

CSW Summary Notes: Executive Committee Meeting
April 23, 2009, 11:00 am – 1:00 pm, CSB 402

Present: Linda Brecci, Eva Gonzales, Erin Higley, Cheryl Muller, Susan Richards, and Christine Salvesen

Review of the March 12th Executive Minutes & the March 18th President Meeting Minutes –
CSW Chair, Linda Brecci

- Minutes from both meetings were reviewed.
- Linda asked for clarification on what the President indicated would be the cut to the CSW budget, and it was agreed that 5% was what he indicated.
- One correction to the Family Care description regarding the President's suggestion to touch base with Melissa Vito's office had more to do with the fact that they are cutting people and space than the fact that they have a similar project underway.
- Linda asked for feedback on the Certificates that were handed out at the Spring Meeting for those Commissioners ending their commitment. All agreed that the Certificates are excellent and should be continued.

Workgroup Updates

- **Outreach & Education – Cheryl Muller**
 - 3-D memo announcing the Recruiting Event on Tuesday, April 28th in the Ventana Room of the Student Union from 3-5 p.m. has gone out, and the website has been updated with the announcement and the accompanying invite and application form. Announcements will also be going out on alternate listserves. Eva indicated that SAC is experiencing lower interest levels, so we need to be prepared as well.

ACTION: Kim will arrange to have another follow-up 3-D memo sent out right after the event

(Wednesday a.m.) directing folks to the website, etc.

- All Workgroup Chairs will be present at the event to give an overview of their group and activities – podium and microphone ordered.
- Student Union arrangements for “finger” foods and beverages have been made – estimate is for 60 people.
- We will have round tables/chairs with a table in the back for nametags, newsletters, and application forms.

ACTION: If not cost-prohibitive, Kim will check to see how much for a screen, and perhaps with Linda's laptop and a projector, we could put up the website and/or a power point slideshow w/pictures during the event.

- **Professional Development – Erin Higley**
 - The web toolkit is moving right along with a final look through shortly, and the site should go active in the next couple of months.

ACTION: A 3-D memo should be sent out once the site is active.

- The Fall lecture series is being developed in conjunction with the Arizona Women in Higher Education group. Once the schedule is firmed up, it would be great if in addition to 3-D memo announcements, we could also have a presence in the Lo Que Pasa . We have a great connection presently with Mari and Alexis.

ACTION: Cheryl will send info and POCs to Erin.

- Expecting a large turnover within this Workgroup.

- **Family Care** – Amanda Brobbel
 - The Group has identified a series of good locations across campus to place pumping stations and is in the process of contacting building managers to start a dialogue on space/location, etc.
 - In addition, and per the President’s meeting notes, the Group is continuing to talk with Melissa Vito’s area, etc. There is some concern that certain members are dropping the ball on some aspects of the RFP which is causing unnecessary delays. Because of the President’s willingness to allow consideration of use of the “one time” funding for the RFP, it is very important to be ready sometime this summer to be able to take advantage of the funding opportunity.

- **Equity** – Susan Richards
 - Workgroup is shrinking and will be down to 4 members pending the upcoming recruitment cycle.
 - Group wants to focus on the following going forward:
 - Parental accommodation or FML for graduate students. We are copying and including the Graduate College on all communications. However, there seems to be a dis-connect between Diane Horgan and the Dean, Andrew Comrie, and we appear to be presently at a standstill as far as moving forward.
 - Continuing support to the UA Staff Excellence Awards.
 - Family Friendly Parking – starting with a redefinition of “car pool.” Right now it is 3 people, but the group wants to get a question on the upcoming parking survey that states, if car pool were 2 people, would you take part? Perhaps this focus area should be named Family Friendly Transportation so that it would include all aspects of getting to, being on, and getting home from campus. We should either recruit a new member from PTS or establish a liaison position. Two other issues were brought up within this topic; one is rental cars available for personnel who have to leave campus for an appointment in the middle of the day, and the other is emergency service for bus riders.

- **Special Events** – Gretchen Gibbs
 - Neither Gretchen nor Alison could make today’s meeting; however, several present at the meeting attended and participated in the YWEA event on April 18th, and all indicated it was a super event! Approximately 80 young girls participated. Several participated from the Navajo reservation, and Alison made accommodations for them to stay at the Sheraton Four Points. Overall, the concept for the event was fantastic, and we look forward to hearing a more in-depth overview from Gretchen and/or Alison at the next meeting.

- **SPBAC** – Christine Salvesen
 - Nothing critical to report, but Christine will be sending out the minutes for all to review.
 - Cynthia Malbrough has expressed interest in taking on this CSW position on SPBAC, as Christine’s tenure is now up. Cynthia is turning over Chair of the Professional Development Workgroup to Erin and will not take on any other assignment besides SPBAC representative.

ACTION: Linda will contact the President’s Office regarding the change in representation.

- **2009-2010 Planning** – Linda Breci

- **Executive Committee**

- Linda and Christine have discussed options, and they are proposing that they serve as Co-Chairs for the next year. During this next year, a Vice-Chair could be identified, but at a minimum, we need to formalize a succession plan, both from the executive and workgroup perspective. We want to avoid creating a vacuum and effectively secure the future of CSW.

- **SPBAC Representative**

- Cynthia Malbrough is the group’s nomination for this slot.

- **Budget (breakout from Karen Guitierrez)**

- We are moving toward being more autonomous with regard to CSW budget oversight. We did spend beyond our budget this year and used ca. \$8000 of our rollover money. However, we will have less money going forward and Karen indicates that we may have a 20% cut and that any roll may be swept. Linda will be having a follow-up meeting with Juan and Karen to “clarify” the extent of the cut.
 - The following is a very rough proposal for budget for next year based on what we know right now.

Admin Support.....	4000.00
Mini Grants	4000.00
Staff Awards	1500.00
Meeting Costs.....	2000.00
YWEA.....	1000.00
Professional Development.....	1000.00
Web Maintenance.....	500.00
Supplies (3-D memos), etc.	500.00
.....	14,500.00

- **Administrative Support**

- CSW wants to maintain the current level of admin support, and Kim is willing to continue on, even if the time and money is reduced.

- **Workgroup Direction**

- Need feedback from each Chair regarding whether their Workgroup’s charter is labeled/defined properly and that they have a well-defined mission.
 - Christine brought up the HCBMI Workgroup that has been lingering for awhile due to the departure of some of the key members. Do we want this group re-instated and advertised for membership during the recruiting event? Let’s see how many new members we get, and then go to the group of Commissioners and query for interest.

- **Summer Meetings**

- Group agreed that summer meetings would be beneficial...July may be tough.

ACTION: Kim will look into securing a room for meetings on 18 June, 16 July and then every 3rd Thursday from 11 am to 1 pm through the fall semester and report back.

*Meeting Adjourned at 12:30 pm
Minutes provided by Kim Menezes*