1978

Meeting Minutes April 1978 - December 1980

Commission for Women

Follow this and additional works at: http://trace.tennessee.edu/utk_wommin

Part of the Women's Studies Commons

Recommended Citation

This Meeting Minutes is brought to you for free and open access by the Commission for Women at Trace: Tennessee Research and Creative Exchange. It has been accepted for inclusion in Meeting Minutes by an authorized administrator of Trace: Tennessee Research and Creative Exchange. For more information, please contact trace@utk.edu.
MINUTES
COMMISSION FOR WOMEN
APRIL 11, 1978

The Commission for Women sponsored a "brown bag" luncheon for administrative and professional staff women on April 11 at 11:30 in room 223 of the University Center. Commission members present were Suzanne Kurth, Chairperson, Cheryl Travis, Linda Painter, Gloria Ray, Pat Ball, Mary Dadisman, Cindy Straub, and Candy Rhyne.

Announcements: Women were encouraged to participate in "Confronting Sexism Week," April 24-April 28.

The Commission for Women would appreciate suggestions about program development for administrative and professional staff women. Comments on program development or any issues of concern should be given/sent to any CFW member.

Commission Activities: Every administrative and professional staff woman was sent a history of the Commission and a list of its current members along with her invitation to the luncheon. A number of questions were raised about the Commission's history, membership, role, and present activities. If anyone would like to be considered for membership on the Commission, please contact Suzanne Kurth (#6021, 916 McClung). The Commission recommends individuals to serve. The Chancellor appoints the members, since the Commission is a group which advises the Chancellor.

In-Service Training: A main point of discussion was how to increase the number of women in middle and high level administrative positions. Establishment of an in-service administrative training program for women on campus was discussed. Such a program would be directed toward preparing women for advancement into higher level administrative positions. Northeastern University has developed a very successful training program through the School of Business. The development of a "talent bank" on campus was proposed.

Communication: Lack of a communication network is a problem for many administrative and professional women, since they may not have any contact with women in comparable positions in other units. Many women simply do not learn about job openings, nor do they know other women that should be encouraged to apply for open positions.

Note: After the meeting it was suggested that each administrative and professional staff woman be sent a copy of the list of administrative and professional staff women. The Affirmative Action Coordinator has been asked to do so.

Salary: If the UTK job bulletin listed salary ranges for administrative and professional staff positions, current employees would have some idea about the level of the position. Since many job titles are used for different level positions, individuals do not know whether or not an advertised position is at the same or a higher or lower level than their current positions. Some women at the meeting argued that the Commission should try to get the administration to make salaries of all UTK employees available. Kurth indicated the Commission would consider this suggestion, although the Faculty Senate and the AAUP perhaps are more appropriate groups to raise this question.

Job descriptions, as well as salary information, must be obtained in order to conduct a useful study of female and male administrative and professional staff
salaries, since many positions have misleading job titles. It was suggested that UTK utilize the information obtained from the Hayes study for clarification of job titles and job descriptions. Once that has been done, a salary study should be conducted.

The Commission members appreciated having this opportunity to meet with UTK's administrative and professional staff women. If you have any questions or comments, please contact any Commission member.

Respectfully submitted,

Suzanne B. Kurth, Chairperson
Commission for Women
The initial meeting of the 1979-80 Commission for Women took place October 5, in Room 202 of the University Center. Members present were: Marty Black, Jamesena M. Miller, Sandra F. Berry, Wanda Dodson for Gail Disney, Madge Phillips, Rosann Spiro, W. Lee Humphreys, Suzanne Kurth, H. Phillips Hamlin, Sandra Hughes, Kathy Thelen, Monique Anderson, Gail Clay, Marilyn Kent and Cathy Farmer.

After introductions and a general welcome to all from Chairperson Marty Black, the committee discussed possible plans and goals for the year. It was decided that Friday noon is the best available meeting time and that meetings on the first Friday of each month would be desirable. Thus, for fall quarter, our regular meetings will be on November 2 and December 7. The Chairperson expressed an interest in beginning those meetings promptly at noon and requested cooperation in that effort.

Various suggestions were made with respect to topics of concern for this year's Commission which are summarized below by topic:

1. Sexist language and sexual harrassment. Apparently sexist language in classes and communications has again become a concern for students, and incidents of sexual harrassment of staff are also known. The Women's Coordinating Council is asking Chancellor Reese to reissue the guidelines on non-sexist language and the Commission agreed that we should also make that request. The Chairperson will write to that effect and will also speak to the Administration.

It was also suggested that we should pursue other avenues to combat these problems:

   a. Have the guidelines and an article about the problem published in the Beacon.

   b. Talk to Personnel and ask their cooperation in instructing new employees.

   c. Set up a grievance committee to receive complaints and publicize the existence of such a resource by posters, etc.

2. Contact with women on campus. The commission felt that it would be desirable for us to broaden our base by
meeting with women campus wide which would at the same time provide much needed opportunities for women on campus to meet with each other. Specifically it was agreed:

a. The Commission will each quarter sponsor an open forum (noon brown bag lunch) at the University Center where women campus-wide will be invited to share their concerns with Commission members. This forum will be held just prior to a Commission meeting so that the Commission can discuss the views expressed, and can decide on appropriate responses. At subsequent forums, any actions taken by the Commission will be reported.

If the response is enough to justify doing so (or when it is) we will divide the forums into different interest groups, i.e. faculty, staff, students. From such meetings we would like to see organizations for each group develop.

b. In addition to the open forum meetings the Commission will sponsor at least one get acquainted meeting for all faculty/staff women. Gail Clay volunteered to organize and fund such a get together which will probably be held in November. She and Jamie Miller will make those arrangements.

c. The Commission will also sponsor workshops for women on campus. For example Alice Moses volunteered to offer a workshop on assertiveness training to help women respond to sexist behavior.

d. In conjunction with these various offerings the Commission will publicize the various groups for women on campus and how they relate. Marilyn Kent agreed to furnish that information to us for our next meeting.

e. The Commission will explore the possibilities of opening up the Women's Center for all women on the campus.

f. From our contacts with non-Commission members throughout the year, we will try to identify women to serve on University commissions and committees and will make an effort to procure their appointments.
3. Tenure and Promotion kit. The Commission agreed that we would produce the kit this year. Alice Moses is chairing a subcommittee to do this. Lee Humphries and Cheryl Travis are serving on that subcommittee.

4. Watchdogs. Commission members expressed concern that we continue our vigil to monitor university practices that affect women -- especially being concerned with the retention of women administrators.

Adjourned until November 2.
COMMISSION FOR WOMEN
Meeting November 2, 1979

The Commission for Women met November 2, 1979 in Room 202 of the University Center. Present were: Judith Stoloff, Wanda Dodson, Madge Phillips, Mary M. Hewitt, Shirley A. Adams, Kathy Thelen, Marvelene C. Moore, Dr. Lee Humphreys, Prof. Phil Hamlin, Gail Clay, Alice Moses, Monique W. Anderson, Sandra K. Hughes, Marilyn Kent, Cathy Farmer, Gail Disney, and Pam Freeman.

