

**CSW Summary Notes:** Executive Committee Meeting  
January 22, 2009

**Present:** Linda Brecci, Amanda Brobbel, Caryn Jung, Cynthia Malbrough, Cheryl Muller, Angelika Reiss, Christine Salvesen

**Welcome and Announcements** – CSW Chair, Linda Brecci

- Notes from the 12/11/08 meeting were reviewed and approved.
- Kim Menezes, the new administrative support contact, was introduced to each member of the Executive Committee. More on Kim's role will be discussed later.
- CSW has contributed \$1500 to the UA Excellence Awards. The paperwork is going through, and the award is \$1000 plus tax. A question was asked as to why ERE was included on an award, and it was noted that the money probably comes from a salary line.

**Workgroup Updates**

- **Professional Development** – Cynthia Malbrough
  - Workgroup has not yet met, so not a lot to report.
  - There is discussion, given the University's financial situation, on cancelling the Intersections Conference for this year due to budget woes and a possible staff shortfall. The suggestion is to instead focus on smaller workshops (maybe lunchtime speaker series) geared toward professional development. We should take full advantage of free campus resources and focus on areas such as stress management, mental health, resiliency training, etc.
  - Did any new proposed Work Groups come out of the Retreat? Or, was there any talk of splitting current Groups into Sub-Groups to enhance "branding."  
**Action Item:** For Recruiting activities, Linda will get CSW Letterhead and get it distributed to the Work Group Chairs.
- **Family Care** – Amanda Brobbel
  - Since the first of January, the Group has been meeting with different Vendors regarding the On-Campus Childcare project. In conjunction, there have been meetings with the UA Budget Office, but it is unknown what the financial status will be going forward. Vendor proposals are due early February; once received, there will be a follow-on meeting to review. Because it is common for these types of projects for the University to provide space, we are in a holding pattern. However, it is important to keep effectively communicating with the Vendors in order to maintain flexibility
  - Next task is a thorough review of the Child Friendly website.

- **Outreach & Education** – Cheryl Muller
  - Continuing to work the Mini-Grant evolution; website has been updated and a 3-D memo has been sent out. Receiving some questions for more information, and info will be posted to a D2L site. The group will get together after the 2/16 deadline to review the applications.
  - General Meeting (3/26) and Recruitment Event (4/28) have been set. Not able to get Meredith Hay to speak at the General Meeting, but perhaps a Mini-Grant recipient or Leslie Tolbert could speak?  
**Action Item:** Christine has a potential speaker in mind that she will contact and then report back on their availability.
  - We need more Faculty involvement in the Recruitment Event, especially from North of Speedway. Possible ideas:
    - Use of Faculty Listserve (Pam Roberts)
    - Address a Faculty Senate Meeting
    - Liaison with Women Faculty Organizations
    - Send out CSW Invitations via campus mail to Department Heads and/or identified recipients.
  - Recruiting event will be an Ice Cream Social this year.
  - Updates for the Newsletter will be needed for the 3/26 meeting; deadline for updates TBD.
  
- **Special Events** – Allison has a conflict with the meeting dates, but Gretchen will attend the remaining meetings [Gretchen Gibbs was absent, update provided by Linda Breci from workgroup chair notes]
  - Notes from the Workgroup Chairs: YWEA 2009: Saturday, April 18 in Bear Down Gym Theme: Healthy Selves, Healthy Community. The morning will again consist of workshops that participants will rotate through (in groups). (Lots of great ideas we are working on!) The afternoon will be a treasure adventure focusing on learning about and getting involved with service organizations in the local community, while getting to know campus. We will have a parent component again and will enhance it based on feedback from last year - we are working on adding a campus tour (possibly self-guided). Stay tuned for more details to come at our February mtg!
  
- **SPBAC** – Christine Salvesen
  - Main activities have included working on the 2011-2015 Strategic Plan, looking at evolving personnel structure on campus, and following-up on the Transformation Project plans.
  - Since Christine's appointment ends on 6/30/09, we need to think about the next representative. It is a non-voting position, but it is important to have CSW representation. Meetings are every 2 weeks for 2 hours.

- Future organization, i.e. review of Work Groups, Chair, Co-Chair and any modification to Group assignments should be planned for discussion at the April meeting.
- Susan and Linda met to brainstorm a Vision Statement that will be discussed at the meeting with President Shelton. Linda shared some of the tenets of the statement.
  - All possible options are being looked at, to include furloughs and creation of a former employee pool that can help out with short to mid-term projects.

**CSW Administration Support (Kim Menezes) – Linda Brechi**

- Following support areas were discussed:
  - Meeting minutes
  - 3-D Memos
  - Supplies
  - Student Union room and catering requests and funding oversight.
  - Listserve maintenance
  - Collection point for event RSVP's (email)
  - Website updates
- **ACTION ITEM:** Kim to verify President Shelton Meeting on 3/24.
- Cynthia never received a final report from the November Intersections Conference including the final catering bill and registration fees received.
- **ACTION ITEM:** After next week's meeting between Kim, Linda and Christine, Kim will follow-up with Kimberly (DRO) and Karen in order to get a transition pass down.

**New Business:**

It would be a good idea to create a Certificate of Appreciation for any CSW member who has completed their 3-year commitment and present them at the General Meeting in March.

Meeting Adjourned at 12:35 pm