

 <p>TEXAS A&amp;M UNIVERSITY <b>Women's</b> Faculty Network</p>	<p>Women's Faculty Network Steering Committee Meeting February 3, 2012 2:00 – 3:00 pm Room 617, Harrington Tower, College of Education</p>
--	--

## Meeting Minutes

### Members Present:

Jia Wang (notetaker), Wyoma vanDuinkerken, Ginger Carney, Tina Gumienny, Mary Beth Hueste, Daria Panina, Nancy Klein, Gabriela Thornton

Meeting called to order at 2:00 pm.

1. **Minutes of December 7, 2011** were approved based on the corrections made.

### 2. General Business:

**a. New Committee Member (Jia)**—Jia welcomed the new steering committee member, Gabriela Thornton, who is the replacement of Gina Reinhardt who is on the sick leave this spring. Gabriela will be the representative of George Bush School of Government and Public Service.

**b. Call for a New Secretary and “At Large Place 2” (Jia):** Gabriela Thornton has agreed to serve as the new secretary of WFN, in replacement of Sue Bloomfield, who resigned from WFN starting January 2012. Ginger Carney proposed that we delay the election of an “At Large Place 2” Rep. till the May election, unless we know someone who is interested in serving this position now. The committee agreed to Ginger’s proposal.

**c. Treasurer’s Report:** Louise Abbot was not able to make to the meeting today. Instead, she submitted the Treasurer’s Report in advance. She informed Jia prior to the meeting that she has set up an accounting system with her department and will be able to manage WFN finance issues more easily in the next couple of years. Louise needed to know at the end of this meeting who will be in charge of the Spring Luncheon. Treasurer’s Report is attached for record.

**d. Mentoring Program Update (Wyoma):** Wyoma has assigned all the people who requested mentors and sent out all the individual emails about the \$15 coffee/lunch invitation. The IRB for the survey is complete. We are waiting on DOF to send out the emails to the mentor/mentee pairs so that we can assess the WFN mentoring program. There is no word back from BFA about a mentoring

program meeting. The head of BFA said she would contact Val and get back to Wyoma. This happened in early January.

Mary Beth asked Wyoma if we have a breakdown of the mentoring pairs. Wyoma said we don't. Currently, our list consists of only WFN members. We have 50 mentors and 50 mentees. We have 10 mentors waiting to be assigned to mentees.

Wyoma will leave WFN at the end of May, so we will need a new person taking charge of the WFN mentoring program. According to Ginger, WFN can choose a Rep to represent on the Mentoring Committee and this person can be anyone outside the WFN steering committee.

Jia raised the issue about the listserv. Historically, Sarah Bednarz has been the monitor of the WFN listserv. Given her additional responsibilities over the years, it may make more sense to have the listserv be moderated by the WFN President. Jia agreed to approach Sarah for her feedback on this issue.

**e. Website Update (Wyoma):** The website is up to date. Wyoma has removed Sue Bloomfield's name from the website and placed in our new member from the Bush School, Gabriela Thornton. Wyoma has written instructions on how to access the website. Wyoma indicated that she still has problems with documents created by Valerie. The Dean of Faculties is working on this issue.

**f. Leadership Workshop (Jia):** Jia asked the committee about our take on this issue. The committee informed that it was agreed in our December 2011 meeting that Lisa Campbell should come back with a detailed plan to help us make an informed decision. Right now, we are not clear about Lisa's plan. We would like to know information on costs, benefits, etc. Wyoma proposed to table this item to next meeting.

\*Jia contacted Lisa right after the meeting. Lisa's email response (dated Feb. 5<sup>th</sup>) to this issue is as follows:

"It seems costs for the Workshop speaker/facilitator it would be ~5K for a 1 day, or 6-7K for a 2-day workshop (not I am sure what this fee would limit # of participants to be). The venue and food would be additional (we, GEOS, decided we wanted it to be off-campus). So, this would be more than WFN could budget (which is what we decided last meeting). Geosciences is going to have a 1-day retreat in April for a workshop with a local (and, we hope, not too expensive) facilitator to see how it goes. After that I can report more details and what we might want to do to scale it up."

### **3. Spring Events:**

**a. Spring luncheon planning**—Wyoma proposed to discuss this issue before Coffee Talk. We agreed. Nancy Klein reminded us that this year, the promotion decision will not be announced by the Board of Regents until May

19<sup>th</sup>. As a result, WFN will not be able to host the promotion luncheon in the spring. The committee decided the following:

- (1) to move the promotion celebration to the fall
- (2) not to host a spring luncheon; instead, host two Coffee Talks
- (3) move the Outstanding Mentoring Award to the fall

**b. Coffee talk:** We agreed that we would host two Coffee Talks in the spring. Both of them focus on women's personal development (as we did professional development last fall). Below is the proposed plan:

- (1) Coffee Talk on Healthy Eating and Nutrition—Ginger Carney and Daria Panina will host this event in the second half of March. Ginger and Daria will identify a nutritionist. Jia agreed to check on the availability and if we are allowed to bring outside food to campus. We are looking into the location of Glasscock Center.
- (2) Coffee Talk on Women's Health and Stress Management—this coffee talk will center around women's physical and mental health, as well as stress management. We can bring fitness experts to teach us some relaxing techniques. Jia will contact Rec Center and Confucian Institute. We need volunteers from the Steering Committee to host this event. This Coffee Talk will be offered in April.

#### **5. Other issues:**

- a. Women's History Month at Galveston**—Jia announced the invitation from the Galveston campus about the March 19<sup>th</sup> luncheon as part of the activities of Women's History month at Galveston. Jia has created a flyer for the Galveston campus and will distribute it through WFN listserv. Antonietta Quiqq offered to cover the lunch of WFN members.
- b. Women's Leadership Forum** on campus on March 27<sup>th</sup> (Jia)—Sarah Bednarz sent out the flyer earlier in Feb. This is another opportunity for women faculty on campus.
- c. May Election**—Ginger reminded us that we will need to have an election in May as half of the current steering committee members will finish their term. Both Ginger and Wyoma will leave WFN. Jia needs to appoint someone who is not on the committee to take charge of the election/tally. Jia will identify the person soon and start the election process sometime in late March/early April.

Meeting adjourned at 3:00 pm.

**Women's Faculty Network Budget Report**  
**For February 3, 2012 Meeting**  
*Submitted by Louise Abbott*

Account Number 02-250474-00000  
Account Name Women's Faculty Network Workshop  
Income \$860.00 (fall luncheon) Expenses \$0.00  
**Total Remaining \$3,223.89**

Account Number 02-511719-00000  
Account Name Women's Faculty Mentoring Program Enhancement  
Income \$0.00 Expenses \$0.00  
**Total Remaining \$4.67**

Account Number 02-511966-00000  
Account Name Women's Faculty Improvement Fund  
Income \$0.00 Expenses \$0.00  
**Total Remaining \$800.00**

Account Number 02-651998-00000  
Account Name Women's Faculty Network Scholarship  
Income \$0.00 Expenses \$0.00  
**Total Remaining \$100.00**

Account Number  
Account Name Women's Faculty Network  
(Office of the Vice President and Associate Provost for Diversity  
(initial amount awarded = **\$3200.00**)

Income \$0.00 Expenses \$ 96.00 (Sept Coffee)  
50.78 (banner)  
159.47 (pens)  
36.72 (speaker gift)  
327.88 (table cloth)  
1,256.85 (fall luncheon)  
115.00 (Sibsa quiet room)  
**Subtotal = \$2,042.70**  
**Total Remaining \$1,157.30**