

2005-2006

**President's Council
on Gender Equity
Report**

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Executive Summary

The President's Council on Gender Equity was given the charge to advise the President on matters related to gender issues at Texas Tech University and make recommendations for changes to ensure an equitable and inclusive environment for all members of the university community. During the 2005-2006 year, the Council established three subcommittees, a webpage, and the employ of a graduate research assistant. The Council examined gender equity issues in three main areas: employment issues, family issues, and climate issues. Based on the findings the following recommendations were made:

Employment Issues

- Design and collect a report of employment issues annually to better understand patterns of gender equity in employment across the University.
- Establish an educational program for newer employees to discuss gender equity issues in employment.

Family Issues

- Institute a mother-friendly workplace program as outlined by the Texas Department of State Health Services.
- Formalize procedures for offering telecommuting options to faculty and staff in cases where job duties may be performed from home and productivity would be increased over attendance in a traditional work setting.
- Establish a curriculum of parenting seminars for new/expectant parents.
- Offer "Emergency Leave Time" to parents and adults caring for aging parents in order to handle emergency situations that would not deplete sick or vacation time.

- Allow each employee to have time off for an annual health exam without using accrued sick or vacation time.

Climate Issues

- Implement a standardized exit interview process that is consistent for faculty and staff. Provide an online survey element as well as paper version (for those without computer access). The staff exit interview process should be a human resources responsibility. The faculty exit interview process currently resides at the college level and is reported to the provost office. Consistency in collecting faculty data on workplace climate should be improved.

Identify a method to consistently measure satisfaction for faculty and staff related to working conditions, environment, and climate; and implement a follow-up system. In the past, Texas Tech has conducted two institution-wide surveys yet did not publish or follow-up on the results.

Gender Equity Council Report 2005-06

The Gender Equity Council was created by President Whitmore in the Fall of 2005. A previous Gender Equity Task Force had been established by the Provost in 2002, however the formation of a President's Council was considered more permanent and desirable. The Council is made up of 13 members (5 faculty, 5 staff, 1 graduate student, 1 undergraduate student, and The Senior Woman Administrator from Athletics). The council spent the Fall semester working on the bylaws, forming as a group and establishing subcommittees. The Spring semester was spent working within subcommittees to address areas of concern for ensuring an equitable and inclusive environment for all members of the university community.

The following is a summary of the activity of the Council for the 2005-06 academic year.

Summary of Council's Work

The President's Council on Gender Equity met for the first time in the Summer of 2005. The Council met again in the Fall to discuss the charge and develop by-laws for President Whitmore's approval. The Council chose to form three subcommittees based on the recommendations of the Provost's Gender Equity Task Force 2004 Report. This report is available at <http://www.depts.ttu.edu/genderequity/reports/>. The three subcommittees are Employment, Family and Climate. Each sub-committee nominated a Chair and agreed to meet separately throughout the semester. A full report from each subcommittee is provided as part of this report. The Council met as a group once in the Summer, once in the Fall and twice in the Spring semesters.

Graduate Assistant

The President's Council on Gender Equity received permission to hire a Graduate Research Assistant for the Spring 2006 semester. Over 70 applications were received, and three were chosen to be interviewed by three members of the Council and Ronald Phillips, Chief of Staff to the President. From these applicants, Cat Pausé, was chosen. Dr. Dornier and Cat met on a regular basis throughout the spring semesters. During these meetings, Dr. Dornier shared with Cat the requests made by Council members and reviewed the work she had put together in response. Cat also attended several meetings of the Council Sub-Committees.

During the Spring 2006 semester, the Graduate Research Assistant, Cat Pausé worked 10hrs a week for 15 weeks, resulting in a total of 150 hours for the semester. She was able to complete research for the Council, as well as providing needed organizational skills. This position is extremely valuable to the President's Council on Gender Equity and should continue to be filled with a graduate student with an interest in equity issues and the abilities to organize, research, and analyze data using SPSS.

Hearing Their Voices

Over the course of the Spring semester, Dr. Dornier and Cat Pausé spoke with several women on the Tech campus who are involved in equity issues in academia. These women were selected based on suggestions from Dr. Charlotte Dunham, Director of Women's Studies as women who would be able to provide insight into the status of women on campus either from their administrative position, interest and work in women's issues on campus, or involvement in issues related to women on campus. The

women shared information from past and current research, trends and concerns in the equity literature, and observational information during their tenure at Texas Tech University.

The following women were interviewed:

Dr. Charlotte Dunham, Director of Women's Studies, Associate Professor of Sociology, Anthropology and Social Work

Dr. Madonne Miner, Associate Dean of Arts & Sciences, Professor of English

Dr. Marjean Purinton, Assistant Dean of the Honors College, Professor of English

Dr. Linda Krefting, Associate Professor of Business Administration

Dr. Barbara Sawyer, TTUHSC Gender Equity Committee Chair

Dr. Mary Jean Hurst, Faculty Assistant to the President, Professor of English

Dr. Judi Henry, Senior Associate Director of Athletics

Several themes were common across the interviews:

1) Salary Equity

All of the women mentioned the concerns of salary inequities that exist on the Texas Tech campus, both for faculty and staff. The women recommended that a salary equity study needed to be conducted. Several mentioned using the AAUP's guidelines as published in "Paychecks" or hiring an outside firm to conduct the investigation.

2) Mentorship

A large concern was the lack of mentorship that female junior faculty receive when beginning their appointments at Tech. Dr. Miner spoke of the mentoring program that is part of the College of Arts & Sciences, and spoke to the need for mentoring programs across campus. It is well noted that female faculty often miss out on the informal mentoring that often takes place between male faculty members.

3) Women's work in departments

One area of concern is how faculty divides the service work within the department. They wonder if male faculty members sit on the Tenure/Promotion Committees, and other service opportunities that are prestigious, while female faculty members serve on the Hospitality and other "work horse" committees that do not carry the same prestige within the Department and College. As one interviewee stated, "Who is sitting around the table"? There is concern that most of the individuals sitting at important tables, making decisions, are white men.

4) President's Level

All of the women were pleased that the Council was now a President's Council. They felt this was important as it elevates the Council and ensures the permanency of the Council.

5) Graduate Research Assistant

All of the women we spoke to felt it was important for the Council to have a graduate research assistant who is able to devote time and energy to performing the research functions of the Council.

Webpage

A webpage was created for the Council and monitored by Dr. Dornier and Cat Pause. The webpage started with a current Council member list with email information included. The webpage now contains the following links:

1. By-Laws and Charge
2. Council Members
3. Council Subcommittee
4. Agendas and Minutes
5. Gender Equity Reports
6. Links of Interest

The website should be maintained as a reference site for anyone looking for equity information. When Dr. Joan Acker visited the Texas Tech University campus, she told the Council that she had been unable to find any equity statistics on the Texas Tech University webpage. To respond, Dr. Dornier and Cat have compiled a list of data the Council will collect yearly from OIRS and post on the Council webpage (see Appendix A).

Institutional Research

Dr. Dornier and Cat met with Gloria Hale, Assistant Vice President for Human Resources to discuss the information that will be provided on the website. We then met with Jeanine Reynolds, Unit Manager, Institutional Research and Information Management, to submit our request. The data request submitted to Jeanine Reynolds at OIRS will be collected yearly by the Gender Equity Council. This data will be posted on the Council's webpage for viewing. A list of all data to be collected can be found in the Appendix A of this document.

