

CSW Summary Notes: Executive Committee Meeting
May 14, 2009 (11 am – 1 pm), CSB 402

Present: Linda Brecci, Amanda Brobbel, Erin Higley, Cynthia Malbrough, Cheryl Muller, Angelika Reiss, Celina Ramirez, Susan Richards, Christine Salvesen and Jan Sturges

Review of April 23rd Minutes & Welcome – CSW Chair, Linda Brecci

- Notes from the April 23rd meeting were reviewed and approved. Linda indicated she is still awaiting a response and feedback from Juan Garcia on the budget issues for next year.
- Welcome to Celina Ramirez who is replacing Mary Beth Tucker as the Equal Opportunity Office Liaison!

Workgroup Updates

- **Family Care** – Amanda Brobbel
 - Workgroup is experiencing continued low attendance at scheduled meetings. This issue might be related to a lack of specific pressing deadlines. The group is looking at identifying which of the next 10 locations to place bathroom changing tables.
 - Money has been donated for a playground on campus, but no location has been identified. The lot behind the new Family and Consumer Resources building was suggested.
- **Outreach & Education** – Cheryl Muller
 - Recruiting event went very well – thanks to everyone’s participation and support.
 - At the Workgroup’s last meeting, which included a pizza meal thank you as well as planning for next year, the following events were discussed:
 - General Meeting – usually held in November, but the suggestion is to combine the year kick-off event with the general meeting and try to schedule it mid-September (15-23rd). Depending on how the budget comes out, we can plan for a 3-5 reception or a possible luncheon.
 - Vision Awards – suggestion to push it back to late November/early December (11/30-12/5), make it a 3-5 pm type reception and include a speaker that ties in well with the award recipient(s).
 - A return to a Retreat event was suggested; perhaps combine with Recruiting in the Spring and have HR facilitate.
ACTION: Angelika will check out options and report back.
- **Equity** – Susan Richards
 - Workgroup’s scheduled meeting for May 13th had to be cancelled. Status on projects remains the same as was detailed at the Recruiting event.
- **Special Events** – Gretchen is out-of-town and Alison was not able to attend; however Alison’s email, which included her review of the recruiting applications as well as an YWEA event wrap-up, was shared with the group.
 - Largest attendance yet, and many came from long distances.
 - Lesson learned by the Workgroup was to go back to the Union vice using Beardown; while there was the advantage of being able to set up the day before, the space was not conducive to workshop/speaker (sound was a challenge), and overall the space wasn’t intimate enough.
 - Involvement with undergraduate recruiting was suggested as an added future benefit of this event.

- Kudos to the Workgroup for their continued success with this annual event!

- **Professional Development** – Cynthia Malbrough

- Cynthia still waiting on Workgroup responses to finish up online Toolkit.
- Erin is working on the proposed lecture series. There is some concern with possible low attendance at during the work day events; could look into webinars or podcasts as an alternative medium delivery. Bio-5 has a video setup for webinars. Topics discussed include: resiliency training (dealing with change/stress), continuing education, growing yourself, working in a “green” environment, etc. Erin may send out a survey – should use “Survey Monkey.” Important to collaborate effectively with both HR and SAC to avoid any overlap in effort. HR buzzword for this area is “Proactive Career Management.” Another area of interest, as it relates to women’s issues is the wage gap and training on how to negotiate – a good resource on this is the book, “Ask For It.”

- **SPBAC** – Christine Salvesen

- Christine will send out past minutes to the group and will start the process of passing the baton to Cynthia.

- **Recruiting (New Commissioners)** – Linda Breci

- We may be losing approximately 14 people this year.
- The following individual’s applications were discussed, and the following Workgroup assignments were agreed upon:

- Rachel Aguilar PD
- Dawn Bell FC
- LuAnn Cordero SE
- Cindy Cowen OE
- Kristina Davis PD
- Mary Good E
- Laura Gronewold OE
- Katrina Jagodinsky E
- Jasmine Lee SE
- Katelyn Loebig SE
- Ann Parker E
- Sylvia Quintero PD
- Liz Sawyer SE & PD
- Amanda Wray FC

ACTION: Linda will send emails to all and start the process to get the letters from President Shelton sent out. Workgroup chairs should also contact to get new members oriented and ready to start participating.

- **Other Business:**

- Executive Meetings have been scheduled and booked in this location (CSB 402) through the Fall Semester; dates will be entered on the web calendar.
- One summer project will be a review and update of the CSW by-laws document.

ACTION: Kim will communicate with Linda in the President’s office to get open dates for the Fall and Spring meetings with the President.

Meeting adjourned at 12:40 pm
Minutes provided by Kim Menezes