

SUUWN Board Meeting
August 1, 2018; 11:30 a.m. - 12:30 p.m.
Bennion Building, Room 304H

Present: Laura Davis, Jacqueline Russell, Nikki Koontz, Jennifer Hunter, Deena Marchal, Angela Pool-Funai, Tessa Douglas, Ali Siahpush, Kaleigh Bronson, Ann Marie Allen, Aimee Kaiser, David Tufte
Absent: Shalini Kesar

1. Welcome and Updates -- Jennifer Hunter
 - a. President Jennifer Hunter welcomed everyone; all present introduced themselves.
 - b. Jen discussed the option of combining the Fall and Spring panels with the socials and asked for input. There were mixed opinions -- some felt the social aspect is better on its own, separate from the formal structure of the panels. All agreed to talk to Shalini and get her input and make a decision at the next meeting.
 - c. Ideas/dates for Spring Panel are similar to last year -- correlating it with International Women's Day which is March 8, 2019 (March 7th as a possible date).
 - d. Ideas/dates for Fall Panel are focusing on Leadership - possibly holding it at the end of October (maybe Halloween).
 - e. Jacqueline asked for input on the UWHEN grant. It was decided to request funding for Spring 2019.
 - f. Future meetings will be held in the Hunter Conference Center and will have extra seating so others may join in.

2. Survey Results -- Jacqueline Russell/Laura Davis
 - a. Jacqueline shared the key highlights of the Spring 2018 Survey conducted, as follows:
 - i. Primary Focus - Professional Development, Networking & Service
 - ii. Most Important Activities - Education and Training, Networking, Personal Connections/Socializing
 - iii. Why people are not attending meetings - Not aware of SUUWN events, time of day, not enough time.
 - iv. Motivators for attendance:
 1. More (advanced) awareness of the group and their events
 2. More diversity in events
 3. More faculty involvement
 4. Having a certificate program
 5. Focus more on concrete actions rather than discussion
 - v. Preferred Topics for Workshops/TED Talks: Leadership, Career Progression & Advancement, Work/Life Balance.
 - vi. Additional topic ideas:
 1. Paring with existing campus events (APEX, CETL, etc.) and having SUUWN sit together
 2. Community Education's new Branding Bootcamp
 3. Working with the Women's Crisis Center
 4. Invite speakers from the community (i.e. mayor) or outside Universities
 - vii. Best Time for Events: T/R afternoon; M/W/F afternoon, T/R University Hour
 - viii. Likelihood of Participation in a Mentor Program: High
 - ix. Interest in Writing Accountability Group: Low

- x. Main Motivation for Participating in SUUWN: empowering women, networking, advocacy and support
 - xi. Additional Comments/Concerns: SUUWN is not seen as inviting to men
 - b. Jacqueline shared other survey highlights: only 3 men completed the survey out of a total 110 and more staff completed the survey than faculty. She will post the data on the shared drive.
- 3. Sub-Committees
 - a. Input was requested and it was decided by vote that the Sub-Committees will meet separate from the monthly Board Meeting.
 - b. All were encouraged to recruit sub-committee members outside of the SUUWN Board. However, Jacqueline and Shalini are willing to serve on sub-committees when needed.
 - c. It was suggested that each sub-committee add two students as part of their team. It was left up to the Committee Chairs to decide and recruit as decided. Some benefits to having students on the various Sub-Committees: 1) it provides leadership opportunities through contribution (not just participation), and 2) it helps with mentoring
- 4. Professional Development Ideas for 2018-2019
 - a. Laura shared the themes for this year will be Mentorship and Leadership.
 - b. Laura would like to have a roundtable in the Fall to discuss how to mentor women and help them succeed. Panel possibilities were someone from each of the following:
 - i. LRT
 - ii. CETL
 - iii. Staff Assoc.
 - iv. Faculty Senate
 - v. Female Deans (HSS, Business, Athletics)
 - vi. We want to be sure to have at least 2-3 men involved
 - c. Recruiting of mentors should take place in the Fall and roll-out would take place in Spring for a mentoring program
 - d. Hold a workshop on work/life balance
 - e. TED Talks will focus on leadership -- a total of 7 throughout the year to take place in September, October, November, January, February, March and April
- 5. Welcome to New Staff/Faculty
 - a. Jennifer would like every new SUU faculty member or staff member to get a welcome letter and an item of "swag" from SUUWN. She is working on obtaining a list of new summer and fall 2018 hires (this will include both men and women) so the list can be divided and each member will be responsible for welcoming a certain number of the newly hired employees. NOTE: She would like an unfamiliar face to greet the new employee rather than sending someone who knows them or someone within their department, college or building.
 - b. Ali would fall into the lead on this role as the Welcoming Committee Chair -- he will work with Jennifer on the list, letter and swag and assign members to welcome a certain number of individuals.
- 6. Newsletter & Misc. Action Items
 - a. The Calendar of Events was discussed as well as ideas for our Newsletter -- what do we want to see beyond digital promotion?

- b. Nikki will look into inclusion of our events and organizational promotion through the weekly SUU central newsletter all employees receive (rather than a separate newsletter which tends to get lost in email circulation).
 - c. The idea of having a link to our webpage on the various home pages for each college was discussed and tabled for further consideration. Jill Whittaker was a suggested contact to look into this option.
 - d. We also discussed potential print possibilities and everyone was encouraged to bring their print marketing ideas to the next meeting as well as their calendar items.
 - e. Expand and raise awareness of what we do and why we manner. The Mission and Goals were read from the website and discussion was held about really promoting what value SUUWN holds for students, employees and others on campus. This should be the focus of our planning.
 - f. We need to find ways to engage men in participating and being involved while maintaining a safe space for women to discuss women's issues.
 - g. Ideas for our Spring Survey are to identify faculty needs and staff needs -- where they intersect and where they differ.
7. Assignments & Action Items for Next Meeting:
- a. **Nikki:** Put together "blurb" to read/share at college retreats, Pres. Welcome, etc.
 - b. **Angela and Jen:** Meet and put together a budget plan
 - c. **Ann Marie:** Assemble Bylaws Committee and assess any updates (reach out to Lelani as potential team member for sub-committee)
 - d. **Jacqueline:** Apply for UWEN Grants
 - e. **Deena:** Manage Calendar & Agenda for Meeting, Prepare Minutes
 - f. **Kaleigh:** Work with SUUSA re: digital signage, advertising opportunities, etc.; potential assistance recruiting students to serve on sub-committees as needed by sub-committee chairs and Mentoring
 - g. **Ali** - Put together Sub-Committee for Spring/Fall Panels and Events (work with Shalini); Assist in creation of welcome letter/work with Jen on identifying new faculty & staff and sending out assignments to formally welcome them to SUU
 - h. **Laura Davis** - Put together tentative calendar of Ted Talks, Roundtable; Workshops, etc. - Work with Shalini on Spring and Fall Panel planning
 - i. ALL:
 - i. Bring ideas to next meeting for print flyer or other advertising (beyond digital advertising) showing the "value" of SUUWN for both men and women
 - ii. Bring calendar items
 - iii. Read Constitution and Bylaws, Mission Statement and Goals
 - iv. Identify Sub-Committee members and meeting information
8. A Doodle Poll will be sent by Jennifer to identify the date for our next Board Meeting.

Meeting Adjourned at 12:29 p.m.