

**ACE/OWHE New York Network for Women in Higher Education  
Annual Retreat – Executive Board Meeting Minutes  
June 3, 2011**

Present at Mercy College: President Kimberly Kline, Dean Concetta Stewart, Dr. Patricia Burlaud, Jeanne Plecenik, Donna Amiraian, Dr. Linda Shatzer, Dr. Peggy Burke, Dr. Lori Quigley, Dr. Clara Wajngurt, and Marta Newkirk

Excused: Marguerite Busetti (proxy given to P. Burlaud), Maryruth Glogowski (proxy given to P. Burlaud), and Kristen Ford (proxy given to L. Quigley)

Total voting members present (in person or through proxy): 11/11

Congratulations to now former Board Member, Dr. Usha Rani Palaniswamy, who has moved on to become Dean of Academic Affairs, Everglades University, Altamonte Springs, Florida.

#### **Welcome**

- Patricia, our State Coordinator, welcomed us

#### **Changing of the Guard**

- We have two individuals stepping down from the Board: Clara (RC for NYC/LI) and Marguerite (RC for Westchester/Rockland)
- One individual will be stepping down as a Regional Coordinator, but will stay on the Board as Secretary: Marta
  - Gifts of appreciation for service were given

#### **Launching the Day**

- Dr. Cline, our Presidential Sponsor, reflected on how far we have come in just one year with acknowledgement and congratulations for a job well done to all

#### **Overview of 2010-2011 and Regional News**

- Concetta – ACE/OWHE National Board member and Executive Board Liaison representing New York, New Jersey, and Delaware
  - This is her last year
  - Also provided a brief overview regarding ACE and OWHE
- Lori – Associate State Coordinator and Regional Coordinator for the Capital-Northern Region –
  - Region had its first teleconference call
  - Outreach for institutional representatives
    - Concetta suggested seeking assistance from Human Resources organizations e.g., CUPA
  - Possible regional event – webinar
- Peggy – Regional Coordinator for the Western Region
  - Western end of the state held breakfast meetings, which in turn prove problematic for attendance from the rest of the region because of distance

- Western, NY – Buffalo – had two events, one being with the SUNY Chancellor, Dr. Zimpher
    - Concetta suggested the idea of working in regional clusters
- Clara – Regional Coordinator, NYC/Long Island Region
  - Two conferences, one being “Women of Color” and the other next week with four speakers and anticipating 100 attendees
  - How do we choose a Presidential sponsor for a region?
    - Advisory role better- Agreed on unanimously by the Board, so each region can be “locally” supported and mentored.
- Marta – Secretary and Regional Coordinator for the Hudson Valley Region
  - We were not able to hold a conference this year, due to a number of our colleges having restrictions on money for travel and conferences
  - We did make a donation which was helping to sponsor the event, “Math and Science Matter Especially for Young Women” – workshops are for girls in Grades 5 – 8, lead by the Dutchess Community College faculty. There were 250 students.
- Patricia – State Coordinator
  - Our Board has grown with the assistance from Dr. Cline
  - We currently have 212 IRs
  - We want to strengthen our website
    - Develop a discussion group
  - Succession planning is key
    - Concetta suggested - Sources – National and regional forums – Fellows of Forums
- Jeanne – Treasurer
  - Budget remains at \$8,000.00
  - \*Regional financial reports should go to Jeanne for transparency and consistency
- Dr. Cline – Presidential Sponsor
  - Kudos to Lori and the other members of the conference committee

### **Overview of 2010-2011 Plan**

- Haven’t identified a workable set of metrics yet. Needs to be done.
- Need to recruit a Liaison Officer
- Need to do more with state and local governments
  - Advocacy role
- Need to connect with governing boards
- Need more recruiting
- Approach other women organizations
- More mentoring at Board’s level with each other , and within each region
  - Commended Marguerite as a mentor for her region
- Need to advance more leadership development
- Networking Plan – link with other organizations
- Need to support state and regional resources

### **“The Demographics of the Leadership Pipeline” – Presentation by Concetta about the Office of Women in Higher Education and the American Council on Education**

- Concetta will provide us with the Powerpoint of the presentation

- Provide leadership and a unifying voice on key issues
- Offer a number of different programs
- Strategic Priorities
  - e.g., Look at and include adult learners who are in college
  - Fundraising
  - Accounting
  - Assessment
  - Operating costs

### Brainstorming Exercise

Think of one or two things that we would like to see happen next year

Operational	Tools	Resources	Mentoring
Augment our visibility	Once a semester training update as support for IRs	Create regional websites	Identify young potential leaders throughout the state
Strengthening the regions of NYS who need more support	Workshop (webinar) – topic would be job interviews	Collaborate/partner with search firms	A more formal mentoring program (pairing up individuals)
Creation of and distribute written description of roles and responsibilities for consistency and recruitment purposes	Training for IRs on roles and responsibilities	Develop an “inventory” of presentations/workshops (perhaps by this group) that could be made available at low/no cost to regions – e.g., “Tips on Mentoring”, “Assessment Strategies”	Program on mentoring <ol style="list-style-type: none"> <li>1) How to be a mentor</li> <li>2) How to find one</li> </ol>
	Offer training and career strategies	Establish “Scholarships” for women to attend leadership academies	Identify a couple of women on each campus interested in leadership and cultivate like crazy
	How to assist women to assist other women to advance in their careers, instead of being an adversary or roadblock	Continue to build on website and establish a listserv	Twice a semester <u>free</u> lunch with a leader – 12-1pm bag lunch – could be basic – email, power point, free conference call e.g., Budget 101, Career Roadmap, Presentation skills

