

October 28, 2022 Meeting Minutes

Attendees: Michelle Rodems, Chair; J’Aime Jennings, Vice Chair; Tammi Alvey Thomas, AVP; Lily Assgari, Carcyle Barrett; Barbara Bishop; Sophonie Bazile; Laura Brock; Meg Campbell; Heidi Cooley-Cook; Kelly Coultas; Ginervra Courtade; Cherie Dawson-Edwards; Stephanie Dickerson; Tana Didelot; Cecilia Durbin; Heather Fox; Sarah Frankel; Marie Hagan; Anita Hall; Riece Hamilton; Danielle Hampton; Sammy-Jo Hand; Tami Harbolt; Megan Johnson; Jennifer Koch; Amanda LeDuke; Azi Maleki; Connie Martinez; Kaelah Mcmonigle (Pres Office); Idoia Meaza; Olfa Nasraoui; Monica Negron, Stephanie Norman; Kate Roessler; Mary P. Sheridan; Emily Spoden; Courtney Stine; Kaila Story; Nakia Strickland; Javier Tapia (technology); Megan West; Carrie Whitmore; Krista Young

Item	Discussion	Action to accomplish	Person/Group Responsible
Call to Order (Rodems)	Chair Rodems called the meeting to order at 12:03 p.m.		
Approval of Minutes (Rodems)	Approval of Minutes, 9-30-2022. Meeting minutes were approved.		
Mindful Minute (Hand)	Sammy Jo led the group in a moment of mindfulness.		
Old Business/Updates			
CODRE/COSW Listing Session (Jennings/Rodems)	A collaborative listening session was held with CODRE and the topic was support around disabilities for students and employees. Thanks to all who assisted with this session. Members are encouraged to attend these sessions. Session recommendations are sent to the President.		
New Business			
Change in meeting structure (Jennings)	<p>We received feedback on our meeting structure and a continual comment is that committee time is very short. We hope to have at least half the meeting committed to committee time. This may not happen all the time if there are guest speakers. Hybrid world takes time to transition back and forth and can cause lost meeting time. We are going to ask for committee reports before we adjourn the meeting and break out into committees. The meeting will end with the committee meeting so we don’t have to shuffle back and forth.</p> <p>Cherie stated there is meeting space in Grawemeyer and Tami said there is also space in WGST if committees need to meet.</p>		

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Committee Updates			
Committee Collaboration via Teams (Hagan)	<p>Marie Hagan reviewed the use Teams. Marie’s notes are outlined below and posted in the Teams chat. She reviewed how to navigate a general teams chat, setting notifications and a committee notes template (not required for use). The template has been placed in each committee channel. The goal of the template is to assist committees in taking consistent notes to track committee progress. A committee suggestion was to rotate note taking. Feel free to reach out to Marie with any technology questions. Michelle stated we are trying to be more consistent with information in order to assist with the transition from year to year.</p>		
Campus Climate (Stine)	<p>Met with Meg re: wellness rooms. There is a space in the Stevenson Bldg. that we may be able to partner with health promotion on. To keep us on track with our wellness room goals we are going to form a subcommittee to keep making progress on this goal. It was also discussed to review campus climate survey results, activating the ULPD advisory group, potential green dot training, faculty and staff retention and campus climate issues.</p> <p>It was brought up that the language of RAVE alert was supposed to remove descriptive information. This should also be followed up on because a recent alert provided descriptive info. Heather is willing to send the committee prior notes related to this conversation. It was also mentioned to bring ULPD to a meeting and the need for consistent communication after an incident happens at a school/college.</p>		
Communication Committee (Bazile)	<p>The committee is creating subcommittees – 1) website; 2) social media; 3) newsletter; 4) open house and 5) champions award. Members may reach out to Michelle regarding budget questions. It was mentioned that this a large workload and members may want to assist.</p>		
Representation, Recruitment and Retention Committee	<p>We examined a data set to look at data around career progression and pay equity. We identified members to serve on the Tachau</p>		

