



**Faculty Council Women's Committee Meeting**  
**October 19, 2018, 9:00-11:00AM**  
**CU System (Pikes Peak Conference Room, 1800 Grant St., Denver, CO 80203)**  
**And Zoom Video Conference**  
<https://www.cu.edu/faculty-council/committees/womens-committee>

**MINUTES**

**Attending:** Sarah Anderson, Co-Chair (AMC), Melinda Picket-May, Co-Chair (UCB), Jane Kass-Wolf (AMC), Polly McLean (UCB), Kate Tallman (UCB), Megan Bell (UCCS), Lori Notestine (UCCS), Maria Buszek (UCD), Heather Johnson (UCD), Rian Cheley (SYS), Annie Melzer (SYS)

**Symposium Action Items before the November meeting are on Page 2.**

**Approval of Minutes:** Meeting minutes September 21, 2018, were approved as presented.

**Discussion Items:**

**1. 2019 Symposium: February 22, 2019, at CU Boulder | University Memorial Center**

**a. Keynote – to be confirmed.**

- i. Waiting to hear back on the availability of Patricia Foley Hinney. If Patricia is unavailable then Melinda suggests Terri Fiez (CU Boulder).

**b. Call for Proposals – in process.**

- i. Goal send date is Nov. 2
- ii. Submission deadline is Dec. 3
- iii. FCWC reviews all submissions on Dec. 11
- iv. Notify submitters by mid-December
- v. Submission portal will be on the symposium website
- vi. Share through Faculty Council and committees, and campus distribution through FCWC.

**c. Logo – in process.**

- i. Melinda has something for the theme header. Jon Arnold (University Relations) can be contacted for assistance with logo design.

**d. Registration Invite and Portal– in process.**

- i. Opens on Dec. 3
- ii. Waitlist moves on Jan. 15
- iii. Closes on Feb. 15
- iv. Guest count: 400 - allot registrations by campus faculty count
- v. Invites
  - 1. Rian is working with University Relations
  - 2. Campus distribution point people
    - a. UCB – Melinda
    - b. AMC – Sarah
    - c. UCCS – Lori/Megan
    - d. UCD – Maria

**e. Donations Letters**

- i. Rian can assist with prepping and sending the letters – Melinda will review the letter and contact list from last year for updates.
- ii. Goal send date is mid-December.

**f. Swag Donations and Gift Baskets**

- i. External swag donations are encouraged.
- ii. Check on alcohol donation policy
  1. Non-allowable expense on FCWC speedtype
- iii. Gift baskets need to be coordinated. We usually have one from each campus. We can also have outside businesses donate items for giveaway.

**g. Thursday Evening (Feb. 21) Retreat at Fiske Planetarium – in process.**

- i. Intimate dinner and planetarium/lightshow
- ii. Networking and inclusion event
- iii. Guest count is 50
  1. FCWC members + 9 new Fall '18 TT faculty women per campus.
- iv. There will be a separate invitation from symposium.

**h. Elizabeth Gee Award – in process.**

- i. Nomination deadline is Nov. 26
- ii. Push nominations from UCCS. Megan and Lori can brainstorm names with the UCCS Women's Committee.

**2. Symposium Action Items before the November meeting:**

- a. Melinda will contact Terry Fiez for keynote is Patricia is unavailable.
- b. Rian will finish setting up the website, call for proposals, and registration
- c. Call for proposal campus distribution delegates:
  - i. UCB – Melinda
  - ii. AMC – Sarah
  - iii. UCCS – Lori/Megan
  - iv. UCD – Maria
- d. Melinda will contact Jon Arnold about designing a logo
- e. Kate will follow up with the planetarium to book it for the retreat
- f. Rian and Melinda will work together on the call for proposals and donations letters
- g. Collect list of new Fall '18 TT faculty women. Send lists to Rian for the retreat invites.
  - i. UCD – Heather
  - ii. UCB – Polly/Melinda
  - iii. AMC – Jane
  - iv. UCCS – Megan

**3. New FCWC Business for after the Symposium**

- a. Review committee charges
- b. Child-care resources at CU – develop inventory of what's available and what's needed. Work with Staff Council (Annie has contact), campuses, and Employee Services (Michelle Martinez).
- c. Continue advocacy for paid parental leave and infertility benefits

**Adjournment:** The meeting was adjourned at 11 a.m.

**Next Meeting:** November 16, 2018, from 9–11 a.m. at CU System (4<sup>th</sup> Floor Pikes Peak Conference Room, 1800 Grant St, Denver, CO 80203) or by Zoom videoconference.