Equity Reports

The Council members decided that it was important to gather information about other Gender Equity efforts. Thus, Cat spent time gathering equity reports from other institutes of higher education and organizations involved in the study of gender equity in academia. These reports will be housed in the office of the Graduate Research Assistant in the basement of the President's Office on the Texas Tech University campus. These reports are available for the Council's use, as well as anyone on the Tech campus interested in equity issues. Reports have been gathered from the following institutions:

Carnegie Mellon
Case Western Reserve University
Duke University
Georgia Institute of Technology
Harvard University
Massachusetts Institute of Technology
University of Calgary
University of California at Berkeley
University of California at Davis
University of California at Los Angeles
University of Michigan
University of North Carolina
University of Pennsylvania
University of Virginia

Meetings

The council met during the fall and spring semesters. Meeting agendas and minutes are included as an attachment to this document (see Appendices B and C) and can also be found on the Gender Equity Council website (<http://www.depts.ttu.edu/genderequity>).

Subcommittee Reports

Gender Equity Council Climate Sub-committee Annual Report For Period: September 1, 2005 to May 30, 2006

The Climate Sub-committee was made up of members Kerry Billingsley (Chair), - Quality Service & Professional Development; Judi Henry- Athletics; Karen Meaney- Associate Professor, Health, Exercise & Sport Sciences; Geneva Murray- Undergraduate Student Representative; Marjean Purinton, Professor of English and Associate Dean of the Honors College; Ed Steinhart, Professor of History.

The Climate Sub-committee of the Gender & Equity Council met once in fall 2005 to establish membership and elect a chair. Kerry Billingsley was elected chair. The committee met three more times during the year, January 13, February 24, and April 14. The April 14 meeting did not have a quorum, so the group had a general discussion and adjourned. The committee invited Nathanael Haddox, Ombudsman for Staff, to be an ex-officio member of the sub-committee.

As a starting point, the committee reviewed the executive summary from the *Report of the Gender Issues Committee* and focused on the Climate Issues Recommendations numbers nine through fourteen. Members discussed any action that may have been taken since the report was published two years ago. The following is a summary of the committee's review.

#9 Establish Faculty Mentoring Programs. The committee noted that there were some faculty mentoring programs; however, faculty who participate in the programs are not receiving service credit. Participation in the program (in Arts & Sciences) is mixed. The following questions were raised: "How is mentoring service recognized? Could it be approached from a pedagogical perspective?" The Committee identified three resource people who may be helpful in studying this issue: Rosslyn Smith, Madonne Miner, and Mary Jane Hurst. Another question was raised: "How is service to the university recognized and rewarded for staff?"

#10 Provide adequate resources and support for a strong women's studies program, including resources to establish a women's resource center. The program received additional funds for maintenance and operations; however, women's studies courses (3) continue to struggle for staffing. The office must work with faculty to request release time to teach women's studies courses. The director indicated that assigning a faculty member half-time would assure that the courses could be routinely offered.

#11 Follow-up on the recommendations of the Athletic Council's Standing Committee on Equity to remedy inequities in funding and hiring. Report is pending.

#12 Include sexual orientation in university EEO diversity statement. An operating policy has been created, but the university statement on the Web site has not been changed. The committee inquired whether the sexual orientation statement is included in the non-discrimination training for faculty and staff. Kerry will check with her instructor to be sure that *Operating Policy 10.12: Sexual Orientation Non-discrimination Policy* is included in future training. When the supporting document for the training is reprinted, this information will be updated.

#13 Provide partner benefits for LGBT employees. This is an issue at the state level rather than the university level. Nothing has been done at Texas Tech. The discussion centered on continuing to pursue what could be done at Texas Tech outside of the employee benefits package.

#14 Establish a standing committee with the charge to issue a gender equity report every three years. Instead of a standing committee, the Gender and Equity Council was formed and will not only generate a report, but also make recommendations to the president about gender and equity issues.

The committee then reviewed exit interview information collected by graduate assistant Cat Pausé. The information indicated that Arts and Sciences, School of Law, Engineering, Mass Communications, and Visual and Performing Arts had processes in place for faculty exit interviews. The results of the interviews are forwarded to the vice provost, Elizabeth Hall. College of Agriculture and Honors College have limited or no exit interview processes in place. No responses were received from Human Sciences, Architecture, Business Administration, Library, Education, and the Graduate School. No academic areas conducted staff interviews. Non-academic areas were not contacted about staff exit interviews. There is no formal staff exit interview process at the institutional level.

Additional information was collected on other universities and is summarized in *Chart 1: Staff Exit Interviews at Big XII Schools* starting on page four. Information was also obtained regarding a state employee exit interview process. Currently all state agencies, excluding higher education, are required to conduct exit interviews. The state provides a standard online exit interview for employees. The University of Texas is currently using the survey. Feedback from a phone interview with Luther Johnson at University of Texas indicates that the State Employee Exit Interview (S.E.E.I.) provides good methodology for identifying trends and problems in the workplace. The main disadvantage to the S.E.E.I., according to Johnson, is that the data provides only a “birds-eye” view of working conditions because the survey does not allow respondents to specify in which department they worked. As a result, the university is developing its own survey which would include a question regarding the employee’s department.

Nathanael Haddox provided information related to exit interviews from industry publications. See Attachment A. Cat Pausé collected requested benchmarking information from other institutions for the committee to review. See Attachment B.

The committee explored whether the university has conducted any recent climate surveys for faculty and staff. Generally, surveys are sporadic and results have not been shared or acted upon.

Recommended actions

- Implement a standardized exit interview process that is consistent for faculty and staff. Provide an online survey element as well as paper version (for those without computer access). The staff exit interview process should be a human resources responsibility. The faculty exit interview process currently resides at the college level and is reported to the provost office. Consistency in collecting faculty data on workplace climate should be improved.

- Identify a method to consistently measure satisfaction for faculty and staff related to working conditions, environment, and climate; and implement a follow-up system. In the past, Texas Tech has conducted two institution-wide surveys yet did not publish or follow-up on the results.
- The committee will follow-up with other universities on the benchmark list to identify best practices related to gender and equity.

Chart 1: Staff Exit Interviews at Big XII Universities

University	Interviews for Staff?	Who Conducts?	How Reported	Questionnaire	What happens to information?
Texas Tech	No			No interview; exit procedure is for exiting employee (EE) to turn in keys and state property, while they are blocked from data access. (OP 70.19)	
Baylor	Yes	HR – in person	HR prepares reports for departments	Employee Exit Interview Form In file & online at www3.baylor.edu/BUPP/	Periodically responses are compiled & reported to appropriate departments
Colorado	No record				
Iowa State	No – but currently developing	Employee Relations dept.		Developing on-line questionnaire internally from scratch	
Kansas	Yes - voluntary	HR – EE returns questionnaire to HR. May also request an in-person interview	Submitted to HR. Purpose is obtaining info on why staff leave University	Exit Questionnaire In file & online at www.hreo.ku.edu/forms/exit/index.shtml	