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(Bishop)	Gender Equity Award.		
Work, Life, Integration (Assgari)	Identified subcommittee chairs for the 1) remote and flexible work policy subcommittee to examine implementation and differences. We are currently in the data gathering process. 2) benefits – reproductive health and access. We know this is a sticky topic and there are numerous laws we have to be aware of. There is a monthly infertility support group – Jennifer Stier is the contact. 3) how COSW can support the ELC specifically around child care accessibility. We will be finalizing our goals with time and understanding.		
Announcements			
COSW Swag (Rodems)	Michelle stated we have COSW pins for everyone. Pins are gold or silver.		
Casual time together (Rodems)	Community and relationships is one of our values and it came up to have more casual time. Jaime and Michelle are going to schedule some time and locations so we can have more casual time to get to know one another. We are going to do an initial one on November 21. More information forthcoming.		
Employee Success Center (West)	Meagan West introduced a new teammate Danielle Hampton who will be the events and logistic coordinator. See https://louisville.edu/employeesuccess/learning-opportunities/all-employee-success-center-events for future Employee Success events and feel free to join us.		
WGST e-mail (Rodems)	Several conversations were had with the Provost and Dr. Story. Concerns have been addressed and Dr. Story feels like nothing else needs to be done at the moment. It was clarified that WGST houses the LBGTQ Health Certificate. Any questions, please feel free to reach out to J’Aime or Michelle.		
HACA (Negron)	Hispanic Alliance for Career Advancement is supporting a networking luncheon on Nov. 8. The invite is forthcoming. Monica will be asking for sponsorship funding.		
Master plan survey	Master plan survey is forthcoming and we need		

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(Campbell)	as much feedback as possible.		
Other announcements	Dr. Imani Perry will be speaking next week.		
Adjourn (Rodems)	Chair Rodems adjourned the meeting at 1:16 p.m. for committee meetings.		

**Next General Body Meeting:
December 2, 2022**

COSW Teams Skills Demo 10.28.22

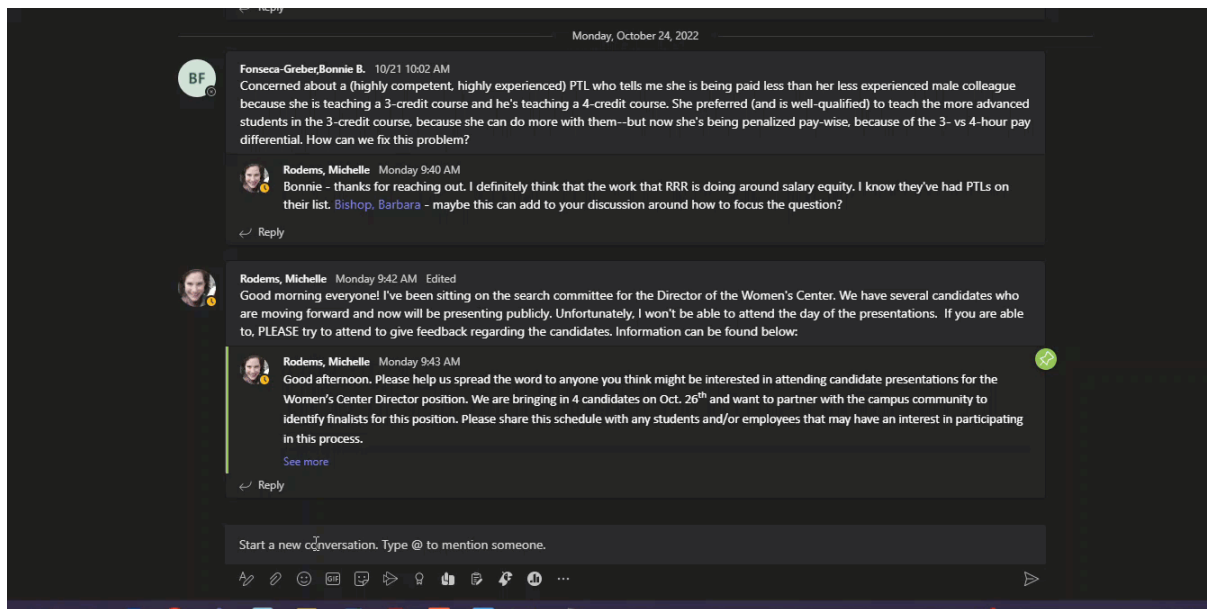
Posting in the COSW General Teams Chat

When to post in the Teams General Channel Chat

- Share events going on in your department
- Asking a question, and you are not sure which committee needs to see it
- Sharing information relevant to the whole group