Luke Ebersole and Betsey Creekmore met with the Commission and introduced the Faculty Promotion, Tenure and Termination data that was presented to the Commission. Ebersole and Creekmore requested that Commission members study the data and offer them any input on what the survey shows, what significance it has, what else needs to be done, etc. A special subcommittee of Madge Phillips, Cheryl Travis, Suzanne Kurth and Marty Black will scrutinize the report and report to Ebersole. Comments are solicited from all members. Ebersole and Creekmore also reported on the status of women administrators at UTK and particularly outlined procedures to follow if one feels that discrimination is taking place.

Thomasenia Robinson reported on Affirmative Action results so far this year. Significantly, several departments that are underutilizing women have made progress this year.

The members were reminded of the reception on November 6 and the open forum on the 16th. A report on steps to combat sexist language was given. Marilyn Kent and Judy Stoloff volunteered to serve on a grievance committee with Marty Black.

Two new topics of concern were raised: TIAA/CREF discrepancies and the need for management skills and supervisory training for administrators.

The meeting adjourned until December 7.
The Commission for Women met Friday, December 7 at the University Center. Present were: Gail Clay, Wanda Dodson for Gail Disney, Marilyn Kent, Alice Moses, Judith G. Stoloff, Suzanne B. Kurth, Tammy Clinginpeel, Lee Humphreys, Cathy Farmer, Edith Szathmary, Monique W. Anderson, and Rosann Spiro.

A report on the Open Forum held November 16 indicated that items of concern presented there were: sexist course descriptions in the catalogue, recruitment of women students for non-traditional roles, advisors' sensitivity to non-traditional roles for women, and the percentages of male and female graduate assistantships. Monique Anderson will check on the advising problem; the chairperson will pursue the others.

A report on the TIAA/CREF issue was given by the chair, who concluded that since the law is unsettled and the issue is already in litigation, we probably should not litigate at this point. It was suggested that we might discuss retirement benefits with Helen LeCoultre at a future meeting, which the chair will arrange.

The group agreed to thank Walter Herndon for his memo of November 20 regarding faculty and staff evaluations and to let him know that we will follow-up to be sure that each department responds to his request for a definite plan for considering teaching, interdisciplinary work, and general university service in tenure and promotion decisions.

Suzanne Kurth reported on her meeting with Russell French's seminar for Graduate Assistants where she discussed the use of non-sexist language. Ways to publicize Commission events were discussed, and it was decided that no workshops would be offered until spring quarter. An Open Forum will be held February 29.

Regular meetings for winter quarter are January 4, February 1, and March 7. Jack Reese will meet with us January 4 to respond to last year's report.

Everyone was - and is again - encouraged to scrutinize the Tenure and Promotion Study and to report any conclusions, questions etc., to Suzanne Kurth, Cheryl Travis or Madge Phillips.

The group also decided to write to WBIR in protest against the airing of "Three's A Crowd" which is extremely degrading to secretaries.

The meeting adjourned until January 4.
The Commission for Women met January 4 at noon in the University Center. Present were members: Marty Black, Monique Anderson, Cathy Farmer, Marilyn Kent, Gail Clay, Gail Disney, Mary Helen Celick, Thomasenia Robinson, Madge Phillips, Rosann Spiro, Judith Stoloff, and Alice Moses. Vice-Chancellor Ebersole and Associate Vice-Chancellor Creekmore met with the Commission and fielded questions concerning last year's report. That discussion yielded little except that our continuing concerns about child care, exit interviews, and the status of part-time employees and our frustrations resulting from lack of progress in these areas were conveyed to them. Ebersole indicated that he would pass on our concerns and that he would check into each matter and report to the Chair.

Other reports were slight: WBIR responded to our December complaint against "Three's A Crowd" that they were not satisfied with the show and that it would not be renewed; Dr. Herndon was contacted about his request for Departmental responses on methods of evaluating university-wide service and was told that we would check back to see if the responses have been forthcoming. Regrettably, the meeting ended on a sad note for the Commission when Cathy Farmer announced that she is leaving UTK to go with Expo and so will not be on the Commission any longer and when Judy Stoloff announced a NSF appointment that is taking her to Washington beginning in March. Our losses, but I'm sure everyone wishes Cathy and Judith well-deserved successful careers.

The meeting adjourned until February 1.

Marty Black
MEMBERS PRESENT FOR THE MEETING
February 1, 1980

Members present for the February 1, 1980 meeting of the Commission for Women were Edith Szathmary, Marilyn Kent, Cheryl Travis, Gail Disney, Tammy Clingenpeel, Judith Stoloff, Rosann Spiro, Suzanne Kurth, Jamesena Miller, Madge Phillips, Kathy Thelen, Sandy Hughes, Lucy Hamilton, H. Phillips Hamlin, and Gail Clay. Also present were Jack Reese, Luke Ebersole, Betsey Creekmore, Evans Roth, Walter Herndon and Ralph Norman.

The major portion of the meeting was a discussion with Chancellor Reese about major Commission for Women concerns. Asked about the future of the Women's Center, the Chancellor invited recommendations and suggested that we talk with Phil Scheurer. The Commission determined that no action should be taken on a new Director until the structure of the Center was reviewed. The Chair will ask that no permanent replacement for Marilyn Kent be sought, and Phil Hamlin and Marilyn will draft alternative proposals for the Center.

A discussion of the funding of Women's Athletics revealed that that problem is still unsettled. The Commission expressed its concern about the problem and determined that the Chair should talk with Gloria Ray about the issue. The suggestion of merging the Women's and Men's Athletic Departments was particularly unattractive to the Commission.

A discussion of the Senate proposal regarding part-time employees revealed an institutional concern that departments not be locked into any requirement that all part-time faculty be treated similarly, since there are several distinct types of part-time employees, i.e., graduate teaching assistants, regular part-timers, and those who teach only when a need arises. The primary concern is that "regular part-timers" be treated similarly and equitably. Gail Disney will meet with the Chancellor and the Senate sub-committee to discuss a resolution to be presented for Senate approval.

In response to a Commission inquiry Chancellor Reese stated that the assistants hired in Howard Aldmon's office, Phil Scheurer's office and the Chancellor's office are not being eased into permanent positions without a search. He assured the Commission that if Sammie Lynn Puett's position is filled, a search will be conducted. He was also reminded of our general concern about decreasing numbers of women in administrative positions.

The Chancellor concurred in the Commission's concern about including University service in evaluations, and stated that we should let him know if we need his help in assuring compliance with that standard.
The Chancellor said he could promise nothing about Child Care and suggested we look into possible arrangements. The Chair suggested we had done all that we could and that further efforts on our part would be futile. Seemingly the Chancellor agreed.

It was agreed that the Chair should send to the Women's Center all information that she receives on UTK job openings. The information will be posted there. Rosann Spiro volunteered to be the Commission for Women representative to study the Athletic Department's Affirmative Action Plan.

The Commission will meet jointly with the Commission for Blacks on February 27 at 2:30.

Our Open Forum is February 29 at noon in Room 225 of the University Center.