Missouri	Yes – but interview is perfunctory			Exit procedure revolves around the EE returning state property in what’s called an “exit interview.”	
Nebraska	Yes	Questionnaire	Reported only to HR & VC—not to departments.	2004 meeting suggested moving to face-to-face interviews	
Oklahoma	No		Data was kept by the Mgr. of Training & Development.	Used to do an interview (document & chat w/ supervisor) but that went by the wayside. Departments are free to choose their own instrument, but there’s no formal, university-wide procedure.	Mgr. of Training & Development used to speak w/ departments as necessary.
OK State	No			HR recommends that departments do them, but there’s no centralized process.	
Texas	Yes – if they’re benefits-eligible and voluntarily separated	On-line questionnaire through State Auditor’s Office	SAO provides data to HR & it’s analyzed for campus-wide trends.	State Employee Exit Interview Questionnaire – processed by the State Auditor’s Office. They’re developing their own survey so they can ID departmental trends (now they can only see U-wide trends).	Used in training managers & supervisors on retention & improving the workplace.
Texas A&M	Yes	On-line questionnaire			

Attachment A: Exit Interviews—Highlights from Industry Publications

IDENTIFYING TRENDS AND PROBLEMS

- *Use the exit interview to rectify departmental problems HR On Campus, HR On Campus, Vol. 5, No. 2 (February 7, 2002).*

“To prevent further departures, you should establish a support system for the staff. The exit interview is a good way to find out if a department is lacking in one area or another.”

- *Keep bullies in check to reduce violence, Workers' Compensation Monitor, Vol. 16, No. 12 (September 04, 2003).*

Suggested strategies to determine whether bully behavior is present in the workplace include “monitoring feedback from worker attitude surveys and exit interviews.”

IMPROVING DIVERSITY

- *Efforts to improve, Federal EEO Advisor, Vol. 6, No. 11 (December 18, 2003).*

“The [Department of Justice] has initiated a number of programs to improve diversity. Some of the initiatives include...Conducting exit interviews.”

- *DOJ diversity plans, Federal EEO Advisor, Vol. 6, No. 2 (March 14, 2003)*

DOJ plans to use exit interviews with attorney diversification, as well, to “determine their reasons for [voluntarily] leaving and to develop strategies to improve retention.”

PREVENTING WORKERS' COMP FRAUD

- *Vigilance is effective antifraud tool for employers, Workers' Compensation Monitor, Vol. 17, No. 5 (February 4, 2004).*

“Employers must be ever-vigilant if they wish to reduce workers' compensation fraud. That means employers should know how to detect fraud and prevent it from happening....Reduce post-termination comp claims by conducting exit interviews and **having the employee sign a statement that he never suffered an injury at work.**”

- *How To Prevent Fraud at Work: An Employer's Guide*, Workers' Compensation Monitor, Vol. 19, No. 5 (February 1, 2006).

"To discourage post-termination claims, part of your exit interview should include a signed statement from the employee as to whether or not they experienced an unreported injury at work."

LEGAL C.Y.A.

- Michael P. Maslanka, *Five tips launch '06*, TEXAS EMPLOYMENT LAW LETTER, Vol. 17, Issue 1 (January 2006).

"Idea 4: Do meaningful exit interviews Leverage an employee's departure. Remind the departing employee of her obligations to: keep mum on confidential information; tell prospective employers of any **confidentiality, non-compete, or nondisclosure obligations**; be honest about what was good about the company but also, more important, what was bad (growth is painful); and signoff on a written declaration that any reimbursement dollars, bonuses, or commissions have been paid and that nothing is owed."

CAVEAT: THE EXIT INTERVIEW AS EVIDENCE IN DISCRIMINATION CLAIMS

- *Exit interview, rehire request, and age bias*, The Tennessee Employment Law Letter, Vol. 17, Issue 10 (OCTOBER 2002)

In her age discrimination lawsuit, an employee's comments on an exit questionnaire were examined for evidence of retaliation. When she resigned, the employee identified that she was dissatisfied in 10 of 14 areas on the exit questionnaire and said that she experienced age discrimination. Six months later, she reapplied for the same job and was denied.

"[W]hen the employer was considering her application for rehire, the exit interview was reviewed, and those deciding whether to rehire her saw that she had complained about age discrimination. It was shortly thereafter that her application for rehire was rejected." She contended that this was evidence of retaliation against her for age discrimination claims she had made. The Sixth Circuit found that the employer had legitimate, non-discriminatory reasons for not re-hiring her. Nevertheless, there is concern about the exit interview or exit questionnaire being used as a "weapon" against the employer in future lawsuits.

"If an exit questionnaire produces documentation concerning discrimination, harassment, retaliation, or the like, your antennae need to be go up. If the complaints are simply a rehash of complaints already made that you have already

investigated, then there's nothing else for you to do. On the other hand, if the exit questionnaire contains complaints of discrimination about which you didn't know anything, you need to follow up with the employee, even though he or she is resigning. Find out what happened. Conduct an investigation. Why?

Because the employee just may sue you for discrimination or harassment, and it won't look good if you haven't followed up on the complaints set forth in the exit questionnaire. Also keep in mind that if the employee reapplies and you don't hire her, she may contend that you didn't rehire her because of the complaints she made.

If an exit interview is going to be worth anything, you must pay attention to what the employee says in it. If you don't, you may get set up for a lawsuit”

- *Samoan wins discrimination award, punitive damages against Ogden company, UTAH EMPLOYMENT LAW LETTER , Vol. 8, Issue 4 (March 2003)*

Evidence from exit interview documentation was used in a successful suit against an employer for race discrimination and retaliation under Title VII. A jury found that the employer's failure to follow up on his exit interview response regarding equal opportunity was sufficient evidence of discrimination to award punitive damages.

“Godinet resigned from Flint Hills on June 11, 1993. He checked ‘no’ on an exit interview form in response to the question, ‘Do you feel that the company provides equal opportunity for all employees?’

...MTC had failed to investigate the "no" response on his exit interview form when he was asked if he thought that the company provided equal opportunity for all employees. In addition, MTC failed to take action after Godinet, by telephone, informed Owens of his intention to file a discrimination suit against Flint Hills. That was sufficient evidence for a jury to find punitive damages were justified for MTC's intentional, malicious discrimination and failure to enforce equal protection policies. *Godinet v. Management and Training Corp.*, 2003 WL 42505 (10th Cir. Jan. 7, 2003).”

“An employer must be careful to follow up and investigate in good faith all indications that there might be discrimination or retaliation, including such things as statements on exit interviews. The failure to follow up on indications or allegations of discrimination or retaliation, including those from departing employees, can, as in this case, have devastating results.”