How to make sure more people see it

- In order to make sure the notification goes to all in the channel, you need to ‘tag’ people.
- If you are posting it for all to see, but really a specific person, then type “@” and then start typing their name. Choose their name when it pops up.
- If you want all to see, use the “general” tag. Start typing “@general” and select general when it pops up.
- Doing this ensures that people will see it.



Notifications in Teams

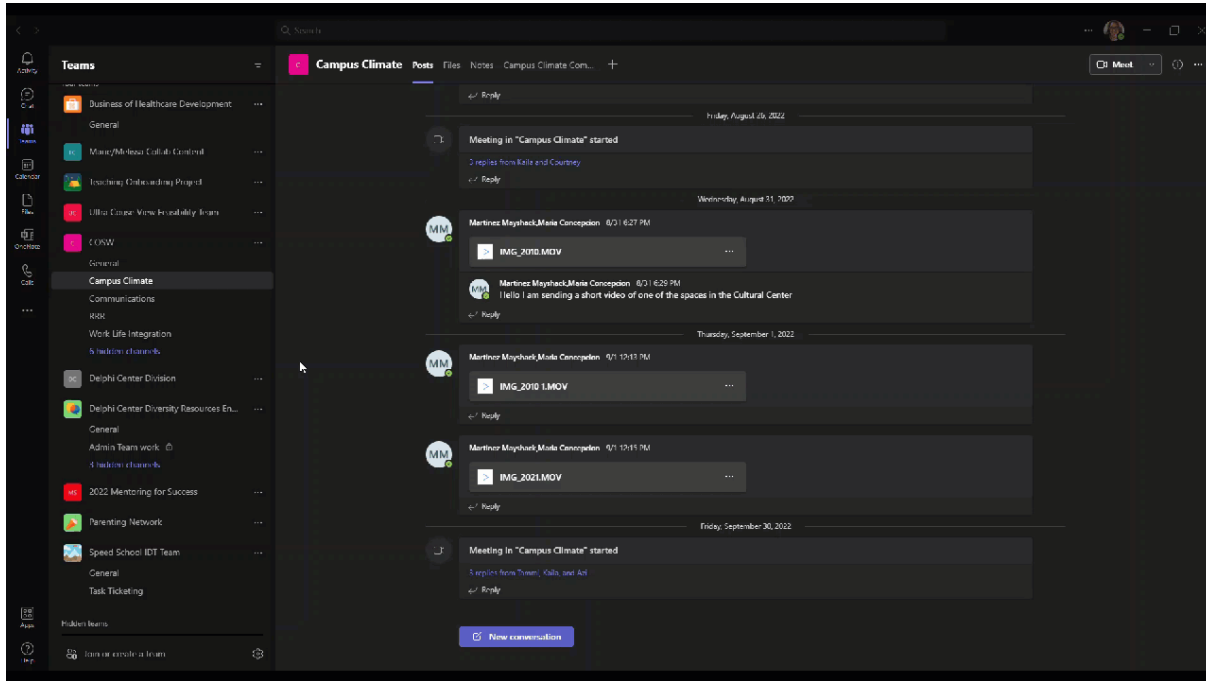
Managing Notifications in Teams

- To read more about all settings, you can check out the support page on notifications.
 - [Manage notifications in Teams](#)

How to access

- To access the general settings for all Teams setting, use the “settings gear” then choose the “notifications” menu

- To access channel specific notifications, access the channel notifications, and choose your preferences.



