

TEAMS Meeting
Meeting Minutes

Attendees: Heather Fox, Chair, Presiding; Carcyle Barrett; Meg Campbell; Leondra Gully; J’Aime Jennings; Keith Lyle; Heidi Neal; Katie Partin; Michelle Rodems, Vice Chair; Beth Willey

Guests:

Item	Discussion	Action to accomplish	Person/Group Responsible
I. Call to Order	Chair Fox called the meeting to order at 8:30 a.m.		
II. Updates <ul style="list-style-type: none"> • Ad-hoc Onboarding Committee • Ad-hoc Bylaws Committee • Campus Climate Recommendations Letter • A-Large Reps 	<ul style="list-style-type: none"> • Heidi Neal updated the committee of the ongoing work of the Onboarding Committee. It met the previous week and discussed its timeline beginning with the COSW New Member Luncheon on July 1. It is a hybrid event and Heidi encouraged all the Executive Committee members to attend. Heidi also updated the committee on the efforts to match new members with mentors to aid in the transition of becoming commissioners. The Onboarding Committee is also creating a document profiling all the new members. She asked that it be included on the COSW Facebook page. • Keith Lyle noted that the Ad-Hoc Bylaws Committee has 3 members and is continuing to review and propose revisions to the COSW bylaws. • Keith also provided an update on the Campus Climate Recommendations letter, stating that it has been sent to the Executive Committee for feedback and comments. Only minor changes have been made to the previous iteration, and the Executive Committee of the BFSAs has approved it. • Vice Chair Rodems announced that Meg Campbell and J’Aime Jennings will join the Executive Committee as the two at-large representatives, following an approval vote at the next General Body meeting. 	<p>Send clean, final version of the letter to Chair</p> <p>Send letter to President Bendapudi</p>	<p>Keith Lyle</p> <p>Heather Fox</p>

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<ul style="list-style-type: none"> CODRE & COSW Collaborative EC Meeting 	<ul style="list-style-type: none"> Michelle Rodems reported that the Executive Committees of CODRE and COSW met and agreed to set common goals upon which to work: recruitment and retention. 		
III. New Business <ul style="list-style-type: none"> Budget Sponsorship Request COSW Champion Outgoing commissioner recognition Planning and goal setting Annual Report June 25 Meeting 	<ul style="list-style-type: none"> Vice Chair Rodems stated that she met with Melissa Shuter and discussed options for using remaining funds: swag, sponsorships, gifts for outgoing members, and the commitment to the Pathway's Leadership Conference. Meg Campbell is the liaison for the Leadership Louisville sponsorship. Leondra Gully requested a discussion with the COSW General Body about reviewing the criteria and nomination process for the COSW Champion award, and identifying more than one champion per year, if applicable. Not discussed at meeting to maintain the surprise recognition gifts. Katie Partin shared the COSW Action Plan Worksheet that will be used to plan and set goals for the next year. Committees will be expected to use their Jam Board information and completed the Worksheet. The Vice Chair asked Executive Committee member and Committee chairs to gathering thoughts, notes, and ideas about each committee's accomplishments to craft this year's annual report. Chair Fox noted that President Bendapudi will attend the June 25 meeting. Additional agenda items will include the recognition of outgoing commissioners, COSW Champion discussion, planning and goal settings using the Action Plan Worksheet, and solicitation of work accomplished to be used for the Annual Report. <p>COSW meetings in the Fall will be hybrid in-person and virtual meetings. Location TBD.</p>	<p>Solicit documentation from committee chairs.</p>	<p>Heather Fox/Michelle Rodems</p>

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IV. Committee Reports	<ul style="list-style-type: none"> • Leondra reported that the Communications Committee is meeting to finalize discussion points regarding the COSW Champion for the General Body meeting and identify swag to purchase. • Keith reported that the Campus Climate Committee is contemplating making its recommendations letter an annual action item. 	Send reminder communication.	
V. Adjourn	<ul style="list-style-type: none"> • Chair Fox adjourned the meeting at 9:20 a.m. 		

COSW ACTION PLAN WORKSHEET

Committee: _____

Date: _____

Current Issue	Desired Goal/Outcome (Target)	Planned Action Steps	Specific Resources Needed	Person(s) Responsible	Success Criteria (How will you know you've improved?) (Measure)	Timeline	Priority Level (High/Med/Low) (Short/Long-term)