Attachment B: Benchmark Institutions

Diversity & Equity Links

Fact Book Links

Old Dominion University

Multicultural Student Services: <http://studentservices.odu.edu/mss/index.html>

The Women's Center: <http://studentservices.odu.edu/wc/>

Institutional Research and Assessment: <http://www.odu.edu/ao/upir/irhome.html>

University of Alabama

Coalition for Diversity and Inclusiveness: <http://bama.ua.edu/~cdi/>

Women's Resource Center: <http://wrc.ua.edu/>

Office of Institutional Research: <http://bama.ua.edu/~oir/home.html>

Kent State

Office of Diversity and Academic Initiatives: <http://www.kent.edu/diversity/>

Women's Resource Center: <http://www.kent.edu/administration/hr/wrc/>

Professional Women of Kent State: <http://dept.kent.edu/pwksu/>

Research, Planning, and Institutional Effectiveness:

<http://www.kent.edu/rpie/iRPIE/index.cfm>

University of South Florida

Diversity and Equal Opportunity Office:

http://usfweb2.usf.edu/ea/diversity_network.asp

Feminism and Women's Studies: <http://feminism.eserver.org/index.html>

Facts & Figures: <http://usfweb2.usf.edu/infomart/factsfigures.htm>

University of Arizona

Diversity Resource Office: <http://diversity.arizona.edu/>

Commission on the Status of Women: <http://csw.arizona.edu/>

The Association for Women Faculty: <http://web.arizona.edu/~awf/>

The Millennium Project: <http://www.u.arizona.edu/~millen/millen2.htm>

Office of Institutional Research and Evaluation: <http://oire.arizona.edu/index.php>

University of California, Los Angeles

Diversity Web at UCLA: <http://www.diversity.ucla.edu/>

Center for the Study of Women: <http://www.csw.ucla.edu/index.html>

Statistical Summaries of Students, Staff and Faculty:

<http://www.ucop.edu/ucophome/uwnews/stat/>

University of Cincinnati

U.C.'s Women's Center: <http://www.uc.edu/ucwc/>

Friends of Women's Studies:

http://www.artsci.uc.edu/womens_studies/Friends_section/index.html

Office of Institutional Research Homepage: <http://www.uc.edu/InstitutionalResearch/>

University of Iowa

Office of Equal Opportunity and Diversity: <http://www.uiowa.edu/%7Eeod/>

Women's Resource and Action Center: <http://www.uiowa.edu/~wrac/>

Council on the Status of Women: <http://www.uiowa.edu/%7Ecsww/>

Information and Resource Management: <http://www.uiowa.edu/%7Eprovost/irm/>

University of Maryland

Equity & Diversity at the University of Maryland: <http://www.umd.edu/diversity/>

President's Equity Council: <http://www.president.umd.edu/EquCo/>

President's Commission on Women's Issues: <http://www.president.umd.edu/PCWI/>

Office of Institutional Research and Planning: <http://oirp.umd.edu/public/index.cfm>

University of Michigan

Office of Academic Multicultural Initiatives: <http://www.umich.edu/~oami/homepage/>

President's Advisory Commission on Women:

<http://www.umich.edu/~cew/PACWI/PACWI.html>

Office of Budget and Planning: http://sitemaker.umich.edu/obpinfo/facts_figures

University of Minnesota

Office of Multicultural and Academic Affairs: <http://www.oma.umn.edu/>

Office for University Women: <http://www1.umn.edu/women/>

Office of Institutional Research and Reporting: <http://www.irr.umn.edu/>

University of Wisconsin

Equity & Diversity Resource Center: <http://www.wisc.edu/edrc/>

Women's Studies Research Center:

<http://www.womenstudies.wisc.edu/WSRC/index.htm>

President's Initiative on the Status of Women:

<http://www.uwsa.edu/acadaff/status/home.htm>

Office of Budget, Planning and Analysis: <http://www.bpa.wisc.edu/datadigest/>

State University of New York at Buffalo

Office of Equity, Diversity and Affirmative Action Administration:

<http://affirmativeaction.buffalo.edu/>

Intercultural & Diversity Center: <http://www.student-affairs.buffalo.edu/osd/multicultural/index.shtml>

The UB Diversity Committee: <http://www.student-affairs.buffalo.edu/tolerance/aboutus.shtml>

Subcommittee Reports

Gender Equity Council – Family Issues Subcommittee

The Family Issues subcommittee was made up of members Jacalyn Byrd (Chair)- Technology Support; Charlotte Dunham- Director of Women's Studies and Associate Professor Department of Sociology, Anthropology & Social Work; and Jake Syma- Library.

Family Subcommittee Annual Report 2005-06

The demands of women in the work place can and do require that women work differently than their male counterparts, especially in relation to family duties. Traditionally women assume the role as primary family facilitator. Family responsibilities require that women care for children, aging parents, and other dependents along with assigned job duties. These conflicting roles increase the amount of leave time women request and decrease their ability to devote long stretches of time away from home. In opposition to this, many men are able to devote long hours to work-related activities and are rewarded for their dedication to the job. This sets the stage for a systematic bias against women in rewarding salaries and promotions. Not taken into account in most situations is the amount of service and mentoring duties performed by primarily women. These functions, while not specifically job related in all cases, are still vital to the university and to the specific departments.

In order to support balancing roles of work and family concerns, the 2002 Gender Equity report included six suggestions to retain women faculty and staff.

- 1) "Paid leaves should be provided for pregnancy, family care, and emergencies with the option of longer-term unpaid leaves depending upon the circumstances."
- 2) "Active Service with Modified Duties. Faculty members should have the option of a reduced workload, without loss of status, to handle family responsibilities."
- 3) "Stopping the Tenure Clock." Faculty should be able to stop the tenure clock in the case of family demands, such as the birth of a child.
- 4) "Codify policies for stopping the tenure clock and family leave into formal operating procedures."
- 5) "Using Benefits without Prejudice. Establish clear expectations that any employee taking advantage of these programs can do so without prejudice."
- 6) "Follow up on the recommendation of the TTU Child Care Exploratory Committee and prove the financial resources to establish a university child-care center."

In addition to the above recommendations, the following steps should also be taken to ensure the needs of faculty and staff with families are met.

- 1) Institute a mother-friendly workplace program as outlined by the Texas Department of State Health Services.
 - a. Other entities with the designation
 - b. Other entities with similar programs
- 2) Formalize procedures for offering telecommuting options to faculty and staff in cases where job duties may be performed from home and productivity would be increased over attendance in a traditional work setting.
- 3) Establish a curriculum of parenting seminars for new/expectant parents
- 4) Offer "Emergency Leave Time" to parents and adults caring for aging parents in order to handle emergency situations that would not deplete sick or vacation time.
- 5) Allow each employee to have time off for an annual health exam without using accrued sick or vacation time.

Subcommittee Reports

Gender Equity Council – Employment Issues Subcommittee

The Employment Committee of the Gender Equity Council included Gloria Hale, Sandy River, Pam Tipton, Gene Wilde, and Danielle SoRelle-Miner. The primary accomplishments of the employment committee for this year were:

- To organize ourselves and get to know each other as a committee.
- To carefully read the 2003-2004 Gender Issues Committee Report and review the conclusions concerning employment.
- To determine the best way to collect more up-to-date data concerning employment issues.
- To suggest future goals for a committee concerned with employment issues.

We were successful in organizing and meeting as a full group at least once during the Spring 2006 semester. The Employment Committee members were marginally successful in communicating using email throughout the remainder of the semester. The prior report was read carefully by all members and Gloria Hale was essential in determining what aspects of the prior report could be collected by the Gender Equity Council more regularly. Some of the suggested future goals of the committee included:

- To design and collect a report of employment issues annually to better understand patterns of gender equity in employment across the University.
- To establish an educational program for newer employees to discuss gender equity issues in employment.

The Employment Committee also supported the suggestions for future investigation made in the 2003-2004 Gender Issues Committee Report:

- Investigate the salaries of women paid more than one standard deviation lower than expected for the time at Texas Tech.
- Hire More Women, especially in underutilized departments.
- Equalize salaries among the disciplines.
- Recruit women to administrative positions.
- Identify underpaid women staff in each unit and make salary adjustments.
- Reduce gender segregation in staff job classifications.