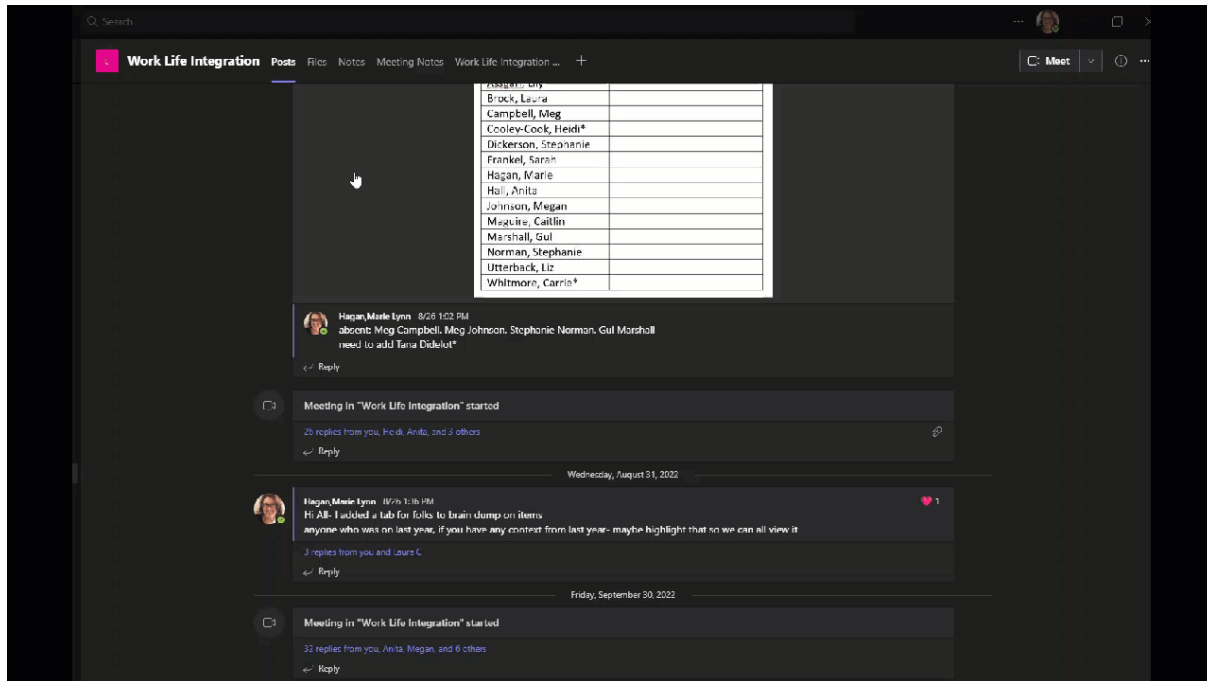
Non-Teams Users

If you do not regularly use Teams for your roles, and currently access Teams using the web app, I recommend turning on “missed activity emails” so that you get emails for missed notifications. If you start getting too many emails, you can adjust your email frequency or the notifications.

Committee Collaboration

Notes on meetings

- Notes in the channel files are available to be viewed by all commissioners
- Keeping notes on attendance, agenda items, summaries, action items and/or next steps will allow all committee members to be involved in the work of committees, as well as keep other commissioners informed of the work being done.
- A file has been added to each committee channel, “(Committee Name) Committee Notes 2022-2023” with a potential template to be used.
 - This file has been added as a tab to each channel.
 - If you have a different file or format you are using, you can copy it to the new file, or add a tab with your file.
 - Here is how to access the file:



- Keeping all notes for the year in one file will make it easier to follow the whole year of notes.
- Please keep notes in reverse order, so that the most recent notes are on the top.
- Navigation
 - If you use Headings, then it can be easier to navigate the file. In the “View” tab.
 - To read more about using headings, and the navigation view, you can see more here:
 - [Using styles to add headings in Word](#)
 - [Using the navigation pane in Word](#)
- A few notes on notes:
 - Using a template makes it easier to take notes quickly
 - If there is not a member who wants to be the regular notes person, this can be rotated
 - Keeping the notes up during the committee meeting can ensure all action items are captured

Who can see the notes

- Reminder- since the teams are not private to your committee, the entire membership of COSW can see the notes and conversations
- If you have a private chat to discuss items, be sure to go back to the Committee Notes to update.