

**SUU Women's Network  
Board Meeting  
February 5, 2019**

Present: Jennifer Hunter, Jacqueline Russell, Deena Marchal, Angela Pool-Funai, Faye Bordbar; Kenzie Lundberg, Shalini Kesar, Laura Davis, Gina Marston for Ann Marie Allen

Minutes from the 1/11/19 Board Meeting were shared and approved. The next meeting will be March 5, 2019 at 9:00 a.m. in B304H.

**High Five Award**

Twelve High Five awards have been handed out as of February 5, 2019. The link for nomination is: <https://www.suu.edu/suuwn/high-five.html> which will be accessible via Portal Announcement.

**UWHEN Report**

Jacqueline has created and shared the UWHEN President's Slide for the upcoming UWHEN Annual Conference. Information will also be included in the Annual Report for SUUWN.

She reports Registration will be opening soon and will share the link once it is open. Deena will register all attendees for SUU using her PCard to track the funding we have received from the Staff Association, Provost Cook's Office, Mindy Bensen, Schvalla Rivera, Shauna Mendini, Mary Pearson, Ann Marie Allen, Jean Boreen and Debbie Corum. Announcements will be provided on the SUUWN Web Page and in the February 2019 Newsletter inviting all who are interested to contact Deena to Register. We will have three (3) 15-Passenger Vans to transport 45 attendees to and from the Conference.

**Upcoming Election**

Nominating and voting for next year's board is will begin in accordance with the following schedule:

Feb 11: Send out announcements including the nomination form

Feb 26: **Reminder for nominations**

Mar 5: **Form closes**

Mar 6- 17: Contacting nominees (who did not self-nominate)

Mar 17 :Voting Opens (Via Form?)

Mar 27:Voting Reminder

Mar 28:Voting Closes

April 1: tell board and winners

Apr 2 announce winners at FOE UWHEN email and newsletter, post online

May 7th and June 4th: new members attend Board Meetings

Jul 1: Position begins

Shalani will check into getting a QR Code as well.

We need to check the Bylaws for clarification as to what happens if someone steps down from a voted position and how to fill that position.

### **SUUWN Promotions**

Items in the up-coming Newsletter will include:

- Spring Panel: The Spring Panel will be held from 3:30 - 5:00 p.m. in the Charles Hunter Room and the topic will be “Advocating for Self”. The Agenda will be as follows:
  - 3:30-4:00 p.m.: Meet & Greet/Presentation from Mindy re: VP Presence as allies
  - 4:00-4:30 p.m.: Provost Brad Cook & Cynthia
  - 4:30-5:00 p.m.: Break-out Sessions - IDEAL:
    - Identifying the leadership value in each of us (Brad/Cynthia)
    - Developing women’s leadership abilities/Professional Development (Schvalla/Marvin or President)
    - Encouraging the use of those abilities (Angela/Jared)
    - Advancing women’s careers (Laura/Stuart)
    - Linking women to other women, mentors and resources (Jacqueline/Shalani/Jean)
- Link for 2019-20 SUUWN Board Nomination Form

Kenzie reminds everyone she needs a 5-day lead time for announcements. We will include the Festival of Excellence and UWHEN Agenda in the April Newsletter.

Kenzie and Faye will create a flyer (¼ Page) for SUUWN to be distributed to everyone at the upcoming events. This will include promoting participation at the UWHEN Conference, as the Provost wants everyone to attend - both staff and faculty.

Laura suggested we create a subcommittee for the Newsletter in the 2019-20 year.

### **Outreach**

Faye uploaded the new logo and everyone approved it. It will be present on all future promotional materials, forms and the website.

Faye, Shalini and Deena met with Mary Jo Anderson and Barbara Rodriguez to discuss SUUWN History and Values. The meeting was a great success and window into the values and future of SUUWN. Faye will work on a report and present it to the Board at the March 5th meeting. Shalini wants to take many of the ideas discussed and implement them in the coming 2019-20 year.

Some things to determine are: What is the cohesive value of SUUWN? What is our focus? How do we collaborate with the Staff Association, Faculty Senate and other organizations to promote those values and encourage membership?

## **Professional Development**

The January Critical Conversations on diversity was a huge success and well-attended. Schvalla and Maria did a great job!

There will be no critical conversations during the months of February, March and April due to the other SUUWN Events (Spring Panel, Women in Tech, Festival of Excellence/UWHEN Panel).

Laura will moderate the roundtable for the Festival of Excellence and further details will be provided at the March 5th meeting.

Shalani is hosting the Southern Utah Aspirations Event on on March 23rd from 11:00 a.m. to 1:00 p.m. in the Great Hall. Girls from all over the state will be coming to SUU who are interested in careers in computer science/technology. Representatives from Silicon Slopes in Northern Utah will also be part of that event. She would like to have SUUWN representation at that event. This will be discussed further at the March 5th Board Meeting.

## **Budget**

Angela has indicated she has received access to the SUUWN Budget and training on how to facilitate transactions through Banner. She will keep an eye on the incoming pledges to fund the UWHEN registration and participation, as well as other budgeted expenses.

She presented the request for funding at the recent Budget Hearings on January 24th and this was well-received and supported.

She will also reach out to Mary Jo to facilitate funding transfers for UWHEN Expenses, etc.

The meeting was adjourned at 10:00 a.m.

## **Upcoming Events**

February 26th - Nominations for 2019-20 SUUWN Board Positions Opens

February 27th - The Spring Panel will be held from 3:30 - 5:00 p.m. in the Charles Hunter Room

March 5th - SUUWN Board Meeting. 9:00 a.m. in BB304H; SUUWN Board Nominations closes

March 17th - Voting for SUUWN 2019-20 Board begins

March 23rd Southern Utah Aspirations Event from 11-1:00 p.m. in the Great Hall

March 28th - Voting closes

April 1st - Contact Winners of election

April 2nd: 2019 Festival of Excellence - SUUWN Panel Presentation on "Moving the Needle"

April 5th - UWHEN Conference at Dixie State College - Full Day for Professional Development

April 9th - SUUWN Board Meeting. 9:00 a.m. in BB304H

April 23rd - Year-End Bash will be held at the Library Quad from 3:30 to 5:00 p.m. (Starlight Room in the event of inclement weather).

May 6th - New Board Member Shadowing

May 7th - SUUWN Board Meeting. 9:00 a.m. in BB304H.

June 18th - Shaking Hands Around the Room with Debbie Corum

**Assignments:**

Registration for UWHEN/Track Funding and Participants - Deena

Nomination Form - Jacqueline

UWHEN Agenda - Jacqueline

Election/Voting Preparation - Jacqueline, Shalini

Check Bylaws for Vacancy/Voting Clarification - Ann Marie/Gina

High Five Awards - Bryan, Ali, Jen

2019 Newsletter Ideas Shared Google Doc - Jen

SUUWN Focus/Values Report: Faye, Deena

Flyer for SUUWN/UWHEN: Faye

Newsletter/Events/Professional Dev. Emails and Distribution - Kenzie

Funding & Expense Transfers for UWHEN, etc. - Angela, Deena

Spring Panel Planning and Agenda- Jen, Shalini

Festival of Excellence Panel/Presentation and Agenda- Laura, Jen

Year-End Bash Agenda (Sign-up Card) - Ali

SUUWN/Event/UWHEN Conference Promotion - Everyone

Work on Annual Report - Deena