The meeting adjourned at 2:30.
The University of Tennessee, Knoxville
Commission for Women

Commission For Women Meeting  
March 7, 1980

MINUTES

The Commission For Women met March 7 in the University Center at noon. Present were: Marvelene Moore, Monique Anderson, Marilyn Kent, Gail Clay, Phil Hamlin, Thomasenia Robinson, Tammy Clingenpeel, Kay Bartosz, Gail Disney, Suzanne Kurth, Marty Black.

The Chair reminded everyone of the Assertiveness Training Workshops being offered by Alice Moses and Monique Anderson and reported on various items: The Law College was found in February to be conducting two unauthorized searches which have been halted pending completion of the AA paperwork; Jack Reese had sent a relatively non-committal letter responding to our meeting with him in January; the Chair is meeting with Gloria Ray about strategy to take regarding funding of women's athletics; the Chair met with Dr. Herndon's Dean's meeting and was encouraged by their interest in our concerns about faculty evaluations; the EEO-6 figures were reviewed; first United Methodist Church on Kingston Pike is seeking applicants for a preschool day care program and interested persons are asked to contact Marty Black; the Commission For Women met with the Commission For Blacks and discussed some common concerns.

At the Open Forum held on February 29, the major concerns expressed related to the status of UTK clerical staff. Problem areas identified included 1) the tying of rank to a Supervisor's rank, 2) inability to get 6% raise with a promotion that a person being hired from outside UTK can get, 3) being held in rank by virtue of longevity pay which makes "promotion" impossible, 4) the need for descriptive information on exempt and non-exempt jobs available and the skills needed for each, 5) the desirability of time-off for non-exempt (like exempt) to take classes, 6) the need to open Personnel's classes for exempt staff to non-exempt staff as well. A subcommittee will be appointed to deal with these matters. It was also pointed out that not everyone is aware of the change in policy allowing classes to be taken during the lunch hour. The Chair will work on that.

Security on campus was also brought up at the Forum. Security will be contacted, and it was also suggested that Personnel might offer a basic self-defense course. Also it was suggested that we make use of a display case in the University Center to give recognition to anyone or any organization on campus who deserves credit for helping or being supportive of women. Be thinking of suggestions!!

Meetings for the rest of the year were agreed to as follows: April 11 and May 2 to work on general business, May 23 to meet with Reese, Ebersole, Creekmore, Herndon and other Vice Chancellors, and
June 6 to wrap up this year's work and set up work to be done over summer and early fall. The Open Forum for Women will be held on May 16. The Chair is going to ask that appointments to the Commission For Women be made in April and May and is soliciting names to suggest. Please let me have your suggestions!!

A lengthy discussion was had on the future of Women's Center and concern was expressed about the appropriate way to study the needs for and feasibility of an extended Center. The Chair had requested that Marilyn Kent's replacement be charged with that study but considering Phil Scheurer's negative attitude toward that proposal the Commission suggested using Jack Reese's intern to do the study - the Chair will work on this.

The Commission didn't get to the Exit Interview, but Monique Anderson volunteered to head a subcommittee to consider alterations and report at our next meeting. Please send your recommendations to her!! Suzanne Kurth circulated the preliminary report on the Tenure and Promotion Study.

Noting that our major projects underway are: (1) Exit Interviews, (2) Future of Women's Center, (3) Tenure and Promotion Study, (4) Status of Partime Employees, (5) Faculty Evaluations and (6) Athletic Department Funding and Affirmative Action, the meeting adjourned until April 11.
The University of Tennessee, Knoxville
Commission for Women

Minutes
Commission For Women Meeting
April 11, 1980

The Commission For Women met April 11, 1980. Present were members, Monique W. Anderson, Kay Bartosz, Kathy Thelen, Sandy Hughes, Gail Clay, Marilyn Kent, Alice Moses, Gail Disney, Mary Hewitt for Judy Stoloff and Marty Black.

The Chair reported that TIAA-CREF has gone to a merged-gender mortality table and that the Chancellor's newsletter had issued a reminder about the removal of the restriction against taking classes during an employee's lunch hour. Monique Anderson is serving as the CFW representative on the Pan-Hellenic Advisor search and reported that she met with the candidates for that office. Alice Moses reported that there were fifteen responses to the Assertiveness Training Workshop questionnaires.

Edith Szathmary is chairing a committee to look into the needs of supporting staff as discussed at our Open Forum. Serving with her are Kathy Thelen, Sandy Hughes, Sandra Berry, and Susan West. Gail Disney presented a rough draft for a proposal on part-time professional positions. All are asked to submit comments on the proposal to her as soon as possible. At our meeting on May 2 we will finalize recommendations on supporting staff and part-time professionals.

The Chair reported that the Salary Study and the Affirmative Action Report are still in progress and should be available by the next meeting. It was agreed to move our meeting scheduled for June 6 back to June 5 at noon so as to accommodate the Chancellor. Gail Clay generously offered to provide a light lunch for that meeting.

Monique Anderson then reported that she and Rosann Spiro had reached the following conclusions on Exit Interviews: 1) Personal exit interviews should be required before any faculty or administrative person leaves UTK. 2) A committee of 10-12 people should be appointed to conduct the interviews. 3) The CFW and committees for Blacks should consult with the committee to sensitize it to relevant considerations. 4) As to specific questions to ask, it would be recommended that the Interviewing Committee should be the group to finally determine them. These recommendations met with approval. The Chair will discuss them with the Administration.
Minutes
Commission For Women Meeting
April 11, 1980
Page -2-

The Chair then reported on her meeting with Jack Reese on March 25. In reporting to him the various concerns women had expressed about the Women's Center and the various possibilities that we had hoped could be studied, he became very angry and refused to listen, saying among other things "This is not communication." The Commission discussed at length the effect of this unwillingness to even hear any suggestions with which he doesn't agree. The Chair is quite concerned that we have all wasted a lot of efforts this year, has responded to Jack (see enclosed) and is awaiting a response from him so that we can ascertain what we should do next. His response will be circulated when received. He did agree to look for more adequate office space for Women's Studies, to find some office space for the Commission, and to support a more expanded programming role for the Women's Center as presently constituted. Monique Anderson is serving as a CFW representative on the Search Committee seeking Marilyn Kent's replacement.

The meeting adjourned until May 2.
The Commission for Women met on April 22 at 12:00 noon in the University Center in room 202. Members present were: Jane Redmond, Marty Black, Gail Disney, Jackie McInnis, Monique Anderson, Cheryl Travis, Gail Clay, Thomasenia Robinson, Suzanne Kurth, Priscilla White, Edith Szathmary, Jamesena Miller, Susan Becker, Kathy Thelen, Claudine Clevenger, Susan Hadley, Jack Reese and Luke Ebersole. Members absent were: Madge Phillips, Phil Hamlin, Lee Humphreys, Marvelene Moore, and Rosann Spiro.

Marty Black chaired the meeting today because the Chair had to be out of town. She stated that today's meeting was intended to summarize the progress that had been made on the items that the Commission had been involved with during the 1980-81 year.

Gail Disney summarized the work that had been done on the issues related to part-time faculty. She said that there was a 50% return response from the questionnaires that were sent to part-time faculty members. A summary of the responses has been distributed. The main concerns were fringe benefits, including retirement benefits, and tenure.