Appendix A

OIRS Yearly Data Collection Request

We would like to request that the following information be submitted to the President's Council on Gender Equity in January of each year. Data will be posted on the Gender Equity webpage.

- 1) Numbers of newly hired tenure/tenure track faculty members hired between September 1st and August 31st, who are benefits eligible = R, Special Status = F, broken down by rank, gender, department, and college.
- 2) Numbers of tenure/tenure track faculty members terminated between September 1st and August 31st, who are benefits eligible = R, Special Status = F, broken down by rank, gender, department, and college.
- 3) Numbers of tenure/tenure track faculty on Nov 1st, who are benefits eligible = R, Employment status = Active, Leave, or Paid Leave, any appointment with Job Class 03xxx (excluding anyone with "Dean" in the title), broken down by rank, gender, department, and college.
- 4) Number of Deans, Associate Deans and Assistant Deans on Nov 1st, who are benefits eligible = R, Employment status = Active, Leave, or Paid Leave, broken down by title, rank, gender and college.
- 5a) Number of Department Chairs on Nov 1st, who are benefits eligible = R, Employment status = Active, Leave, or Paid Leave, broken down by rank, gender and college.
- 5b) Number of Department Chairs on Nov 1st, who are benefits eligible = R, Employment status = Active, Leave, or Paid Leave, broken down by rank, gender, college and department.
- 6) Full time monthly salary from the budget system on Nov 1st * 9 plus supplements for September 1st to May 31st (both mean and median) for tenure/tenure track faculty who are benefits eligible = R, Special Status = F, broken down by rank, gender, department and college (with administrators filtered out).
- 7) Number of active staff on Nov 1st, broken down by gender and EEO category. Break out full time benefits eligible = R and part-time benefits eligible = R.
- 8) Full time base staff salaries, all funds, including supplements and shift differential on Nov 1st, broken down by gender and EEO category. Break out full time benefits eligible = R and part-time benefits eligible = R.

Appendix B
Council Meeting Agendas and Minutes

The following agendas and minutes are presented for the President's Council on Gender Equity:

Council Meeting Minutes	July 5 th , 2005
Council Bylaws	November 5 th , 2005
Council Meeting Agenda	December 9 th , 2005
Council Meeting Minutes	December 9 th , 2005
Council Meeting Agenda	February 8 th , 2006
Council Meeting Minutes	February 8 th , 2006
Council Meeting Minutes	May 3 rd , 2006

Texas Tech University
Gender Equity Advisory Council
July 5, 2005

PRESENT: Kerry Billingsley, Lanie Dornier, Charlotte Dunham, Gloria Hale, Elizabeth Hall, Carolyn Kennedy, Karen Meaney, Juan Munoz, Sandy River, Gene Wilde, and Jake Syma

ABSENT: Jaclyn Byrd, Marjean Purinton, Judy Simpson, Pam Tipton

1. Call to Order

Meeting was called to order at 1:33 p.m.

2. Discussion of By-Laws

Dr. Dornier began the meeting with a brief introduction of council members. The council by-laws and charge were discussed in order to receive input from council members. The council will make a recommendation on the council charge and by-laws to President Whitmore for his approval. The council will consist of thirteen members whose terms will be outlined further in the by-laws.

The committee began as a provost's committee and members were nominated into membership. President Whitmore has decided to upgrade the committee to a president's council.

Mr. Phillips suggested to the council that the charge be broad enough in order for the council to review various issues. Kerry Billingsley suggested both the by-laws and the charge to the council be consistent. Dr. Hall added some concerns regarding the wording in the charge "The Gender Equity Advisory Council is established to advise the President of Texas Tech University on matters related to gender", She felt it would be better for it to end with "...matter related to gender in the TTU community". Dr. Hall also corrected Dr. Judi Henry's title as Senior Woman Administrator in Athletics. Present council member names will be drawn out of hat to determine the number of years each will serve on council. Council member terms will be for a period of three years. The president will appoint new council members as terms expire. Terms will begin on September 1, 2005.

Subcommittees will be formed to follow up on the findings in the report compiled by Dr. Charlotte Dunham. The report can be found at <http://www.depts.ttu.edu/provost/genderequity.php>. The following issues will be reviewed: salary and hiring issues, family issues, and climate issues. Mr. Phillips stated that the council subcommittees can be established at any point in time as felt necessary by the council. Subcommittees will generate reports for the council that will be provided to the President every three years. Dr.

Hall stated that while the core group of the council is made up of 13 members it may need to bring in outside help with certain issues. It is expected that there will be a need to bring others in.

Article V, Objective of the Council, shall be to advise the President in the areas of salary and hiring issues, family issues and climate issues.

Council will meet at least twice during the fall and spring semesters. Additional meetings can be called by the Chair as needed. Carolyn Kennedy asked if an attendance statement should be added to council by-laws. It was recommended not to add such a statement. A lot of the work will be done in subcommittees.

Mr. Phillips also informed the council of a website to be established for the council and linked to the President's website.

The council will also set short-term goals. Council will have a chairperson and a vice chairperson to be appointed by the President. Dr. Dornier asked council members to review the by-laws and charge. If there are any recommendations please email them to Jessica.carrillo@ttu.edu.

- 3. Adjourned**
Meeting adjourned 2:15 p.m.

**BYLAWS OF THE GENDER EQUITY ADVISORY COUNCIL
OF
TEXAS TECH UNIVERISTY**

ARTICLE I: Charge

The Gender Equity Advisory Council ("Council") is established to advise the President on matters related to gender issues at Texas Tech University and make recommendations for changes to ensure an equitable and inclusive environment for all members of the university community.

The Council will be advisory and will not have final authority to direct, control or supervise any activities related to the operations or activities of the institution.

ARTICLE II: Membership

The members of the Council are expected to have demonstrated a consistent interest in and support for creating and continuously improving an equitable and inclusive environment at Texas Tech University.

Section 1. The Council shall consist of thirteen (13) voting members comprised as follows:

- a. Five members from the faculty.
- b. Five members from the staff.
- c. One undergraduate student.
- d. One graduate or professional school student.
- e. The senior woman administrator in Athletics.

Section 2. The following policies also apply to membership of the Council:

- a. All appointments are made by the President.
- b. Term of all appointees shall be for three years except for the student members who will serve one year terms. New appointee terms will begin on the first day of the Fall semester. If exceptional conditions exist, the President may extend a member's appointment. Members will continue to perform their responsibilities until a replacement is in place.
- c. Members will attend all meetings of the council and perform duties as determined by the Chair and Vice Chair.

Section 3. Ex-Officio members of the council shall include the following:

- a. The Director of Women's Studies
- b. The President's Chief of Staff
- c. The Special Assistant to the President for Diversity
- d. The Provost or designee

- e. The Senior Vice President for Administration and Finance or designee

Ex-officio members shall not have voting privileges on matters under consideration or review by the Council.

Section 4. All members of the Council serve at the pleasure of the President. A member may be removed for actions that are inconsistent with Council and/or University policies.

ARTICLE III: Officers

Section 1. Officers of the Council shall consist of a Chair and Vice Chair and shall be appointed by the President.

Section 2. The duties of the Chair and Vice Chair shall be those customarily assigned to these officers and such other duties as may be hereinafter designated. The Chair will offer to address the Faculty, Staff and Student Senates once a year to inform these groups of the activities of the Council.

