeting: 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. | | |
| Nominations | • 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. | | |
| | 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. | | |
| | Committee selections will occur after a 6-month rotation to allow new commissioners to decide which committees they would like to join. | | |
| | Carcyle Barrett raised a concern that some committees, specifically the Representation, Recruitment and Retention Committee, could not wait 6 months before adding new members. | Create current roster for committee chairs to see number of seats to be filled. | Heather Fox/Michelle Rodems |
| | Heidi Neal then recommended a committee overview presentation at the commissioners first meeting. Vice Chair Rodems concurred. Perhaps it should be a special | Develop presentations and "mini- agendas" for new commissioners at their first meeting. | Committee Chairs |



| Item | Discussion | Action to accomplish | Person/Group Responsible |
|--|---|--|--------------------------------|
| | event? | | |
| | Heidi Neal also recommended that new commissioners be paired with a mentor. | Solicit volunteers to be mentors. | Heidi Neal |
| | | Add to General Body meeting agenda. | Michelle Rodems |
| | | Create timelines/deadlines. | Heidi Neal |
| | | Encourage new commissioners to meet offline with Committee Chairs, share email contacts. | Heather Fox/Michelle Rodems |
| Pathways Support (people & money) | Melissa Shuter reported that the Pathways Women's Leadership Conference was well-attended and quite a success. She was thankful that the Employee Success Center is taking the primary lead on spearheading the conference. | | |
| | Melissa, Heather Fox, and Michelle Rodems acknowledged and thanked the planning committee for great work that led to a fantastic product. | | |
| | Melissa recommended COSW support next year's conference with a \$5,000 donation. | Alert Melissa Shuter to how much to spend for next year's conference, as well as earmarking contributions for future years. | Heather Fox |
| | The Executive Committee voted and approved the appropriation of future monies to the conference. | | |
| Remote Work Policy | Vice Chair Rodems reported that the draft Remote Work Policy is being circulated and feedback is being solicited. She believes COSW's input is helpful in crafting an equitable policy. | | |
| | Sherry Duffy thanked Chair Fox for building a positive and lasting relationship with HR. | | |
| III. New Business CODRE & COSW Collaborative EC Meeting | Chair Fox stated that the Executive Committees of COSW and CODRE will meet to create strategic collaboration between both commissions, as request by Provost | Coordinate schedules and meeting occurrences to better | Jake Beamer |



| Item | Discussion | Action to accomplish | Person/Group Responsible |
|--|---|--|--------------------------------|
| Alignment of COSW: Secretary Position, minutes, etc. | Gonzalez. 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 | engage the President/Provost in CODRE meetings and activities. Begin reviewing bylaws for revisions. | |
| | 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. | Require better Committee Reports. | Heather Fox |
| | Commissioners will also be held to more accountable (participation, attendance, etc.). Committee members held a discussion about meeting | Consider making available online forms/templates for committee chairs to more easily draft reports/minutes. | Leondra Gully |
| | minutes, their format, and video recordings. No decisions were made. | reports/minutes. | |
| May Meeting: Media- in-Common – Facilitator Needed | Vice Chair Rodems stated that COSW needs someone to facilitate the conversation/discussion around the upcoming podcast. Chair Fox agreed to facilitate. | | |
| • IVF Benefits | 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. | Facilitate the conversation. | Heather Fox |
| | Committee members discussed the current options and fielded each other's questions. | | |
| Searches (CEHD & Provost Chief of Staff) | • 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. | | |
| Ad-Hoc On-Boarding Committee | • Discussed above under <i>II. Updates – Nominations</i> | | |
| At-Large Reps (to replace Natalie, J'Aime's term) | Vice Chair Rodems reported that there will be vacant two at-large positions on the Executive Committee. | Solicit interested commissioners. | Heather Fox/Michelle Rodems |



| ltem | Discussion | Action to accomplish | Person/Group Responsible |
|--|--|---|-----------------------------|
| SWAG – Communications or commissioners? | Vice Chair Rodems noted that there is budgeted money to purchase more COSW promotional items (swag). Need to | Order swag. | Leondra Gully |
| | order. | Determine budget, send to Leondra Gully. | Michelle Rodems |
| | Options: stemless wine tumblers, pens, notebooks, blanket? | | |
| • Fall Space in Person? | 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. | Chair to solicit members to sit on Ad Hoc Bylaws Committee | Keith Lyle |
| Ad-Hoc Bylaws Committee (for IWS => WLI, Secretary) | COSW will need an Ad Hoc Bylaws Committee to revise the bylaws document. Keith Lyle agreed to chair. | | |
| Outgoing Commissioner Recognition | | | |
| IV. Committee Reports | Campus Climate Committee is still soliciting feedback and will send a reminder. | Send reminder communication. | Keith Lyle |
| V. Adjourn | • Chair Fox adjourned the meeting at 10:00 a.m. | | |