Dr. Norman still has not conducted the follow-up interviews. He informed Gail that they will begin in the near future.

Gail also reported that the part-time faculty will be included in the Faculty Handbook. In addition, she thanked the Chancellor for initiating the effort which resulted in the part-time faculty being placed on the mailing list to receive publications. The Chancellor also facilitated the inclusion of the part-time faculty in the faculty directory. Gail asked the Chancellor about the possibility of the part-time faculty receiving longevity pay. The Chancellor said it might be possible. One problem is that UT employees are in the same category as other state employees. Problems arise when it appears that University Personnel receive benefits that other state employees do not get.

Retirement can be a problem for part-time faculty. If a person was part-time before 1978 and then goes 100%, the person loses retirement benefits.

Gail said a new issue regarding part-time faculty which needs to be addressed is salary inequities between part-time women faculty and full-time women faculty and between part-time men faculty and full-time men faculty.

Marty said that work needs to be continued on the issues of part-time faculty until the issues are resolved.

Kathy Thelen gave a report on exit interviews. She stated that the six month summary has been distributed. There were three major reasons for...
leaving the University. These were 1) found employment elsewhere (related to salary situation) 2) leaving Knoxville area and 3) returning to school on a full-time basis or leaving because of family reasons.

Discrimination was not a reason for leaving the University.

Luke Ebersole stated that at some point in the future, faculty records will be combined with Personnel files. However, the plan is still in the formulative stages.

Susan Becker gave a report on Women's Studies. She said that the Women's Studies program is healthy and thriving and the introductory course is overflowing.

The lack of adequate space is still a problem. Paper work seems to be part of the problem. No keys have been made because the key shop never received the appropriate papers. Consequently, the library materials remain inaccessible. Susan does not know if the office needs to be painted. Also, a phone is desperately needed.

Michelle Long reported for the Chair on System-wide Affirmative Action. She told the Commission that UTK Affirmative Guidelines apply only to this campus, and do not apply to the Systems level.

Michelle Long reported for the Chair on the Open Forum sponsored by the CFW. Approximately twenty-five to thirty people were in attendance. Concern was expressed by secretaries about the lack of merit increases. Also, support was shown for flex-time positions.

Suzanne Kurth reported on the Women of Achievement Recognition Night. She said that the event received a positive response. It drew attention to various women on campus. The CFW recommended that the event be held every three years.

A report on campus lighting was given by Gail Clay. She stated that the decision had been made to add no more lighting, but to provide additional protection for individuals walking at night. She said that very limited funds are available from the Physical Plant. Student officers will be placed in problem areas on campus. Gail said that Security is now aware that a problem exists. When funds become available in the future, maybe campus lighting can be increased. The lighting on the Garage Plaza will be changed to 75 watts to increase the safety of individuals.

Michelle Long reported for the Chair on TIAA/CREF Tax Shelter Annuities. She told the Commission that the difference in allowable contributions for men and women lies in IRS requirements. The IRS uses sex based actuarial tables.

Priscilla White gave a report on child care. She stated that the Administration has been supportive of the proposal to convert the nursery to day care. She said that there is a possibility of a facility being built for child care during Expo. However, the funding is unclear. The plan would be for UT to donate land for the facility provided that the land would be deeded back to UT after Expo.
The Chancellor said that it would be worth waiting a year to see if the plans for the child care facility for Expo are carried out. If not, then Priscilla's proposal of a conversion from nursery to day care would be carried out.

Marty Black reported on salary adjustments. She noted two things which came up at the Open Meeting: 1) The salaries of support staff are very low. It is hard for them to see another group favored in salaries. Any salary adjustment which is made is felt more by the support staff. A tremendous need for improvement exists in this area. 2) Frustration is apparent in the support staff because they cannot be identified as a group. The support staff is in need of an advocate.

Marty said that she felt as if the CFW should serve as an advocate for this group. The Chancellor responded that the Employee Relations Council should be the representative for this group. He said a lot of changes have taken place since the Employee Relations Council has been in existence and that this group has been effective.

Marty said that something needs to be done because the support staff does not feel that it is being represented. The suggestion was made that the Council needs to have more publicity (ex. Staff Stuff) and more needs to be said about the Council's activities.

Marty Black reported for the Chair on sanitation protection dispensaries. She told the Commission that the Chair had been in contact with John Parker and he had been most cooperative and supportive of the Commission's suggestions.

Marty Black thanked Chancellor Reese and Luke Ebersole for the cooperation between administrative units and the Commission.

Marty ended the meeting by saying that the Women of Achievement Night had started the year well and that the CFW was recommending that the event be held every three years with an inside speaker. To be chosen as the speaker would be an honor in itself.

The meeting adjourned at 1:20 p.m.

Submitted by:
Michelle Long
Michelle Long
Minutes
Commission For Women Meeting
University Center
May 2, 1980
12 Noon

The Commission For Women met May 2, 1980 at the University Center. Present were: Jamesena Miller, Rosann Spiro, Thomasenia Robinson, Edith Szathmary, Judith Stoloff, Monique Anderson, Gail W. Disney, Marvelane C. Moore, Madge Phillips, Michael Reis, Tammy Etheridge, Kathy Thelen, Kay Bartosz, and Marty Black.

The Chair reported that she had made recommendations to Vice-Chancellor Ebersole for the 1980-81 CFW and had written to Vice-Chancellor Herndon regarding our recommendations on Exit Interviews. Everyone was reminded of the Open Forum on May 16 and was asked to look over the Strategic Plan for Affirmative Action and to relay any suggestions to the Chair.

Edith Szathmary then reported that her sub-committee of Kathy Thelen, Sandy Hughes, Sandra Berry, and Susan West had met three times working on the concerns of Supporting Staff as expressed in our last Forum. They had met with Ed Bennett and Mary Dadisman. The sub-committee reported that: 1) Information on all job vacancies is available by calling Personnel and that fact has been publicized; 2) The need to open Personnel's classes for exempt to non-exempt was agreed upon and that policy has been changed; 3) A seminar in self-defense will be offered. The sub-committee also presented the statement in Appendix A for consideration. These statements and proposals will be finally agreed upon after any further discussion on May 23. The sub-committee did an exceptionally fine job addressing these concerns and is to be commended for its efforts.

Gail Disney then presented the statement in Appendix B on part-time faculty for the Commission to study. These recommendations will also be finalized at the May 23 meeting. Gail too is to be commended for a significant contribution to the Commission efforts.

The Chair then reported on her conclusion that the CFW needs to be somewhat redefined so as to shift the burden of Affirmative Action from the Commission to the Administration. A discussion ensued, and all seemed to agree that the appropriate role expected from CFW should be that of advising only, leaving the drafting and implementing of proposals to administrators. The Chair had already discussed this with the Chancellor who will discuss it with the Commission at the June 5 meeting.

The meeting adjourned until May 23 at noon.
On February 29, the Commission for Women sponsored an Open Forum for women on campus. At the Open Forum, several concerns were expressed concerning non-exempt staff pay. Specifically, these dealt with the frustration staff members feel about the lack of opportunity to progress within their pay range.