ARTICLE IV: Meetings

Section 1. Meetings of the Council shall be held at least once each fall and spring semester or at the call of the Chair.

Section 2. Special meetings may be called at any time by the Chair or by the request of six (6) or more Council members upon giving notice to the members of not less than twenty-four hours in advance of the called meeting time. The notice shall be confirmed in writing.

ARTICLE V: Duties and Responsibilities

The objective duties of the Council shall be to advise the President on matters related to gender issues at Texas Tech and make recommendations for changes to ensure an equitable and inclusive environment for all members of the university community.

ARTICLE VI: Committees and their Duties

Section 1. The Council shall have three standing committees:

- a. Committee on Employment Issues
- b. Committee on Family Issues
- c. Committee on Climate

Section 2. The membership of each standing committee shall be determined by the Chair and Vice Chair of the Council. The chair of each committee shall be

appointed by the Chair of the Council. Either the Chair or Vice Chair of the Council shall be an ex-officio member of each committee.

Section 3. Each committee shall present an annual report to the Council summarizing its activity during the academic year and indicating specific matters or concerns that should continue to be monitored the following year. The annual reports shall be given as scheduled by the Chair of the Council.

Section 4. The Council shall establish ad hoc committees as it deems necessary.

ARTICLE VII. Amending the Bylaws

Amendment or revision of the Bylaws maybe made only after having been read at two successive meetings of the Council, followed by a two-thirds affirmative vote of the voting membership of the Council.

Agenda
Gender Equity Council
December 9, 2005

I. Approve minutes from October 21, 2005

II. Old Business

Data to be collected by subcommittees

IV. New Business

Election of chairs for subcommittees

V. Announcements

A. Webpage <http://www.depts.ttu.edu/genderequity/>

B. Meetings with Student Senate and Staff Senate

C. Graduate Student hired for Council

D. Visit by Joan Acker to TTU (sponsored by Sociology organization)

Texas Tech University
Gender Equity Advisory Council
December 9, 2005

PRESENT: Gloria Hale, Ed Steinhart, Charlotte Dunham, Judi Henry, Ronald Phillips, Karen Meaney, Sandy River, Jaclyn Byrd, Lanie Dornier, Gene Wilde, Danielle SoRelle-Miner, Geneva Murray

ABSENT: Kerry Billingsley, Marjean Purinton, Pam Tipton, Jake Syma, Juan Munoz, Elizabeth Hall

4. Call to Order

Meeting was called to order at 9:20 a.m.

5. Approval of Minutes

October 21, 2005 minutes approved.

6. New Business

At our last meeting we agreed to have three sub-committees for the following issues: Employment, Climate, and Family. Each committee will need a chair to head the committee. After the council meeting there will be time for the members of these committees to meet and vote on a committee chair. Once you have selected a chair for your committee please inform Jessica. Each subcommittee will need to decide what type of data needs to be collected. Jessica can help committee chairs set up your committee meeting and will make sure that Dr. Dornier is invited to each one of them. Once our graduate student begins working she will also be attending the meeting in order to help with any information the committees may need.

7. Collection of Data

Currently the council website has the Gender Equity Report online which can be reviewed at any time. You may want to use this report as a guideline to help us collect data for the report we will present President Whitmore. If there is information you receive and would like to pass it along please email it to Jessica.carrillo@ttu.edu. Jessica is maintaining information gathered in the President's office so that anyone may review it at anytime. Please take advantage of these resources.

Dr. Charlotte Dunham informed the council of information gathered for the Gender Equity Report she helped with was obtained from data collected here at Texas Tech University. It might need to be fine tuned.

8. Announcements

The council webpage is up and running. It can be located at <http://www.depts.ttu.edu/genderequity/>. If you have a home page and would like it

linked it to your webpage please feel free to do so. Hopefully, once more people know about the council more interest will be generated.

Dr. Dornier informed the council of her meetings with the Student Government Association on November 10 and with the Staff Senate on December 7. The Staff Senate had more questions for Dr. Dornier and they were very interested and happy to find out about our council. Dr. Dornier has not been able to meet with the Faculty Senate at this time. Dr. Dunham said she would contact Dr. John Howe about presenting to the Faculty Senate. Jaclyn Byrd added that during the Staff Senate there was good feedback and interest on issues.

Dr. Henry added that the Athletic Council has an Equity Sub-Committee who presents an Annual Report to the President. This report can also be made available to the Gender Equity Council.

A graduate student will be hired quarter time with the support of the President. We had 72 applicants apply for the position. A subcommittee was selected to help review the applications and they were able to narrow it down to three applicants. Interviews were conducted on Monday and Tuesday and a recommendation will be made to Mr. Ronald Phillips. An email will be sent out as soon as an appointment is made for this position. The student will be housed in the President's Office. They will help the committee collect data and all of the work for the student will be filtered through Jessica and Lanie.

Dr. Steinhart asked how the announcement was made regarding the graduate student position. Dr. Dornier informed Dr. Steinhart that an email was sent out to all council members. Mr. Ronald Phillips emailed all Deans and Vice Presidents and asked them to distribute to their department. Dr. Steinhart didn't receive the e-mail. Many of the applicants were very interested in working in the President's Office. The three students that we will be interviewing have experience in conducting research. Should any member of the council feel like they would like to review the application for our graduate student position please set up a time with Jessica?

Joan Acker will be visiting Texas Tech University. The Sociology department has invited her to speak on campus. She is a Professor in Oregon. Dr. Acker has done work on gender equity. She will be here in February. We will be setting up a time for the council to meet with Dr. Acker during her time on campus.

Judi Henry provided the council with information regarding the Title IV Consultant who has just finished gathering information for the report Title IV report. The Athletic department should have the report soon. The exit interview was good but some faculty issues need to be worked on. As soon as the report becomes available Dr. Henry will make sure the council receives a copy.

Mr. Phillips announced that the President's Office has hired a Faculty Assistant to the President. This position will address faculty issues and will also communicate with

the Gender Equity council and handle other issues as they arise. This person will be announced before the holidays.

7. Adjourned 9:40 a.m.

Agenda
Gender Equity Council
February 8, 2006

- I. Approval of minutes from December 9, 2005
- II. Guest Speaker – Joan Acker, Professor Emerita, University of Oregon.
- II. Reports from Sub-committees
 - A. Climate – Kerry Billingsly
 - B. Employment – Danielle SoRelle-Miner
 - C. Family – Jaclyn Byrd
- III. Report from Council Chair – Lanie Dornier
- V. Announcements
 - A. Webpage <http://www.depts.ttu.edu/genderequity/>
 - 1. Now has full gender equity report, executive summary, and ppt presentation.
 - 2. Links to interesting sites (i.e. other Gender Equity Councils/Committees)
 - B. Reminder of Presentation by Dr. Acker, Wednesday, February 8 at 4pm in Mass Comm 101.

Texas Tech University
Gender Equity Advisory Council
February 8, 2006

PRESENT: Gloria Hale, Ed Steinhart, Charlotte Dunham, Judi Henry, Ronald Phillips, Karen Meaney, Sandy River, Jaclyn Byrd, Lanie Dornier, Gene Wilde, Danielle SoRelle-Miner, Geneva Murray, Jake Syma, Juan Munoz, Kerry Billingsley, Elizabeth Hall, Marjean Purinton, Cat Pause and Nathan Haddox

ABSENT: Pam Tipton

1. **Call to Order**

Meeting was called to order at 9:35 a.m.

