

Minutes - Commission on the Status of Women: September 10, 2019

Members Present

Stephanie Adams
Megan Atkinson
Allen Driggers
Zeva Edmondson
Lelia Gibson
Paula Greathouse
Ann Hellman
Paula Hinton
Helen Hunt
Brittany LaFever
Olivia Newman
Nicole Smith
Padmini Veerapen

Nicole Williams
Ashley Wright

Non-Members Present

Jac Ewasyshyn
Libby Gays
Diana Lalani
Amy Pearson

Notified of Absence

Members Absent

Waldhys Rodoli

Agenda: Paula H. moved approval of the agenda, Stephanie seconded, and the motion was approved.

Minutes: Paula H. moved approval of the April 2019 minutes, Lelia seconded, and the motion was approved.

Women's Center Report: Diana updated members on the activities of the Women's Center since the last meeting. A copy of the written report was distributed via email and is also attached.

Selection of 2019 chair-elect: Paula moved to nominate Lelia, Stephanie seconded, and the motion was approved.

Selection of new faculty member: It was discovered that Megan is faculty, so all positions are filled.

Selection of student members: Lelia moved to nominate Amy Pearson, Paula seconded and the motion was approved pending approval from the President's Office.

Report on 2019 end-of-year spending: Helen updated members on final fiscal year spending.

Anticipated spending items this year: The group discussed possible expenditures for this year including the purchase of a banner and an awards banquet.

Funding of half of *Attune* newsletter cost: Members discussed concerns about the high price of the printed publication and decided to provide a quarter of the cost, instead of half at this time. Lelia moved to provide up to \$300 of funding for printing costs of *Attune*, Paula H. seconded, and the motion was approved.

Consideration of creating a treasurer position: The University Policy subcommittee was asked to generate a treasurer role description to present to the full CSW membership. Ann made the motion, Paula H. seconded, and the motion was approved.

Website issues: Leila moved to send the website update work to the Programming and Publicity subcommittee for recommendations. Paula H. seconded and the motion was approved.

Participation in Heating Up the Quad on October 8: Lelia volunteered to head up the “This is what a feminist cooks like” dessert table at Heating Up the Quad. Proceeds of the event will go to the TTU food pantry. Several members volunteered to provide desserts and others will work the booth.

Follow-up from last year’s bathroom efforts: Padmini apprised members of last year’s efforts. The production of a single-use bathroom map or brochure was discussed.

Follow-up from definition of “just cause”: Members discussed what qualifies as “just cause.” Helen will write up a definition for the membership’s approval.

Announcements: WHET (Women in Higher Education in TN) meets at Tennessee College of Applied Technology in Smyrna on 10/17 and 10/18 for those interested. <https://www.whettn.org/>

Subcommittees: A signup sheet was distributed for members to choose their subcommittee for the year. Each group met to select a chair and set up future meetings. The subcommittee listing is attached.

Adjournment was agreed to at about 3:45 when members gathered with their subcommittees.

Report of Women’s Center Activities & Events April 8 to September 6, 2019

April Activities & Events

- Distributed the latest issue of Attune via Tech Times.
- 4/8 Collaborated with CSW and Center Stage to host, promote and staff Soraya Dean event. *D. Lalani*
- 4/15 After a year-long search and three sets of interviews, Jac Ewasyshyn, Project AWAKEN’s new Coordinator began work at Tech and moved into the Women’s Center (WMC).
- 4/18 Hosted a farewell reception for M. Swafford. *Ann Hellman, Helen Hunt and D. Lalani*
- Hosted two Body Image Disordered Eating (BIDE) student support group meetings. *D. Lalani & students*
- 4/23 Hosted Students Advocating Gender Equity (SAGE) meeting. *D. Lalani*
- Interviewed three possible interns for placement with the Women’s Center. *D. Lalani.*
- Updated second floor RUC window display with Honor’s student *Guilty Body* projects. *D. Lalani*
- Reclassification request for Lalani initiated, signed by provost, and to HR (denied). *M. Swafford*
- Fund Carry-forward request for installation of sink in 2019-2020 for breast-pumping needs. *M. Swafford*
- Met with several LBGT+ students to discuss needs for and locations of single-use bathrooms. *D. Lalani.*
- Provided several student job and graduate school recommendations. *D. Lalani*

May – August 23

- 5/3 Dr. Swafford’s last official day as the Women’s Center Interim Director.
- Contacted the Provost’s Office and other departments to secure change of approver’s for Procard, EagleBuy and payroll reports expenditures. *D. Lalani*
- Carry-forward need evidence collection for installation of sink in 2019-2020 for breast pumping. *M. Swafford*
- 5/14 Attended Eagle Resource Fair meeting regarding SOAR. *D. Lalani*
- 5/16 & 17 Attended Southeastern Women’s Center Conference at UTC. *D. Lalani*
- Attended 10 freshman and 3 transfer SOAR events to promote WMC. *D. Lalani & student workers*
- Successfully completed training and implementation of new online monthly Procard Report procedure. *D. Lalani*
- 6/5 Attended Communication & Marketing’s Web Assembly training. *D. Lalani*
- 6/12 Attended Communication & Marketing’s SocCoffee training on Social Media use. *D. Lalani*

