



General Commission Meeting Minutes
April 17, 2013
12:00-1:00 p.m.
Room 1339 FAB

Members Present or Absent w Notice: Posted on attendance Roster

I. Call to Order

- a. Eldonna May, Chair, called the meeting to order at 12:06 p.m.

II. Review of Minutes

- a. A motion passed at 12:08 to approve the minutes of the March 2013 meeting.

III. Chair Report

- a. Eldonna May confirmed that Yolanda Chapman's students from WCCCD will be here at campus on May 29th. Chamu has confirmed the campus tour for these students on May 29th at 2:00pm. Eldonna has rescheduled COSW general commission meeting to the same day so that the students could observe our business activities.
- b. Eldonna has informed that we need to come up with some programs and activities for the girls and Nanette has agreed to volunteer with providing some career workshop for the students.
- c. Box lunch will be provided for the attendees.
- d. The workshop will be in the morning, and then lunch will be provided, followed by our COSW meeting and then afternoon campus tour.
- e. Angela shared that School of Medicine brought in a group of 11th and 12th graders and the most helpful part of that program was that of the admissions counselor info session explaining about the admissions process.
- f. Eldonna informed that the students group will be here at campus by 9:30 am. Nanette suggested that since we have about two hours in the morning before COSW meeting, we could have some career activities and then bring the admissions counselor for info session and then a break out session.
- g. About 15 students will be attending so the main conference room and the adjacent room could be used for this program.

- h. Eldonna stated that Yolanda would like the theme to be “women in power” or “Role models” for this program and she will try to get a quick video or welcome message from Dr. Vroom, Dr. Winters and Dr. Williams.
- i. Eldonna informed that she is working on self-nomination form for applying for the commission. Eldonna suggested Kim to post the information on the Facebook and COSW’s website regarding self-nominating for the commission. Kim inquired if in the past, the commission has sought out to Women in power on campus. Eldonna confirmed that we have done it in the past and also will be doing it in the coming email.
- j. Eldonna briefed up that there are some commissioners cycling off the commission and election should be taking place next month. If anyone interested in leadership positions in COSW has to inform Eldonna and Angela.
- k. Regarding the by-laws, Eldonna suggested that women student leadership conference could come under scholarship category. Since we are allocating budget for the conference there should be some guidelines in the by-laws.
- l. Diane briefed up regarding her work on COSW by-laws. She has indicated that she referred to some of the by-laws used in COSW-like organizations in higher education to see what governing documents are there. Using those references, some of the information was added/deleted to in regards to how we function. Executive committee had a chance to review it and suggestions were provided. Diane will be circulating the draft to all the commissioners to review it and email her if there are any suggestions.

IV. Treasurer’s Report

- a. Doreen Adams shared that she processed the TER for Anita’s conference. Doreen also suggested that when everyone gets the snapshot of the budget, review it and make sure that the information is all accurate. If not, let her know the updates.
- b. Doreen informed that Anita’s trip information will not be in the report as she received the information only the previous day and will update it soon.

V. Committee Reports

- a. Membership Committee
 - i. Angela reminded that members who are in their first year will roll of to second year unless otherwise they want to opt out. Members in second year will have to re-apply (self-nomination application) if they want to continue in the committee. If you want to nominate someone for the executive committee, notify the membership committee. Once the selection has been made, membership committee will email you the decision. Robin reminded members to email her and Angie their decision of continuing or not by next

Monday so that they will have an idea of number of members staying and leaving.

- ii. For May 29th meeting, Robin inquired about how we can take care of our regular business during that meeting. Eldonna clarified that students from WCCCD will watch business in action. Eldonna also suggested that to compensate time, we could also accomplish the election electronically. Otherwise, if we will be having election on May 29th, the students will get to watch the election.
 - iii. Robin clarified that by next week meeting we will determine who is leaving and who is staying in the executive committee and that will determine who will be in the election ballot.
 - iv. Eldonna informed that the commission needs someone to be a chair for the scholarship committee and Troy agreed to be the chair.
- b. Career Development Committee
- i. Diane reported that the Academic Staff Mentoring program is up and running. The mentors and mentees pilot group is set and there is about 24-25 pairs. There is going to be a training session on May 1st for these pairs.
 - ii. Diane also reported that the Differences in the Generations at the Workplace session which was planned earlier has been dropped. She stated that they are having trouble procuring a speaker so they will be changing the topic.
 - iii. Another concept is a book club and the book chosen is “Lean in”, the session will have discussion first and followed by breakout sessions.
- c. Gender and Equity Committee
- i. Have hosted the showing and panel discussion of the documentary of Miss Representation in the campus. The program was very successful.
- d. Health Sciences Committee
- i. Regarding the Stairwell program, an email will be going out to campus community regarding this initiative.
- e. PR & Marketing Committee
- i. Kim inquired if COSW has anything in place to invite “women in power” to be COSW commissioners.
 - ii. Further discussion was about sending out the email blast to campus community for self-nominating as commissioners.
- f. Outreach Committee
- i. Robin Collins informed that the Take Back the Night event will be on the same evening at the student center.
 - ii. She reminded that the commissioners can come by for this event. Kim Worthy and Dr. Sengstock will be speaking; as well as a survivor who will also be speaking. Food is also provided in this event. Troy will be taking the rally and

march around the campus for this event. Rally will start at 6:00 pm.

- g. Research Committee
 - i. Angela advised that the committee chairs to prepare an annual report about what has been accomplished in the past year and what is their goal for the next year.
- h. Next meeting: 12:00 p.m. Wednesday, May 29th, 2013 at 1339 FAB