

## 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/Gro up Responsible
Call to Order (Rodems)	Chair Rodems called the meeting to order at 12:03 p.m.		
Approval of Minutes	Approval of Minutes, 9-30-2022.		
(Rodems)	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)	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 with end with the committee meeting so we don't have to shuffle back and forth.		
	Cherie stated there is meeting space in Grawemeyer and Tami said there is also space in WGST if committees need to meet.		

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		accomplish	up Responsible
	Committee Updates		Responsible
Committee Collaboration	Marie Hagan reviewed the use Teams. Marie's		
via Teams (Hagan)	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.		
Campus Climate (Stine)	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.		
	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		
<b>A A A</b>	incident happens at a school/college.		
Communication	The committee is creating subcommittees $-1$ )		
Committee (Bazile)	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		
Poprocontation	workload and members may want to assist. We examined a data set to look at data around		
Representation, Recruitment and			
Retention Committee	career progression and pay equity. We identified members to serve on the Tachau		
	Inclument members to serve on the racial		I

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(Bishop)	Gender Equity Award.		Responsible
Work, Life, Integration	Identified subcommittee chairs for the 1)		
(Assgari)	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	Community and relationships is one of our		
(Rodems)	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	Meagan West introduced a new teammate		
(West)	Danielle Hampton who will be the events and		
	logistic coordinator.		
	See		
	https://louisville.edu/employeesuccess/learnin		
	g-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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Item	Discussion	Action to accomplish	Person/Gro up Responsible
(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.

Monday, October 24, 2022	
Fonseca-Greber,Bonnie B. 10/21 10:02 AM Concerned about a (highly competent, highly experienced) PTL who tells me she is being paid less than her less experienced male colleague because she is teaching a 3-credit course and he's teaching a 4-credit course. She preferred (and is well-qualified) to teach the more advanced students in the 3-credit course, because she can do more with thembut now she's being penalized pay-wise, because of the 3- vs 4-hour pay differential. How can we fix this problem?	
Rodems, Michelle Monday 9:40 AM Bonnie - thanks for reaching out. I definitely think that the work that RRR is doing around salary equity. I know they've had PTLs on their list. Bishop, Barbara - maybe this can add to your discussion around how to focus the question? C Reply	
Rodems, Michelle Monday 9:42 AM Edited	
Recently indicate information of the search committee for the Director of the Women's Center. We have several candidates who are moving forward and now will be presenting publicly. Unfortunately, I won't be able to attend the day of the presentations. If you are able to, PLEASE try to attend to give feedback regarding the candidates. Information can be found below:	
Rodems, Michelle Monday 9:43 AM Good afternoon. Please help us spread the word to anyone you think might be interested in attending candidate presentations for the Women's Center Director position. We are bringing in 4 candidates on Oct. 26 <sup>th</sup> and want to partner with the campus community to identify finalists for this position. Please share this schedule with any students and/or employees that may have an interest in participating in this process.	8
See more	
Start a new conversation. Type @ to mention someone.	
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Notifications in Teams

#### Managing Notifications in Teams

- To read more about all settings, you can check out the support page on notifications.
  - o 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.

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Đ,	Business of Healthcare Development		e/ Royaly bridlay: August its 2022	
	Mang/Melesa Collab Content		Meeting in "Campus Climata" started     Driples from Keller and Coursey	
Calendar	Teaching Onloseding Project		c.4. Rody Wenterwday, August 31, 2022	
File.	Ultra Cause View Essability Iraen		Martinez Mayıhack Masia Concepcion 0/21/027 PM	
OncHate Calls	General		3 IMG_2010_MOV ···	
Colle	Campus Climate Communications RKR		Intel Contract May back Main Conception (#2) (22) 91     Intel Contract May back Main Conception (#2) (22) 91     Intel Contract Conter     extremely	
	Work Life Integration 5 hidden channels		Thursday, September 1, 2022	
	Delphi Center Division		Moniford support Available Conception 1/1 / 1/11 / 1/0     Ming 2010 LMOV	
	Delphi Center Diversity Resources En Ceneral		e' holy	
	Admin Team work D 3 hidden channels		Martinez Mayahark Mada Conception 4/1 12/41 /0.0	
	2022 Mentaring for Success			
	Parenting Network		Friday, September 30, 2022	
	Ceneral Task Ticketing		Meeting in "Campus alimata" sourced     surplicitions "Insul, Sala, and Ad     # Prody	
()) Imp			C New momentation	

### **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:

Work Life Integration Post	Files Notes Meeting Notes Work Life Integration +	C: Moet
	Brock, Lurva Brock, Lurva Competil, Meg Cooley-Cook, Heidf* Dickerson, Stephanie Frankel, Saran Hagan, Karie Hali, Anita Johnson, Megan Marihali, Gul Morman, Stephanie Utterback, Liz Whitmore, Carila*	
	Hagar, Marie Lym 8/26 152 PM abcomt: Mog Compbell. Mog Johnson. Stephanie Norman. Gul Marshall meed to add Tana Didelot* << Reply	
	Meeting In "Work Life Integration" started 28 replas from you, Heidi Anita, and 3 others 29 Replay	
	Wednesday, August 31, 2022	
<b>@</b>	Nagan,Marie Tym - 1876-1816-188 Hf All- Ladded a tab for folks to brain dump on items anyone who was on last year, if you have any contest from last year- maybe highlight that so we can all view it	
	J replies from you and Lours C <sub>4</sub> / Reply	
	Friday, September 30, 2022	
	Meeting in "Work Life Integration" started	
	32 replies from you, Anita, Megan, and 6 others	

- 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
  - o 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.