2. **Approval of Minutes**

December 9, 2005 minutes approved with minor changes.

3. **Guest Speaker- Joan Acker, Professor Emerita, University of Oregon**

Dr. Acker beginning by giving the council a little history about herself. Dr. Acker began her career at the University of Oregon in 1970. Before there was any kind of employment program and prior to affirmative action, legislation and EEO concerns appeared. The university performed a survey which involved faculty. It was to receive input regarding their views on discrimination at the university. A lot of answers came out of this survey. One interesting fact at the time of the survey was that only 6% of full faculty were women today there is about 25%. There have been some changes and increases but we still have a long way to go for equality. I have noticed that employment issues for women have been placed underground and the affirmative part hides within the Human Resources department. I tried to look up some information prior to speaking with the council regarding TTU. I was unable to locate any information but I'm not really familiar with your website and was unclear where to locate such information.

Dr. Acker brought up that in regards to diversity women and gender have disappeared. Gender needs to stay included when it comes to diversity matters. The most active faculty to help push diversity will be women. Diversity has become a good management tool in order to handle complaints. Early at the University of Oregon feminist were considered radicals, an example when I began attending the faculty meetings I was not well liked. I would speak out and at the time no women ever said anything at those meetings. The male faculty viewed me as a radical feminist for the fact that I would speak out and make a stand for what I believed. Currently at the University of Oregon there has been some movement in regards to women's issues. For the most part women and men got together and agreed that there needed to be more recruitment of women. I'm not sure this would

have happened had it not been for people working together and seeing the need and push for a change.

Dr. Hurst commented that at Texas Tech University we have the support of administrators. Having come from the College of Arts and Sciences with 22% women faculty members I have been surprised that the number does not seem to increase. I'm not clear why the number remains the same and does not increase each year. Women who graduate with a Ph.D. are accepting jobs in women's study programs with a joint appointment in another department. Kerry Billingley asked if in the management pool there may have been few women applying for positions.

Dr. Munoz informed the council that a diversity panel had been invited to the university and many issues were addressed. Everyone has spoken highly of the panel and the information provided.

The matter of recruiting was brought up. One of the departments on campus had recently been recruiting for a faculty position. The two top female candidates accepted other positions prior to Texas Tech making a decision. Our deadlines are too late and should be made earlier. The pool of applicants is out there; we just need to stop waiting so long to fill positions. Dr. Hall informed the group that the provost office has given permission to hire a candidate if the person was the top candidate prior to the search being closed. The provost office has never turned down a request but the departments need to ask. Dr. Munoz advised the council that in the College of Education they have a training session for search committees in order to provide them all the rules and information they might need to know prior to the search beginning. It would be helpful if we were able to get a list of rules from the provost office so everyone would be on the same page.

Kerry Billingley asked Dr. Acker if faculty issues had transferred over to the staff side. Dr. Acker said she was not sure because staff has a union. Dr. Steinhart talked about the faculty hire and spouse accommodation. It's easier to get a husband hired when the wife has been hired into a department. But it works against women when it's the other way around. Dr. Hall said the provost office can help with the support for a spouse for a limited time of one year. We have various models we can work with. But one problem we have no control of is when the spouse needs a job in the private sector.

Dr. Acker was asked how the University of Oregon reached 40% women faculty. She said it all started in the 70's with a slow increase. There have been some very supportive men in various departments, however, at this time the economics department has not joined in with the rest of the university and business administration does not do well in terms of gender. Some top administrators have been very committed to this subject and continue to support in hopes of growth.

The council asked Dr. Acker what the main focus for our second year should be. Dr. Acker said it depended on what the biggest factor is right now. Pick an area you could really have success in. Remember that faculty level is crucial.

4. Announcements

Dr. Dornier told the council of her meeting with Nathan Haddox who is the staff Ombudsman. He is very interested in work of our council and will be sitting in on our meetings.

Dr. Dornier asked the chairperson of all three sub-committees to make a brief presentation. The climate sub-committee met on January 13 to discuss a starting point for our report. We discussed gender issues in order to make recommendations of information we would like to submit to the graduate student. First being exit interviews, second climate survey. We have emailed Dr. Dunham to get an updated women's studies report. We would also like to receive a copy of the athletic council equity report. Other information we would like to gather is partner benefits, defining family and its impact on work environment.

The Employment committee met in January to review the full report which was in place in order to compile a list of reports we'd like run.

The Family committee met on January 9. They developed 7 questions for the report.

5. Other

Dr. Dornier briefed the council on a dinner with President Whitmore and Charlotte Westerhaus from the NCAA. Ms. Weinshouse was on campus and met with various coaches and athletes. It was a very good visit.

Also, Dr. Dornier attended a roundtable discussion of accountability measure funding issues. Reframe of models people doing the hiring how we think of diversity changing the mental model.

Difference in salary compared to all levels just need to make sure to be careful. Retention of minorities and the push pull strategies.

Next Meeting will be in early May.

6: Adjourned 11:02 a.m.

TEXAS TECH UNIVERSITY
Gender Equity Council

May 3, 2006

PRESENT: Jaclyn Byrd, Lanie Dornier, Nathaniel Haddox, Gloria Hale, Elizabeth Hall, Juan Munoz, Cat Pause, Marjean Purinton, Sandy River, Ed Steinhart, Jake Tipton, Pam Tipton, Gene Wilde, Kerry Billingsley

ABSENT: Danielle Sorelle-Miner, Charlotte Dunham, Judi Henry, Mary Jane Hurst, Karen Meaney, Megan Geneva Murray, Ronald Phillips

GUESTS: Dr. Barbara Sawyer, Professor, Texas Tech University Health Sciences Center

1. Call to Order

Dornier called the meeting to order at 9:05 p.m.

2. Approval of Minutes

The minutes of the February 8, 2006 meeting were approved unanimously with minor changes.

3. Presentation by Dr. Juan Munoz, Special Assistant to the President for Diversity

I would like to take this time to pass out to everyone my job description. You will notice that equity is included in my title but it often left out when I am introduced. Gender equity is a high priority with President Whitmore.

I am passing out information regarding the Faculty excellence award. This hand out will provide you information regarding the break down of awards and the percentage of women receiving the award. Dr. Hall added that sometimes department try to hire for spousal accommodation and we break it down to men. Money really used to hire women so this would affect the figures in this report. Dr. Munoz thanked Dr. Hall for adding this information because in face this does affect the numbers.

Currently I have money to help fund undergraduate and graduate female students. All staff members in the Cross Cultural Center are women. We are also paying support to students who wish to visit campus in hopes of recruiting them to come to Texas Tech. We are also involved in sending various groups to conferences. My office has also been able to help

various departments in recruiting faculty by providing money for trips if they needed to come back for a second or third interview. Gender equity is a high priority in my office. I would also like to extended an offer to the council should the council like to host a Diversity of Higher Ed panel this fall I would provide the funding if the council could provide me a list of invitees.

3. Reports from Sub-Committees

Lanie informed the council written report should be given to the President in the fall. We have all summer to prepare report for the president. I will give the report to the council prior to submitting it to the president to receive approval.

At this time I would like for each committee representative to provide us with an update on their status. Cat also has copies of all information being requested by committees and other information we have gathered. If anyone would like to review any of this information please contact Cat.