In attempting to maintain hiring salaries that are competitive within the area labor market, pay ranges are increased annually. This has caused a situation where it is very difficult for an employee receiving the average annual increase to move beyond the minimum salary for his/her pay range.

Another concern expressed dealt with the hiring rate available to exceptional external applicants, i.e., 6% above the minimum. This is not available to internal transfer applicants under current policy.

In response to these concerns, the Commission for Women is proposing the following:

1. As attrition occurs, a department with a vacancy should be encouraged to examine staffing level, workload, and other factors to determine the possibility of combining and/or redesigning jobs so that the vacant position would not need to be filled. If this is possible, the salary money saved should be distributed to staff within the department who are assuming additional workload. The vacant position would then be abolished. This should provide the incentive necessary to increase productivity.

2. Personnel policy should be changed to allow an exceptional internal applicant the same opportunity an external applicant has to receive an increase beyond the minimum of the vacant position's pay range. Additionally, the 6% allowance should be changed to allow a hiring rate of any amount between the minimum and the midpoint of the new range.

Pay, of course, is the source of many concerns and questions. The intent of these proposals is to recommend changes in the current system that could allay some of the concerns.
APPENDIX A

One issue raised at the Open Forum concerned the tying of a secretary's rank to a supervisor's rank. Job classification is determined by duties performed in the job rather than the rank of one's supervisor. To illustrate this, the Personnel Department prepared an analysis of the rank of secretaries for the Chancellor, Vice Chancellor, Dean, Director, and Department Head titles. This analysis shows that a wide variety of secretarial titles are used for each of these supervisor titles.

The variety occurs primarily in the Dean, Director, and Department Head classifications. For example, in the Dean classification there are four secretarial titles used, in the Director classification there are seven secretarial titles used, and in the Department Head classification there are five secretarial titles used. This analysis supports what has been stated by the Personnel Office in the past. That is, that the rank of the supervisor is not the determining factor for the rank of the secretary.
APPENDIX B

Commission for Women
University of Tennessee, Knoxville
Recommended Policies Regarding Regular Part-Time Faculty
April 11, 1980

INTRODUCTION

Policies regarding part-time faculty vary greatly within the University. Departments need to examine their policies in an effort to standardize policies regarding part-time faculty. The Faculty Senate has recently approved a resolution from the Senate Faculty Affairs Committee which is directed toward improving the status of part-time employees.

The purpose of the Federal Employees Part-Time Career Employment Act which became public law on October 10, 1978, is to encourage availability of part-time employment for those who desire it. It distinguishes permanent from non-career or temporary employees. These permanent employees are termed by the University as "regular part-time" employees. The major objective of the following recommendations is to improve the status of regular part-time faculty who are on a career ladder, plan to remain active in their profession, and who have a commitment to the University. Faculty members who hold joint positions between departments and other agencies or departments are generally granted full faculty privileges; therefore, it is inconsistent to withhold privileges to regular part-time faculty who have the same or a greater commitment to the department.

POLICIES FOR REGULAR (PERMANENT) PART-TIME FACULTY

1. The following procedures should be the same for regular part-time and full-time faculty. Credentials should be evaluated with consideration of accomplishments based on percentage of past employment.
   a. Interviewing and hiring procedures
   b. Application for tenure (UTK has 4 faculty with tenure who are classified as either temporary or part-time)
   c. Application for promotion
   d. Application to direct doctoral research and teach 6000-level courses

2. The following should be adhered to, both qualitatively and quantitatively, on a basis equivalent to the percentage of employment:
   a. Secretarial and other types of faculty assistance
   b. Office space
   c. Fringe benefits, i.e. insurance, retirement
   d. Teaching load
   e. Research load and expectations for publications
3. Regular part-time faculty should be allowed the following:
   a. Voting privileges at least commensurate with the percentage employment
   b. To teach upper division and graduate courses
   c. Eligibility for research funds
   d. To serve on graduate committees and direct graduate research, both
      master's level and doctoral (with approval as addressed earlier)

CONCLUSION

According to the UTK EEO-6 Report for Fall 1979, 15% of the faculty are
employed on a part-time basis. Part-time faculty consist of 40% female and
60% male. If the current trend toward scarce University resources continues,
it is conceivable that the rate of part-time employment may increase. The
above policies would help to assure continued quality of programs and also
improve the morale and retention of part-time faculty.
On page 17 of the Faculty Handbook, there are listed six classifications of faculty appointment. There purported to be both regular and temporary designations for both full and part-time faculty. It would appear therefore that the institution does recognize the existence of a serious commitment to the academic life on the part of one who holds a regular but part-time appointment. In reality there is no such status. The fact of the matter is that all other important distinctions concerning the employment and retention of faculty are keyed to and depend upon the full-time appointment. It is clearly in the interest of this University to bring categories 2 and 4 (p. 17) to life and to give them some meaning. There are residing in this area numerous individuals with both the qualifications for and a serious commitment to the academic endeavor. Recruitment of people to this campus and some measure of budgetary flexibility may as well be achieved by serious definition and utilization of these categories.

The Federal Government has recently taken such an "institutional" step with the passage of the Federal Employees Part-Time Career Employment Act of 1978. The essence of the legislation lies in recognition of regular part-time status as a legitimate career basis within the government service. Government managers are encouraged to assess both their own departmental needs and the desires of otherwise qualified individuals and to accommodate these by using part-time regular positions. There are both similarities and differences between the situations in government service and the university, but this legislation at least indicates that the university should in good faith seek to implement the idea.

The Commission for Women recommends that the institution recognize and make into a reality categories 2 and 4 of faculty appointment. There will be different situations among colleges and departments, but a number of essential matters are common to such an enterprise. The essence of the status is a two-way commitment. The prospective faculty member offers and is judged by the normal criteria for appointment. If because of personal or other professional commitments, the individual cannot do justice to the full load then an appropriate percentage of such load should be agreed upon. Compensation and time periods for probation (promotion) should be arranged accordingly and reviewed as necessary. At present, part-time compensation is based almost solely on classroom exposure. It is contemplated here that there will be significant research and institutional service commitments as part of the package and they must be given consideration. To the extent that University budgeting procedures presently frustrate such arrangements, they should be altered by the administration. Other important aspects of the faculty relationship which will be affected by truly regular part-time status include access to teaching at the graduate level and the vote within faculties. Facility support (office secretarial, etc.) and fringe benefits must be reasonably adjusted. Review of the faculty handbook will indicate the areas for study. Eligibility for faculty development and similar support from University or individual college funds should not be denied such regular faculty simply because they lack full-time status.

Although this is a situation which seriously limits the ability of women to undertake academic careers, there are undoubtedly men who for personal or public service reasons may take advantage of true regular part-time status if it were available. There should be such flexibility within the entire institution.
SPECIFIC AREAS WHICH SHOULD BE EXAMINED IN THE FACULTY HANDBOOK TO IMPROVE THE STATUS OF REGULAR PART-TIME FACULTY

Review of the 1978 faculty handbook indicates a number of areas in which application of regular part-time status must be worked out in detail. Although a "percentage of effort/percentage of benefit" principle will in some cases be helpful, it need not be followed in doctrinaire fashion. The list which follows is meant to be comprehensive, but is not exhaustive.

