

	<p style="text-align: center;"><b>Women's Faculty Network</b></p> <p style="text-align: center;"><b>Steering Committee Meeting</b>  <b>September 21, 2009</b>  <b>Room 307B</b>  <b>Biological Sciences Building West</b></p>
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**Action Items from September's Meeting**

- 1) Val will get back to Ginger regarding the pre-convocation WFN picture and will find out what time the picture will be taken.
- 2) The webpage committee—Elizabeth, Penny, and Veronica will discuss ways to update the webpages and how to get women's faculty accolades regularly posted and updated on the webpages.
- 3) Marian will send Elizabeth an electronic copy (if available) of the latest College of Liberal Arts report, which contains faculty accolades to help the webpages committee get started.
- 4) The entire steering committee will think of possible future talks to host (e.g. last spring we hosted a talk on becoming an administrator), and each one of us should come to the October meeting with an idea to suggest.
- 5) Veronica will let the caterers know the meal choices for the fall luncheon—chicken parmesan and the paella.
- 6) Lori will share with Ginger the flyer template for the fall luncheon.
- 7) Dominique and Jia will look into hosting the December coffee at the College of Education.
- 8) Louise will looking into hosting a spring coffee at the new TIPS building. Lori also considering her college hosting a coffee in the spring.
- 9) In November, Ginger will book the room for the spring luncheon.
- 10) Jia is hosting Van Titus when she visits, so she'll need to work with the Dean of Faculties to get her travel arrangements made. Also she'll need to make sure there is a microphone setup in the room and find out if Van needs the room setup to run a powerpoint.

**Approved Meeting Minutes**

The meeting was called to order by President Ginger Carney at approximately 9:30 a.m. The members present were: Ginger Carney, Jia Wang, Veronica Sanchez, Louise Abbott, Val Coleman, Marian Eide, Penny Riggs, Dominique Chlup, Lori Taylor

**I. Introductions**

**II. Approval of minutes from August meeting**—The minutes of the August meeting were approved with corrections.

**III. General Business for Women's Faculty Network**

- Representative to campus Work/Life Committee-Ginger is stepping down, so Elizabeth Umphress, the VP for the WFN, is the new representative to the committee.
- Convocation October 1; network pictures prior? Ginger Carney asked Val Coleman whether or not there will be a Network picture taken just prior to the procession for Convocation as has been done in years past. Val indicated that the WFN is the only network that has responded in the affirmative that they would like a picture taken. John had sent out an e-mail to the Networks asking if they would like a network picture, and so far no one had responded. Ginger doesn't remember receiving the e-mail, but if it's possible she would like for there to be a WFN picture taken again this year. Val felt confident this could be arranged, so she'll look into it. John works with Carol, so Val will call her to find out what time exactly the picture will be scheduled to be taken.
- Webpage updates- Elizabeth Umphress will be spearheading it. We need to find out what our female faculty are doing and highlight their accolades. Ginger called for 2-3 volunteers to assist Elizabeth. Penny Riggs asked who maintains the webpage. Ginger clarified that she sends things to Val Coleman since Val is in the Dean of Faculties office (DOF) for the updates. Marian Eide said she could help out but not until spring. Val suggested we could ask women faculty members to submit their own accolades. Marian recommended looking at department webpages, but it was noted that's a lot of time hours for someone to spend doing that task. Penny suggested that when Val sends out the mentoring announcements she could include in that e-mail a note asking members to turn in any recent accolade information to Elizabeth. The suggestion was made to send a periodic e-mail to members asking for updates. Ginger mentioned she doesn't want to burden the membership with too many e-mails from her each semester, but she or Elizabeth could send a periodic e-mail asking for updates. Veronica recommended checking out the Dean's Notes and college newsletters to find this information. Marian said she will send Elizabeth the latest liberal arts glossy brochure listing accolades. Ginger and others noted that their departments/colleges are less reliable about updating and providing this type of information, so the group working with Elizabeth will need to plan ways to keep the webpages updated. Veronica and Penny both volunteered to be a part of the webpage committee.
- Program ideas—Ginger noted that we are full for the fall with the planned new faculty reception, fall luncheon, and Meggin McIntosh workshops, but she would like for us to be thinking of program ideas for the spring and the future. Ginger will get in touch with Diane Moore from Mustang Financial and see if she is willing to hold her financial planning workshop for everyone not just a workshop targeting women. Ginger opened it up to the floor for ideas. Val recommended a panel discussion on partner placement. Val also asked

if WFN or some network posts childcare centers on their website or makes it available for incoming faculty. Ginger said no the WFN does not post this information, and we also don't want to appear to be recommending places. Ginger mentioned last spring WFN had a workshop on becoming an administrator. Marian asked about having something for non-tenure track faculty. Ginger said that there is a network for them OPAL—Kelli Peck-Parrott is the WFN representative for them. Val said that they meet regularly but unsure of what their programs planning consists of. Louise recommended a learning to say no workshop. Ginger recommended we continue thinking about ideas as we need to continue to host these types of events. She asked if each us could bring to next month's meeting a talk topic idea.

