Minutes  
September 16, 2014  
12:00-1:00 p.m.  
Committee on the Status of Women (CSW) (UCT 1726)

Attendees: Joan Hernandez-McClain, Susan Guerrero, Janet Peri, Dennie Clemons, Jenna Taylor, Kathy Rodgers, Amy Franklin, Ana Neumann, La'Merle Rice, Dr. Ezinne Ogbureke, Dr. Mona Khan, Cheryl Loudd, Mandy Boyce, Dr. Mary Ann Smith, Nesh Aqrariw, Michele Stanton, Karla Crabtree, Shvon Lowe, Kathy Rodgers and Sahar Sarfaraz.

Absences: Dr. Marenda Wilson, Sylvia Magallan, Dr. Allison Ownby, Dr. Jing Wang, La'Merle Rice, Brenda Adams and Stephanie Bradley.

I. Welcome & Call to Order
Ms. Susan Guerrero, 2013-2014 Chair, called the meeting to order at 12:08 p.m. Ms. Dennie Clemons, 2014-2015 Chair-Elect, presented outgoing Chair with a plaque as a token of gratitude from the CSW for her leadership. Ms. Dennie Clemons took over leadership of the meeting.

II. Approval of July 15, 2014 Minutes
Minutes were approved with no change.

III. Subcommittee Reports
Subcommittee Chair Elections
Former subcommittee chairs were requested to submit a summary of charges from FY 2015 to Ms. Susan Guerrero in order to compile the CSW Annual Report. Subcommittee chairs for FY 2015 were appointed as follows:

Awards: Co-Chairs – Mandy Boyce & Dennie Clemons  
Outreach: Chair – Michele Stanton  
Professional Development: Chair – Susan Guerrero; Co-Chair – Shvon Lowe

Awards Subcommittee
Members of the Awards Subcommittee were identified and expectations for participation were made clear. Upcoming changes to the Awards budget were discussed. During FY14, Dr. Colasurdo approved the budget proposal which included modification to the Distinguished Professional Woman (DPW) award. Changes to the DPW include: the award will only be open to UTH health employees, winner will receive a $2,000 cash award and the reception will be for the winner and CSW members. The DPW Awards Subcommittee will call for nominations in January 2015 and have the award ceremony in March or April 2015.
Outreach Subcommittee
Members of the Outreach Subcommittee were identified and expectations for participation were made clear. Historically the CSW has worked with the Harris County Psychiatric Center (HCPC) and has toured the facility to learn about their needs. They have male and female patients that range in age from 5 years old to adult. This partnership has been driven by a desire to “help our own”. The subcommittee leaders will work with the HCPC volunteer coordinator to find out what their current needs are before each drive. There was also discussion around partnering with AMWA, a medical school student organization. CSW members would be expected to advertise and place boxes at their work site during the clothing drive and work with the subcommittee members to get the clothes delivered to HCPC. We discussed the possibility of a winter clothing drive. The CSW also discussed the possibility of other outreach programs such as a donation of baby items to the Houston Women’s Center or assisting with a drive to support medical student mission trips. All student organizations must register with UTHealth and all drives will need a solicitation form.

Professional Development Subcommittee
Members of the Professional Development Subcommittee were identified. During FY14 the CSW partnered with the University Classified Staff Council (UCSC) for the Brown Bag presentation series. The CSW and UCSC will also partner in FY15 to bring 6 Brown Bag seminars including: Communication, Conflict Resolution, Developing Skill Sets, Identifying What is Needed to be Promoted and Eric’s Hot Topics. This collaboration plans to utilize webinar technology this year and to try to rotate the presentation site to other locations (Medical School, School of Public Health, etc). The current members were made aware that the CSW conducted a UTHealth-wide survey in 2012 about brown bag topics. It was also mentioned that the CSW should provide some Brown Bags that are applicable to faculty, A&P and students, as opposed to just classified staff, since our committee includes all of these groups.

IV. Review CSW Brochure
A CSW Brochure drafted by Dennie Clemons was brought back to the committee for review. Committee members had feedback about content and design that Dennie will incorporate and finalize for the October 2014 meeting.

V. Adjournment
A motion was made and seconded to adjourn the meeting. Motion was approved and the meeting was adjourned at 12:59pm.