Many items occur in Chapter 3 which relate to part-time faculty status. Page 15 describes the ideal appointment process. What is needed here is to utilize this same process for any appointment to regular faculty status be it part or full time. In theory this might also extend to appointment of temporary faculty, but the practice at present is markedly different. The faculty Senate resolution of February, 1980 seems to have covered this situation adequately.

On page 17 the distinction between regular and temporary faculty status needs to be properly defined. The idea that both part-time and temporary appointments are made to meet only short-range needs should be modified to eliminate the idea that part-time status is by definition not to be considered among the serious academic faculty appointments.

Pages 18 and 19 consider the nature of probation and tenure. The six criteria for the award of tenure on page 19 can be applied to part-time as well as full-time regular faculty within appropriate time frames. This is an area which will have to be fully thought through. Both qualitative and quantitative approaches are used in judging various candidacies. A proportional stretching out of time-frames seems more appropriate for quantitative matters. Reasonable demonstrations and evaluations of quality might not require full extensions. These are matters for further thoughtful study and discussion.

Chapters 5 and 6 contain a number of benefit items which will require attention. There appear no reasons why faculty development grants should be absolutely denied regular part-time faculty. Again the eligibility should be keyed to regular rather than temporary status. The same applies to faculty on academic year appointment with regard to sick leave, vacations and holidays. In the area of fringe benefits there are a number of discrete problems. The TIAA type retirement system is keyed to a percentage of salary and should be no problem. The basic group insurance (health) plan seems keyed to working 75% or 30 hours a week. It may be that this line would preclude participation by regular faculty members who carried less of a load. A similar situation may exist in the group disability program. Social Security eligibility has its own rules. Fee waivers are presently limited to full time faculty. It may be that the University would wish to extend that benefit to all regular members.

Chapter 7 describes the research mission of the University. It is essential that regular part-time faculty members both be required to engage in this mission and be compensated and supported in their efforts. The University budgeting process should operate flexibly so as to be divided into other than full-time person units for this purpose. This area represents both an obligation and an opportunity for part-time faculty who desire realistic regular status.
The University of Tennessee, Knoxville  
Commission for Women  

Minutes  
Commission for Women Meeting  
May 23, 1980 at noon  

The Commission for Women met May 23, 1980 at the University Center. Present were: Madge Phillips, Alice Moses, Marvalene Moore, Kathy Thelen, Gail Disney, Gail Clay, Marilyn Kent, Thomasenia Robinson, and Edith Szathmary.

At the open forum held May 16 familiar concerns were expressed: 1) supporting staff salaries are too low; 2) support for re-entry women needs to be continued and child care is needed; 3) women on campus would benefit from a meeting place and means of communication; 4) some administrators in some areas of student affairs continue to create an atmosphere in which it is difficult for women to work.

The recommendations on Supporting Staff and Part-time Employees that were circulated last month were adopted without dissent and will be presented to the Administration. There were no comments or additions to the Affirmative Action Plan or the Strategic Plan for Affirmative Action.

The meeting concluded with a discussion of final recommendations for the year, which are included as Appendix A.

The meeting adjourned until June 5.
The 1979-80 Commission for Women recommends:

1. The opportunity for regular professional part-time employment with UTK be recognized and made available for UTK employees.

2. The opportunity to choose a work schedule other than the traditional 8 a.m. to 5 p.m. work day be recognized and made available to UTK employees.

3. Recognizing the benefits to accrue from mutual support among all groups of women on campus, the Women's Center or a similar center should make available opportunities for all women on campus to meet and share interests and concerns.

4. The assigning of University service must be done with recognition that such service has a disproportional impact on women, and the Administration should see that appropriate Departmental or Unit recognition and credit is given for such service.

5. Affirmative Action Report should be available for review no later than the beginning of Spring Quarter of each year and preferably at the beginning of Winter Quarter to allow a meaningful opportunity for all concerned to review the data and make recommendations.

6. The Tenure and Promotion Study should present its data as nearly as possible in a manner similar to the Annual salary survey.

7. An annual review of tenure and promotion data should be made
to identify any individual whose years in rank vary significantly from the norm.

8. Recognizing that often an individual employee or even a group of employees cannot afford to raise certain concerns with superiors, the Administration should take the responsibility to notify any supervisor from whose area or unit there are persistent allegations of sexual discrimination.

9. The needs of Re-entry women should continue to be supported, especially with advising, support groups and wherever possible, child care.

10. The funding of Women's Athletics must be equalized with the support provided for Men's Athletics.

11. The salaries and work conditions of supporting staff need to be continually scrutinized in an effort at least to alleviate and, if possible, to eliminate the effects of historical discrimination against that group. Specifically, the Administration should continue its efforts to increase salaries, (as it did so well this year). To assist in improving the salaries supporting staff the Commission makes three specific recommendations:

   a. As attrition occurs, a department with a vacancy should be encouraged to examine staffing level, workload, and other factors to determine the possibility of combining and/or redesigning jobs so that the vacant position would not need to be filled. If this is possible, the salary money saved should be distributed to staff within the department who are assuming additional workload. The vacant position would then be abolished. This should provide the incentive necessary to increase productivity.
b. Personnel policy should be changed to allow an exceptional internal applicant the same opportunity an external applicant has to receive an increase beyond the minimum of the vacant position's pay range. Additionally, the 6% allowance should be changed to allow a hiring rate of any amount between the minimum and the midpoint of the new range.

d. Recognizing that the present percentage raise allotment for supporting staff is not adequate to rectify salary problems that have resulted from historical discrimination against that group, some source of funding should be made available for merit increases for those employees.

12. Exit Interviews should be conducted in person either by Personnel or a committee appointed for that purpose. The responses from Exit Interviews should be relayed to the Vice Chancellor for Planning and Administration, the Affirmative Action coordinator, the Commission for Women, Commission for Blacks and the appropriate department or unit.

13. The deadlines for decisions on faculty promotion and tenure must be honored so that a meaningful opportunity for review of those decisions will be available for all persons wishing to take advantage of that opportunity.

14. As reports of the use of sexist language and reports of sexual harassment of students and employees continue, the Administration should take positive steps to eliminate each.

15. The appointment of the Chairperson of the Commission for Women should be made by the end of the Winter quarter preceeding the year of service. The Commission for Women members should be appointed during the Spring quarter.
16. Recognizing that many problems continue to confront women, the Commission for Women would like Administration support to sponsor during the 1980-81 year a major symposium focusing on the achievements of women at UTK.
The University of Tennessee, Knoxville
Commission for Women

Minutes
Commission for Women Meeting
June 5, 1980

The Commission for Women met for a luncheon meeting on June 5, 1980 at noon at the University Center. Members present were: Madge Phillips, Alice Moses, Gail Clay, Marilyn Kent, Monique Anderson, Suzanne Kurth, Kay Bartosz, Jamesena Miller, Rosann Spiro, Thomasenia Robinson, and Marty Black. Chancellor Reese, Vice Chancellor Ebersole and Associate Vice Chancellor Creekmore were also present to discuss commission concerns.