#### **IV. 2009-2010 Events**

- WFN/Dean of Faculties Workshop, September 22, 1-5 pm, Meggin McIntosh  
Room 510 Rudder
- Coffee with Meggin McIntosh, Wed Sept 23, 8:30-9:30, co-hosted by Glasscock Center, Room 311—In lieu of having a Women's and Gender Studies hosted coffee talk Marian arranged this with the Glasscock center, and they will provide coffee and pastries.
- Reception for New Faculty, co-hosted with BFA and MALFA  
Wednesday October 21, 2009, 4:30-6:00, University Club  
Definitely co-hosting with Black Faculty Alliance. Ginger had not heard recently from MALFA, so she asked Val if she knew whether or not they wanted to be one of the co-hosts. Val gave update on MALFA who said as of Friday they had indicated that they wanted to co-host. Val told MALFA to get in touch with Ginger, so she expects they will be doing so shortly. Given this information, we'll continue to list them as being co-hosts. WFN will take care of inviting all the women faculty. College Reps and at-large-members should contact the women in their colleges to invite them. We also invite the department heads and Deans. Ginger reminded us about making the personal connection—make special contact with the new women faculty, walk them over, attend with them. Also spoke about inviting the 2<sup>nd</sup> and 3<sup>rd</sup> year faculty. Val said it's possible to divide the list of women faculty by date, so we could get other recent hire faculty members engaged. Antonio Cepeda-Benito, Christine Stanley, and Karan Watson will be there.
- Fall Luncheon Thursday November 12, 2009  
11:30-1:00 Koldus Room 110/111  
Speaker is Dr. Van Titus  
Susan Johnson wanted to come but she couldn't, so she asked us to consider her for next year. Lori asked who is covering her costs. We

are covering both the honorarium and travel expenses for her. We will be doing a plated lunch as it's cheaper than the buffet we got in the spring. Lori mentioned there are cheaper buffets than the one we chose last spring. Lori mentioned in the past we have overestimated the number of vegetarians and the dishes haven't sold. Meat options: Chicken parmesan (\$16), herb flank steak (\$18), shrimp alfredo, chicken fried steak, salmon. Vegetarian options: Veggie lasagna, stuffed Portobello, paella. The group decided on the chicken parmesan and the paella. Lori mentioned we have typically priced the lunches at the actual price because our membership balks at paying for a \$20 lunch on campus. Ginger asked if we have to pay the \$25 delivery fee mentioned in the paperwork. Lori and Veronica both said no we haven't paid it in the past. Decided will charge the same price as last year, which Lori recalls as being \$17.25.[Note: After the meeting it was determined the price would be \$17]. Lori will send the template for the flyer to Ginger and checks again will go to Lori. Lori asked for the title of Van's speech and mentioned last year's speech's title didn't draw a big crowd. She has not yet given Ginger her title, so it'll be forthcoming. Van might go to Galveston first as they are interested in having her give the same talk there. Ginger asked how do we pay for the new faculty reception. Val said WFN needs to get the complete total first and then give to DOF who will split the bill amongst the 3 groups WFN, BFA, MALFA.

- October/November coffee—Since the WFN has a full October & November decided to host a December coffee instead. Lori said the Bush school can host in the spring, but they are Deanless at the moment. Jia Wang and Dominique Chlup volunteered to look into hosting it at the College of Education and will think of a possible topic. Louise mentioned the TIPS building opened up, and she'll check about a possible spring coffee date.
- Spring luncheon date for 2010—Last year did it during the dead days. Lori mentioned even though we got on everyone's calendar we still got bumped. Can't reserve the room until around November, so we'll reserve a room then.
- Fall Luncheon 2010—need to schedule our luncheon earlier and set it from in the spring, so can get on people's calendar. By January, we need names of people to invite. Should think about whether we want to invite Susan Johnson again. Also maybe consider inviting her in the spring if Christine Stanley's office can pay for it. Val asked if we've ever hosted the luncheons off campus. We haven't in the past. Val said we can get real deals off campus. She attended an event at Luigi's, and the mentoring event will be held at Eccell Steakhouse. Ginger asked if Veronica wished to plan the spring luncheon again as this is her third luncheon planned. Veronica said she was fine doing it, so she will handle the food for the spring again. In terms of finding an alternative space, we will think about it for next fall's luncheon to give us some

time. Jia has agreed to host Van. She'll work with the Dean of Faculties Office to get travel reimbursed and to pay the \$1000 honorarium. For next year, we'll need to think about asking colleges for money in order to continue to pay the honorarium. Need to make sure that powerpoint is available and a microphone—Ginger asked Jia to handle this post-meeting.

The week before the reception we'll meet again to make sure everything is set.

Meeting was adjourned at 10:15 a.m.