

## September 12, 2022

### Executive Committee Meeting Minutes

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**Attendees:** Michelle Rodems (Pres), J’Aime Jennings (VP), Tammi Alvey Thomas (VPA), Lily Assgari, Sophonie Bazile, Jake Beamer (Office of Pres), Barbara Bishop, Rennie Davis, Cherie Dawson, Heather Fox, Kaelah Mcmonigle (Office of Pres), Katie Partin, Melissa Long Shuter, Courtney Stine, and Beth Willey.

Item	Discussion	Action Item(s)	Person Responsible
Call to Order (Rodems)	Chair Rodems called the meeting to order at 8:33 a.m.		
Approval of Minutes (Fox)	Approval of Minutes, 8-15-2022 Meeting minutes were approved.		
Welcome Back & Introductions (Rodems)	Members introduced themselves.		
Committee Operations (Rodems/Jennings)	Jaime discussed clearing up our messaging to give it focus as to where the committees are going. With an increased number of members, we know member participation also fluctuates. Committees should keep a running list of other tasks they may want to work on. There may be ideas that need to be shared with other committees. Commissioners will be able to change committees every year. As an advisory body we are constantly providing recommendations, but we may not have authority to make change. One of our goals for this year is to build bridges/relationship building with other groups across campus. COSW has the ability to reach out to other contacts in order to begin the change process before it goes to the Provost. An example was given regarding the remote work policy and the original policy mentioned children which was seen as problematic. COSW was able to work with the parenting network and HR to work on making changes to the policy. We will continue to find a balance in operations to be beneficial to the commission.		
2022-2023 Budget (Rodems)	Michelle reviewed this fiscal year budget. Overall spend budget is approximately \$17,500. Actual budget is around \$36K and includes the pay for the Pres, VP and AVP. She reviewed each expense category (only large expenses are highlighted). A \$3K portion of the budget is catering. We try to		

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	<p>vary our vendors based on dietary needs, local vendors and vendors who are women and women of color which supports our mission. Several years ago, spending money on food was a huge topic of conversation. This may make it challenging for those that attend, and this is over their lunch period. Sponsorships is allocated at \$5K and this is open to groups and individual requests. We regularly collaborate with the Pathways Conference and Pride. Prizes and awards are allocated at \$3K. The awards are recognized at the institutional level through the Employee Success Center. Internal programming is allocated at \$1500 for the Open House and potential book read. Orientation and on-boarding are a new category at \$700 for a new member luncheon. There is nearly \$2K that is a cushion and is not allocated in case it is needed. Regular budget updates will be provided.</p>		
<b>UPDATES</b>			
Elections	The election response rate was approximately 92%. Thanks to Emily and Katie for providing support. Barbara Bishop will be serving dual roles. Thanks to J’Aime for a lot of heavy lifting.		
On-Boarding and Mentoring	The upcoming on-boarding meeting will be our last one – September 14. Please delete any meeting notices manually from Heidi. Heather worked through our mentoring matches for a relationship building opportunity. We have a great on-boarding committee. And we appreciate everyone’s flexibility with Heidi leaving.		
Sponsorships	Sponsorships have been an interesting beast throughout the years. Tammi will be cleaning up the process over the next year. We will discuss this in more detail at our next meeting. Any sponsorships we receive will be sent out to the EC for a discussion via email. We need to do a better job about communicating sponsorship opportunities. Sponsorships should have a clear connection to the COSW mission.		
Searches	<p>Michelle is on the Director of the Women Center search. Marian has requested they submit video interviews.</p> <p>Sara Choate is on the advancement search committee.</p> <p>COSW rep on A&amp;S and Kent School Dean’s (Liz Utterbach) search. Searches have started. A&amp;S launched on Aug. 31 and Kent School launches today.</p>		

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	<p>Riece Hamilton is on the Presidential search committee.  Heather and Michelle received an email from the Faculty Senate affirming their commitment to including COSW on committees.  Heather was sending as the representative on CODRE.  There is a full review of the Redbook in progress. There are substantial changes that will impact the units. Patience is appreciated.</p>		
Compensation Study	Working through titles and now entering the benchmarking phase.		
Committee Rosters	<p>Are committee chairs responsible for updating the roster? Please pass any changes on to Michell and J’Aime. We are also hoping to update the website.  As committee chairs feel free to put any notes/updates in your Teams files.  We previously have not had good turnover of information to committees.</p>		
<b>ANNOUNCEMENTS</b>			
Campus Walk	Historian Tom Owen is doing another campus walk.		
Femme Forward	Featuring Heather Fox on September 30.		
Upcoming General Body Meetings	September meeting will include speakers on Roe v. Wade. The President will be attending our October meeting.		
Adjourn (Rodems)	Chair Rodems adjourned the meeting at 9:45 a.m.		

**Next Executive Committee Meeting  
Monday, October 17, 2022.**