After lunch Chancellor Reese announced his support for the Commission recommendations on Part-Time Employees, Flextime, and Supporting Staff and that he has forwarded each to the appropriate person. Discussions ensued about the salary study, the general concern over loss of women at UTK, and the Commission's desire to hold a symposium on women's achievements next year. The meeting ended with the Chancellor's statement that he valued the Commission's advice and that he was committed to the group as an advisory body. He noted that administrators should be doing administrative tasks and that groups such as the Commission for Women should not be delegated responsibility for drafting and implementation of proposals. The Chancellor thanked the Commission for all the efforts this year and indicated a desire on his part to return after a summer break with a fresh outlook on the campus.

The meeting adjourned at 2:15. There will be no more meetings until September.
The regular monthly meeting of the Commission for Women was held on October 2, 1980 at 12:00 noon in Room 218 of the University Center. Members present were: Chairperson, Madge Phillips, Montique Anderson, Susan Becker, Lee Humphreys, Jane Redmond, Suzanne Kurth, Jacqueline McInnis, and Priscilla White. Members absent were: Martha Black, Claudine Clevenger, Edith Szathmary.

The meeting began with a welcome and an introduction of the new graduate assistant for the Commission, Michelle Long.

**Old Business**

Mary Dadisman from the Personnel Office gave a report on Exit Interviews. She informed the Commission that an internal reorganization had occurred in the Personnel Office. The procedure for non-academic personnel is to fill out a questionnaire upon leaving the University.

A new process has been instigated in which a person now has the chance to have an exit interview if it is desired. If he/she wishes, an accusation report can be sent to the Dean and carbon copied to the Vice Chancellor. Usually, a response is received from the letter which is sent to the Dean.

If the Personnel Office receives a high frequency of complaints, Mary Dadisman goes to Ed Bennett, who in turn goes to the Vice Chancellor.

Mary Dadisman informed the Commission that according to Luke Ebersole, two avenues are available for faculty personnel regarding problems in employment. 1) The person (faculty) can go to the Vice Chancellor of Academic Affairs if a specific instance has occurred, and 2) The person can go directly to the Affirmative Action Office. This office will then refer the matter to the appropriate Vice Chancellor and then to the Chancellor.

Jane Redmond, the new Program Advisor for the Women's Center, reported on their activities. The Center is alive and well and the services of the Center are being used frequently. She reminded the Commission of the upcoming activities: Rape Awareness Week, October 6 - 10; Open House, October 22; and Self and Survival Workshops. WCC (Women's Coordinating Council) will also be helping with hosting the Women of Achievement Recognition Night.

A major goal of the WCC will be the recruitment of new members.

Susan Becker gave a report on Women Studies. A major problem for Women Studies has been lack of space. Hardy Liston sent a memo to Susan Becker saying that space is available for Women Studies as of October. Women Studies is to share space in Alumni Hall with the Commission for Women and the Commission for Blacks. No particulars have been worked out to date.

Susan reminded the Commission of the Japanese and French film series. The films are women oriented and some have women directors.
Add Marjorie Moore
Under Members Present:
Correction:
The regular monthly meeting of the Commission for Women was held on October 2, 1980 at 12:00 noon in Room 218 of the University Center. Members present were: Chairperson, Madge Phillips, Monique Anderson, Susan Becker, Lee Humphreys, Jane Redmond, Suzanne Kurth, Jacqueline McInnis, and Priscilla White. Members absent were: Martha Black, Claudine Clevenger, Edith Szathmary.

The meeting began with a welcome and an introduction of the new graduate assistant for the Commission, Michelle Long.

Old Business

Mary Dadisman from the Personnel Office gave a report on Exit Interviews. She informed the Commission that an internal reorganization had occurred in the Personnel Office. The procedure for non-academic personnel is to fill out a questionnaire upon leaving the University.

A new process has been instigated in which a person now has the chance to have an exit interview if it is desired. If he/she wishes, an accusation report can be sent to the Dean and carbon copied to the Vice Chancellor. Usually, a response is received from the letter which is sent to the Dean.

If the Personnel Office receives a high frequency of complaints, Mary Dadisman goes to Ed Bennett, who in turn goes to the Vice Chancellor.

Mary Dadisman informed the Commission that according to Luke Ebersole, two avenues are available for faculty personnel regarding problems in employment. 1) The person (faculty) can go to the Vice Chancellor of Academic Affairs if a specific instance has occurred, and 2) The person can go directly to the Affirmative Action Office. This office will then refer the matter to the appropriate Vice Chancellor and then to the Chancellor.

Jane Redmond, the new Program Advisor for the Women's Center, reported on their activities. The Center is alive and well and the services of the Center are being used frequently. She reminded the Commission of the upcoming activities: Rape Awareness Week, October 6-10; Open House, October 22; and Self and Survival Workshops. WCC (Women's Coordinating Council) will also be helping with hostessing the Women of Achievement Recognition Night. A major goal of the WCC will be the recruitment of new members.

Susan Becker gave a report on Women Studies. A major problem for Women Studies has been lack of space. Hardy Liston sent a memo to Susan Becker saying that space is available for Women Studies as of October. Women Studies is to share space in Alumni Hall with the Commission for Women and the Commission for Blacks. No particulars have been worked out to date.

Susan reminded the Commission of the Japanese and French film series. The films are women oriented and some have women directors.
Women's Research Colloquia will continue again this year. The schedule listing speaker, topic, and date will be distributed. The colloquia will probably be held in the Women's Center Conference Room.

Gail Disney reported on part-time faculty. She verbalized the concern over the treatment of part-time faculty. An attempt is being made to improve the status of these individuals. Chancellor Reese has suggested interviewing the part-time faculty. Ester Johnson will be helping Gail pursue this matter and Madge Phillips will discuss this topic with Luke Ebersole.

The Faculty Senate and Faculty Affairs Committee will be considering the policy for part-time faculty. There was a concern expressed that the Commission for Women should continue to work cooperatively with the Faculty Affairs Committee on this issue.

Report from the Chair

The Commission decided to invite the Chancellor and all Vice Chancellors to their next meeting (November 6) to discuss the 1979-80 Final Report. The Commission was in agreement that all members should actively participate in the discussion of the 1979-80 Report. (Luke Ebersole just called to say that the Chancellor will respond to the 1979-80 Report and will meet with us at our December 4 meeting.)

The Chairperson reported that she will meet with Luke Ebersole regarding lighting on campus, exit interviews, and individuals registering complaints related to Affirmative Action.

She informed the Commission that she had met with the Faculty Senate Executive Committee and expressed the concerns of the Commission. She encouraged the faculty members to attend the Faculty Senate meeting Monday, October 6 regarding the Strategic Action Plan.

The Chairperson reported that Mary Richards and Bethany Dumas had spoken to the G.T.A.'s on non-sexist language.

Since the last meeting the Chair received calls inquiring about the Systems level position opening, Director of Personnel. UTK Affirmative Action guidelines are for this campus and do not apply to the UT Systems Office. The opening was listed with all UT Campus Personnel Offices and there was a search process but not a Search Committee. The Chair will discuss this matter with Luke Ebersole and express serious concern about filling a high level administrative position without an open search.