Kerry Billingsly provided report from the climate committee. Committee has met a couple of times currently in the process of assessbley information. The committee has been working with Cat to gather information. We will try and schedule a meeting sometime this month.

Gene Wilde provided report for the Employment committee. We have put in a request to receive information regarding statically analysis. We wanted to get an idea of what type of information is available and in order to have an idea of where to start.

Jaclyn Byrd provided report for the Family committee. At our last meeting we came up with an outline. Hand out of outline. Looking at issues in 2002 gender equity report to see if further action will need to be taken in updating the report.

4. Report form Council Chair- Lanie Dornier

First we have faculty members who are completing their term on the council. Those members are Marjean Purinton, Sandy River, Jake Syma, and Pam Tipton. Ronald Phillips will be visiting with the President regarding new appointments. Council members should be comprised of five faculty and faculty staff members with one undergraduate student and one graduate student. Currently the council does not meet this requirement. Jake was promoted to faculty after being placed on the council as a staff. If any member who is going off the council would like to continue to serve please email Jessica Carrillo and she will pass along your name to be considered by the President and Ronald Phillips.

Summary activity of council has been as follows. Cat has placed together overview of meetings we have had during the semester along with information which has been collected. One thing we did was talk to women on campus regarding women's issues. We talked to Madonne Miner, Charlotte Dunham, Marjean Purinton, Linda Crafton, Dr. Mary Jane Hurt, Barbara Sawyer, Judi Henry and Allison Myer from the law school. Some common theme where salary equity, work in department and how faculty is divided within the departments.

Cat has worked very hard this semester in gathering information for committees and helping me with interviews. Cat has also worked hard on the website if you have not had a chance to view the website please do so we have added useful links to all Big 12 universities. The data you see listed in the report will go on line soon. We feel that people need a place where information can be found so we are placing it on the website. Cat, Gloria Hale, Dr. Dornier and Glen Reynolds has come up with information we would like ORS to gather for us which will be placed on the website to provided faculty and staff current information. We wanted to make sure that data collected and placed on website is consist with each other. Kerry asked what the leadership mix on staff side was. Who is making the big bucks that is important data. Gloria added when you get into the staff side of upper leadership it is difficult because of the many directors level. HSC is just putting together their report it will include full time monthly salary number of people time and rank. It's just an average but it will help give a basic idea. It's important to remember that there are some administers who are also faculty members who can influence time and rank at Tech endowed chairs impact these numbers. Data will be available on the website.

During the summer Cat and Lanie will work together in pull together the report. Committee doesn't think of this as a term paper. Whatever it takes we need to pull it together. What committees do in regards to ideas of what needs to be looked at just get it to us in order for us to pull the report together. Kerry Billingsley asked if Lanie had visited with any staff members regarding issues. Lanie said names of women interviewed came from Charlotte Dunham we have not visited with staff but we would like to include them in our report.

5. Announcements

If you currently have a website please link it to the gender equity webpage. Thanks to President Whitmore we will be able to continue to support Cat as our graduate student for summer, fall and spring. Cat is a great asset to the council.

Dr. Hurst asked about placing links about negotiations. Dr. Dornier had sent information to Cat who will have it up loaded to the website. This is a very interesting issue.

We need to get this information into the strategic plan in goals for unit and college related to gender issues. Lanie thought this was a great idea in fact Ronald Phillips had brought this up the last time we talked. Will try and set up meeting with Gil Reeve.

Dr. Hall added each year the EEO office shows the provost office by departments, college regarding men and women. EEO expectation easy way to show departments but it didn't happen this year. Dr. Hurst also recalled these meeting with the EEO department and colleges. Dr. Hall will make a call to see where this information is and why meeting was not held this year.

Dr. Purinton suggested formalized recommendation in report about placing gender equity in strategic planning. Seems to be important to begin process. Dr. Dornier thought this was a great idea. There will be no meetings during the summer.

Dr. Dornier will contact council members by email during the summer. Thank you for all your hard work this pass year. If we need to meet I will arrange a meeting if not then we will meet in August. May meet with President to confirm deadline on report. Report will be approved by council prior to going to the President as a final report. Report will go on line once the president has reviewed.

6. Adjournment

Dornier adjourned the meeting at 9:55 a.m

Appendix C
Subcommittee Meeting Agendas and Minutes

The following agendas and minutes are presented for the Subcommittee's of the President's Council on Gender Equity:

Family SubCommittee Minutes	January 9 th , 2006
Climate SubCommittee Agenda	February 24 th , 2006

From: Byrd, Jaclyn
Sent: Monday, January 09, 2006 11:48 AM
To: Syma, Jake; Dunham, Charlotte
Cc: Dornier, Lanie; Carrillo, Jessica
Subject: Family Issues Subcommittee Meeting Notes

The Family Issues subcommittee met this morning to begin discussion on the questions we will answer for the April report to the President. At this time the committee has developed the following points for consideration:

1. Paid maternity leave - proposed is six weeks of leave at 50% of salary after two years of service
2. Nursing Mother's program - the State of Texas has a Mother-Friendly Worksite designation that can be earned by providing benefits to employees
3. Telecommuting or eWork - benefit to employees and university on either an as-needed basis or as a substitute for regular working hours
4. Childcare on campus that is accessible and affordable to faculty and staff - including the addition of mildly ill child care services. This might be broken into two questions depending on information gathered.
5. Parenting seminars - making seminars and round-tables available for parents to learn how to parent effectively and how to balance work and home issues
6. Emergency leave time - granting employees five days per year to deal with unexpected emergency situations related to immediate family or partners
7. Time off for annual health exam - currently staff members must take sick time to have a well-visit with a physician.

Jake will formulate the points into questions. Once we have gathered the questions, we need to begin determining what data should be collected to answer the questions. The graduate assistant, Kat, can help with collecting data. We will pass all needed information to her through Lanie.

Lanie has asked that we distinguish questions that will only affect one body versus those that will affect both faculty and staff. This won't impede our research but will simply be used to clarify the intended audience for the question.

If you have any questions or want to add anything, please email me!

Thanks.
jac

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**Gender & Equity Council
Climate Sub-committee Agenda
Administration Room 150
February 24, 2006 1:30 – 2:30 p.m.**

Meeting Purpose: review the materials gathered regarding exit interviews; update from Judi Henry, Charlotte Dunham. Determine next steps.

Members: Kerry Billingsley, chair; Karen Meaney, Marjean Purinton, Ed Steinhart, Geneva Murray, and Judi Henri

Present:

Absent: Karen Meaney,

1:30 p.m. Welcome and agenda review

1:32 p.m. Review and approve minutes from the last meeting

1:35 p.m. Presentation from Judi Henry re: Athletic Council Standing Committee on Equity

1:45 p.m. Presentation from Cat Pausé: information gathered:

1. Exit Interviews for faculty and staff:
 - a. Who at Texas Tech is doing them and what do they do with the data?
 - b. What other universities are doing them? What kinds of questions are they asking?
2. Climate Surveys (faculty and staff):
 - a. Is anyone on campus doing climate surveys related to gender and LGBT issues? What recent data is there?
 - b. What are the resources from other universities that may be useful to us? (Research, survey documents, etc.)

2:00 p.m. Update from Charlotte Dunham on Women's Studies Program

2:15 p.m. Action items for next meeting.

2:30 p.m. Adjourn

