

Monday, January 22, 2018 12:00 – 1:30 p.m. | Cline Library, Room 169 (Teaching Commons)

**Minutes**

**Called to order at 12:01PM**

Attendees

Debra Edgerton, Co-chair CSW  
Cindy Chilcoat, Director HR Programs  
Kameron Filardi  
Morgan Bannard  
Alexandra Carpiuo  
Nena Bloom  
Michele Lee  
Sam Clifford  
Pam Heinone  
Marykate Wotter, Foundation Coordinator  
Nancy Hart, Associate Director  
Pamela Powell, Chair T&L  
Julia Richards  
Sharon Gooding  
Uzma Tahir  
Naomi Bishop  
Megan Trout

1. Welcome and Roll Call
2. Announcements
   1. Update on Women of Color Symposium is tentatively set for April 14th. Working on getting Mayor Evans and Liz Archuleta to speak at one of the forums. Is CSW willing to fund an honorarium for them?

Event is being co-sponsored by the Commission on Ethnic Diversity (CED). Keynote speaker is supposed to be Angela Ray, CNN correspondent. Tia, cochair of CED is in charge of securing the contract. Her speaking engagement is covered by CED and CSW. Mayor is blocked out. Waiting to hear from Liz Archuleta.

* 1. Army ROTC 5K Run for Martha Portree Scholarship (via Mark Stone) - Tentative Dates - Saturday April 7th or Saturday April 28th

Scholarship application closes on Thursday. 34 applicants so far. $2800 in fund. Decision will be made mid-February. Email NAU Foundation when CSW decides if 1 or 2 scholarships will be awarded based on available funds. Discussion of needing more information to decide. How much was raised last year at the run? Foundation will provide CSW additional information. Care should be taken not to deplete the fund.

* 1. CSW Letter sent to Dan Okoli, Vice President of Capital Planning and Campus Operations  
     No response at this time. Co-chair will follow up via email.
  2. Other announcements from Commissioners

President’s Distinguished Speaker Series was mentioned.

1. **Presentation and Discussion:** Changes to the Leave of Absence Police (Chris Kuhl Cindy Chilcoat of HR)

The Director of HR left in December. The proposed changes are a result of prior director’s and CSW’s research. A Word document is available summarizing the changes and the actual policy changes on the HR website. A PowerPoint presentation was shared. Policies have not been updated since 2000. The new policy includes two categories of extended leave: personal leave and extended medical leave. Other changes include updates to the policies on unauthorized absences, parental leave, and extended military leave. FMLA allows 12 weeks off for illness or illness of a family member. NAU has had an extended leave policy since 1993. The new policy includes more flexibility for new parents. Regarding the parental leave policy, no length of service is required. The change also removed the requirement for dually employed parents to share their FMLA allotment. A new policy defines unauthorized absence and employee and supervisor responsibilities. The policy reduces leave available to a 6 month maximum for medical. The employer portion of health insurance is covered during this time. Attendees asked about the 6 month maximum change. Discussion of the existing policy for compassionate transfer of leave for someone with a serious medical condition. An employee must use all accruals before unpaid leave. Another change is the 90 day return to work requirement for personal and extended medical leaves. HR may reduce the proposed 90 to 30 days. The department can require use of vacation prior to employment separation to reduce the expense of paying the balance at separation. Concern was noted from several commissioners. It was reiterated it is a department by department decision, not a requirement, and in many cases it may not be feasible. It would not be an issue if it is not feasible. Attendees asked further questions and discussed the changes. Military leave will be defined separately. Another new policy would allow use of sick time for bereavement. Intermittent leave is limited to FMLA. Vacation and sick time has been changed to paid time off instead of ‘leave’ in the policy documents. All types of PTO stay the same. Income replacement options remain the same. Employer will pay their portion of benefits during leaves. Employees can retain benefits while on a leave of absence. Employees can still request accommodation through the DR office as well. This month and next HRis making presentations across campus. Policies are online for comments by March 1st. Questions from the audience were addressed.

1. **Discussion and Possible Action :** Nominations for Diversity Awards
   1. Nominations for Diversity Awards: Deadlines for nominations are due by Feb. 22nd
   2. Take a full-commission vote on whether award winners will be decided by Diversity, Health & Safety sub-committee or by All CSW Voting members during February 26th General CSW Meeting
   3. Submit your nominations at <https://docs.google.com/forms/d/e/1FAIpQLSf3qV3-uy_oncl8VrlU6_CjwUlBpeMKvtde-6_5JqA2-UEZyA/viewform>

Nominations may be submitted by NAU students, faculty, or staff, and multiple nominations are allowed. Nominations must include a narrative describing how the nominee has contributed to women's leadership development and/or towards advancing the status of women at NAU. Nominations must be submitted on the above electronic survey form by 5pm, Thursday, February 22, 2018. No late applications will be accepted. Nominees and finalists will be invited to attend the awards reception in May.  
  
Four awards are presented annually. One award is presented to a faculty member, one to a staff member, one to a student, and the final award is presented to a group/organization. Award recipients are programs, departments, groups or individuals who have contributed significantly to the advancement of women at NAU.

The awardees have been selected by the CSW subcommittee on Diversity, Health & Safety. The strength of the application will evaluated on how nominee(s) have contributed to women's leadership development and/or towards advancing the status of women at NAU.

Commissioners discussed and decided to handle the award within the Commission this year rather than the subcommittee.

1. **Report Out and Possible Discussion:**  Status on 3-4 CSW priorities for this year.  
     
   Gender, Equity/Parity Committee -Chair: Samantha Clifford

* ***Career and Leadership Workshop and/or Student Mentoring*** with targeted groups at NAU   
    
  No new updates.

Diversity, Health & Safety Committee -Co-Chairs: Naomi Bishop and Barbara Mendez

* ***Exit Interview*** - Recommendations for an improved process and instrument to incorporate more transparency and focus on issues related to diversity'  
    
  No new updates.

Work-Life Balance Committee -Chair: Uzma Tahir

* ***Family Housing*** - Recommendations as a Report for continuing and sustaining family housing at NAU with supporting evidence  
    
  Rich Price, Housing Dean will be attending the next GSG meeting. Community partnerships might be the best way to address. New Community Relations employees may be interested in helping on this topic. Non-tenure track faculty need roommates too. Discussion of the housing situation for students, faculty, and staff. A survey was done several years ago that may have data that would help, which will be investigated.

Adjourned at 1:24PM.