## 2010-2011 Annual Conference Update

- Thanks to Donna, SUNY is covering some of our program design & printing costs
- Registration to date: as of yesterday, 6/2/2011, 63 of which 49 are paying attendees and the other 14 are presenters
- Facilities fee - \$975.00, reception, food, etc. \$2,350.00, leaving \$1,480.00 left in the operating budget
- Presenters gifts – ACE/OWHE pins (\$3.00 each)
- Nancy, Lori's assistant, will do the name tags, as well as , provide flowers from her garden
  - Some kind of label, insignia, for name tags of Board members and presenters
- \*Each Board member should bring something from their campus as a token of thanks for Nancy
- For attendees – small portfolios with two logos – ordering 100 at \$50.00 each = \$500.00
- Need evaluation forms with suggestions for topics, etc.
  - Need templates for the conference and each presentation
  - Possible use of electronic Survey Monkey
  - \*Linda is the contact person to forward forms to
- Registration deadline – at the latest 6/16/2011
- Need session moderators – volunteers
- Registration table volunteers needed – Jeanne plus additional volunteers
- Date for next year's conference – June 21 and 22?
- \*Biographies needed from each Board member
  - ½ page bio to Linda
- \*All members to meet on Thursday of the conference, June 23<sup>rd</sup>, at 5:30
- Going out to dinner after the conference reception at 8:30pm for the board members
- Linda – Press release and taping of sessions, as well as other communications

## By-Laws: Proposals for Amendments

- Patricia - We need to manage our data and information
  - Propose creating a new position – Information Officer
  - Motion made for a ninth officer – seconded and unanimously approved by Board
    - Nominee – Judith Tabron from Hofstra University is a digital native
- Article IX Section 2.1.1 – Motion to amend the minimum number of business days to 5 to review proposed amendments...
  - Motion seconded, voted on and unanimously approved
- Article IV Section 1 – Motion to amend the number of officers on the Executive Board from eight (8) to nine (9)...
  - Motion seconded, voted on and unanimously approved
- Article IV Section 2.4.8 – Motion to amend to now have an Information Officer
  - Motion seconded, voted on and unanimously approved
- Article IV Section 3.10 – Motion to amend by adding the Information Officer position and the applicable responsibilities
  - Motion seconded, voted on and unanimously approved
- Article VII Section 1.1.3 – Motion to add a new sub-section of position responsibility - information regarding absence(s) of Board members and/or Officers from meetings with each

absence considered as a separate circumstance. After three (3) such circumstances, the Executive Board may ask the Member and/or Officer to vacate their position.

- Motion seconded, voted on and approved.
- Patricia proposes/motions candidacy of Judith Tabron for Information Officer
  - Motion seconded, voted on and unanimously approved.
- Linda – candidacy of possible new Board member
  - Sue Henderson from Queen’s College, Clara has her bio
- Discussion about keeping in mind the composition of the Board per our By-Laws affirming the principles of diversity and inclusion

### **NYS Web Site Update – presented by Linda**

- October a small survey was sent out to the Board members regarding current state of website
- Acknowledged the assistance of Maryruth and Marguerite
- Current site has limitations
- There was an advertisement out for a college student intern, but it didn’t work out
- Conference call between Judith and Marguerite
- Need better flow of information to Linda
- Demonstration of test/new website being worked on by Linda and Judith – web access is: [judith.tabron.org](http://judith.tabron.org)
  - Using Word Press – a blogging tool
    - Can give multi-ownerships for members only
    - Video clip of Patricia providing an introduction
- Are we comfortable with a more collaborative website?
- Biggest challenge is content
- Job announcements need to be a collective effort
- Linda will send the link to the demo
- Need a public page, e.g. achievements, regional meetings etc.
- Connection to contiguous states
- Link to nominations for National and Regional Forums
- Keep open access to jobs section?
- What is public vs. private information access?
- Hope to have finished project by Fall 2011
- By the end of the month give any further suggestions to Linda

### **Wrap Up**

- Each Board Member received an OWHE pin and post-it holder
- Dr. Cline – What can we do specifically for the IRs?
  - Ask IRs and Regional Coordinators what would they like from the NYS Board
- Patricia –This has been a very productive meeting and proud of what we have accomplished for the 2010-2011 academic year. Dr. Cline concurred and again expressed her continued desire to support and assist us in any way she can.
- Meeting adjourned.

**Annual conference – June 23 and 24, 2011.**