- Completed fall contract for Dawn Schiller and spring contract for Beverly Gooden with agents and Center Stage. *D. Lalani*
- 7/3 Attended Communication & Marketing's Web Assembly training. *D. Lalani*
- 7/8 Met with Project AWAKEN's Jac to discuss fall program collaborations. *D. Lalani*
- 7/11 Attended Communication & Marketing's SocCoffee training on Social Media use. *D. Lalani*
- 7/11 Met with Tech's Social Media Coordinator to discuss Social Media compliance. *D. Lalani*
- Purchase office supplies, books, and two new computers with year-end remaining funds. *D. Lalani*
- Purchased and put together a new storage shelf. *D. Lalani & student worker*
- Processed and sent to university library for cataloguing all new book purchases. *D. Lalani & student*
- Assisted CSW's Helen and Lelia with purchase of outdoor canopy, t-shirts, and attempted banner. *D. Lalani*
- Assisted with CSW nominations and communications with President's Office. Facilitated meeting date and room procurement for 2019-2020. *D. Lalani*
- Reconciled and closed fiscal year records for WMC and CSW. Completed final budget revisions. *D. Lalani*
- Updated brochures, marketing materials, and website. *D. Lalani and students*
- Planned BIDE, Book Club, and other programming for fall. Secured permission from provost. *D. Lalani*
- Bulletin Board updates and a limited number of social media posts. *D. Lalani & students*
- Multiple meetings with AWAKEN team to share resources, strategize, share information, and draft programming. *D. Lalani*
- Salvaged a surplus bulletin board case and had it installed outside the WMC. *D. Lalani*
- 8/8 Attended Communication & Marketing's SocCoffee training on Social Media use. *D. Lalani*
- 8/12 Attended Federal Work-Study procedure training. *D. Lalani*
- 8/19 Attended an AWAKEN Trauma-Informed Response training. *D. Lalani*
- 8/19 Attended the Graduate Studies Student Orientation Fair. *Student worker*
- 8/21 Attended the International Student Orientation Fair. *Student worker*
- 8/23 Welcomed new student workers to the WMC. Though assigned 5, only 2 have reported. *D. Lalani*
- With provost approval, decided not to renew the AAUW Institutional membership. *D. Lalani*
- Completed two trainings of new online TimeClock Plus payroll procedure. *D. Lalani*
- Edited The Clothesline Project brochure for clarity and gender neutrality. *D. Lalani & student workers*
- Edited and organized Clothesline Project and Event info on our website. *D. Lalani*
- Began paperwork for purchase of a 2019-2020 Institutional WHET membership and assisted with distribution of information. *D. Lalani*
- 8/23 Composed and sent WMC Enews to select faculty and staff. *D. Lalani*

August 26 (first day of Fall term) - Early September

- 8/26 - 9/3 RUC Women's Equality Day Display and the Women's Center. *D. Lalani & student workers*
- 8/26 Meeting with the Title IX Office's Zeva Edmondson, Compliance Office's Greg Holt, Project AWAKEN's Jac on confidentiality status change for the Women's Center. *D. Lalani*.
- 8/28 Composed and sent WMC Enews to students who requested to be on our list. *D. Lalani*
- 8/29 Held the Women's Center Staff Meeting to prepare for the semester. *D. Lalani*
- 9/4 Hosted *The First Tuesday Book Club* Meeting. *D. Lalani*
- 9/5 Attended the Service Learning Fair to meet students and publicize center. *student workers*
- Completed orientations and paperwork for all new student employees. *D. Lalani*
- Successfully completed implementation of new TimeClock Plus payroll procedure. *D. Lalani*
- Designed and produced flyers, advertisements, and social media posts for Book Club, Attune Call for Submission, BIDE (Body Image and Disordered Eating student peer support group) and Equal Means Equal. *D. Lalani & student workers*

- Serving as supervisor for a Public Relations intern this term. *D.Lalani*
- As of 9/6, we have one paid (8-hours a week) student worker, one UAS scholarship student (75 hrs.), one Public Relations intern, 2 new Golden Opportunity Grant students (55 hrs. each), 3 returning volunteers, and one new volunteer. (Three assigned work-study students never arrived.)

Ongoing Projects & General Updates

- Continue to organize and improve the Women’s Center website. *D. Lalani*
- Continue to update and improve our social media presence. *D. Lalani*
- Continue work with Project Awaken. *D. Lalani*

Submitted by Diana Lalani, in the absence of a director

Commission on the Status of Women: Sub-Committees 2019-2020

University Policy: examines TTU policies and procedures to see if and how they might be modified to improve the campus environment. In the past it has studied pregnancy leave and gender-based salary discrepancies. The committee may also consider revisions to the CSW procedures.

Padmini Veerapen, chair
Megan Atkinson
Zeva Edmondson
Paula Greathouse

Nicole Williams
Ashley Wright

Programming and Publicity: plans and executes programming for the current and coming year, submitting at least one major Center Stage request annually, as well as planning other smaller events. The subcommittee coordinates promotion and staffing of the event with Liz Kassera on Center Stage events. The committee will also establish an awards or recognition program. Another possible project is creating a fund-raiser for the TTU Women’s Center.

Stephanie Adams, chair
Lelia Gibson
Libby Gays

Ann Hellman
Helen Hunt
Diana Lalani

Safety: is charged with looking at possible safety concerns on campus. Members take an Annual Women’s Safety Walk around campus and send the findings to the Administration in an Annual Safety Report that includes these as well other safety issues that come to our attention. In the past, we have created and distributed sexual assault and harassment surveys to students, faculty, staff, and administrators and sent the results to the President. A possible future project for this subcommittee might be an evaluation of the sexual harassment on-line testing program.

Allen Driggers, chair
Sydney Brumbach
Paula Hinton
Brittany Lafever

Olivia Newman
Waldhys Rodoli
Nicole Smith

Executive Committee

Lelia Gibson
Ann Hellman

Helen Hunt
Student member TBD