New Business

The Commission decided to continue the Forums for the 1980-81 academic year. Ways to increase attendance were discussed. Suggestions included personally inviting new women faculty, and announcing in Staff Stuff, Chancellor's Newsletter and the Beacon. The first Forum will be on November 19, 1980 at 12:00 noon in the University Center in rooms 221-222.
The Commission members were reminded that they are free to contact the Chair about any concerns.

**Women of Achievement**

Nomination forms for the UTK Women of Achievement Recognition Night were distributed. The date of this event is Monday, November 24.

Gail Clay reported that the arrangements for this special event are complete.

The Chair reported that the first-choice speaker, Dr. Frances Farenthold, had accepted our invitation.

The Chair reported for Susan Becker of the Awards/Selection Committee. The nomination forms have been complete and the deadline, October 24, has been set for receiving nominations. There are 14 award categories.

Those who will present the awards have been chosen. The UTK Alumni Office will do a Knox County Alumni mailing for the Commission. The list of campus organizations is still being compiled.

Cheryl Travis reported on Awards - Certificates and Metals. An artist will be chosen to design a symbol to be used for the event and also on the certificate. This committee decided to put a quotation on the certificate. Ideas for the quote were read to the Commission members. The Commission was in agreement that the committee should decide which quote to use.

A medal will not be given to award winners. The committee will decide if a silkscreen of the logo will be put on a certificate to be given to award winners.

Suzanne Kurth reported that 1200 invitations will be sent.

The Publicity Committee, chaired by Jane Dunlap, will meet Monday, October 6.

Jackie McInnis will be chairing the Evaluation Committee.

The Chair of the Commission stated that the Chancellor's Newsletter should include the Nomination Form.

The meeting adjourned at 1:30.

Submitted by,

Michelle Long
Graduate Assistant
Commission for Women

NEXT MEETING: Thursday, November 6, 1980 in University Center in room 218

DECEMBER 4 Meeting: University Center in rooms 221-222

Enclosures: 1) A copy of material which Dr. C.W. Minkel sent to Chair
2) Position Announcement
COMMISSION FOR WOMEN

Minutes

The regular monthly meeting of the Commission for Women was held on November 6, 1980 at 12:00 noon in Room 218 of the University Center. Members present were: Chairperson, Madge Phillips; Susan Hadley, Monique Anderson, Jackie McInnis, Kathy Thelen, Suzanne Kurth, Cheryl Travis, Edith Szathmary, Thomasenia Robinson, Gail Clay, Claudine Clevenger, Rosann Spiro, Priscilla White, Susan Becker, and Phil Hamlin. Members absent were: Martha Black, Gail Disney, Lee Humphreys, Jane Redmond, Jamesena Miller, and Marvelene Moore. Guests present were: Gloria Ray, Claudia Woody, Philip Scheurer, and C.W. Minkel.

The correction to the October 2 minutes (addition of Marvelene Moore) was announced.

Old Business

The Chair announced that the Senate Faculty Affairs Committee has appointed Gail Disney to replace Susan Becker.

The announcement was made by the Chair that the interview format for the part-time faculty is complete.

The Chair also reminded the Commission members of the Open Forum on November 19. She asked that the fliers which were sent to the members be posted. The Chair also asked the members to attend the Forum.

Report From Chairperson

The Chair announced that she had met with Luke Ebersole regarding lighting. The survey has been completed. Susan Hadley, Jane Redmond, and Gail Clay have been contacted to obtain the names of students to serve on the committee.

Support for increased lighting on campus has also been shown by Chief of Police Griffin.

The Chair expressed concern that there were no student members on the Commission. Phil Scheurer responded that the Student Government Office was responsible for making those appointments. (Since the meeting, names of student members have been received and they have been invited to future meetings.)

The Chair thanked Dean for his support of the "Women of Achievement" Recognition Night.

Visitors

Phil Scheurer, Dean of Student Activities, updated the Commission on the vacancy of the Program Advisor position in the Women's Center since the resignation of Marilyn Kent.
He informed the Commission that the original plan for the Women's Center was much more grand than it is now. The Student Activities Office got involved in the middle of the planning and proposed something different than the original plan. The Women's Center is far more limited in scope than the Commission would probably prefer. The plan for the Women's Center was to provide a highly visible place in an already existing organization (Program Office). The Women's Center was to be involved in women's issues only as they concerned students. It was to be a part of the Central Program Council and be committed to the needs of women students. The Women's Center was funded through the Student Affairs budget and Student Activities Fee. Dean Scheurer said that he foresaw three objectives of the Women's Center. 1) to broaden its base 2) to focus on involving more groups and 3) to establish an advisory group for the Women's Coordinating Council. He asked for help from the Commission in establishing the Advisory Board.

Dean Scheurer suggested that the Commission submit creative suggestions for ways to spend extra dollars in the Women's Center. The Chair suggested speakers on campus. Susan Becker suggested periodicals which the library can't get. Dean Scheurer also suggested that Women's Studies compile a list of needed materials.

Gloria Ray added that Dean Scheurer has also helped with Women's Athletics.

The Chair announced that Dean Minkel of the Graduate Office has sent information to the Commission regarding female graduate students. The note was also made by the Chair that the Graduate Office has a strong commitment to Affirmative Action.

Dean Minkel relayed concerns of the Graduate School. 1) He expressed the need for accurate data over a period of time. The number of men and women in Graduate School is not equal. He noted that in the last calendar year there were more women graduates than men at the master's level, but the women represented the traditional fields. Minkel expressed the need to look at the individual disciplines. 2) The compiled data needs to be reviewed on a regular and periodic basis to determine trends. 3) Questions need to be raised in order to determine problems which need attention. Dean Minkel expressed the importance of the representative from each department serving as a liaison with the Graduate School. 4) The Graduate School is concerned with recruitment and admission processes. 5) The concern for financial support for students was noted. Dean Minkel said that there were very few fellowships available. A little money is available in the Hilton Smith Fellowship. A special concern for financial assistance for Re-Entry women was expressed.

Suzanne Kurth noted that the NSF had changed its focus on financial aid. It is now geared more towards Re-Entry women. Suzanne stated that the reports are available if anyone is interested in them.

Susan Becker asked Dean Minkel what was meant by the letter sent to Faculty concerning research money. Minkel replied that the letter relayed a long-term general policy, not an immediate change.

New Business

The Chair passed out copies of a letter from the University of Minnesota concerning the merger of men's and women's athletics. She remarked that there
needs to be an awareness that another point of view on the merger exists, but with the understanding that the Commission is not lobbying for either position. Gloria Ray, Director of Women's Athletics, said that the opinion varies regarding the merger. She noted that the NCAA will vote on the proposal in January. Gloria stated the advantages of a merger: 1) increased financial support 2) standardization of policy regarding male and female athletes and 3) a better TV package. Gloria expressed the need to look at other alternatives to the AIAW and NCAA.

The Chair expressed the concern over tax shelter annuities provided by the University. Women cannot contribute the same amount as men. Gail Clay remarked that the Senate Fringe Benefits Committee meets Monday, November 10 and that they will address this subject. The suggestion was made that the Commission send a letter asking for the rationale of this program.

The meeting adjourned at 1:40.

Submitted by:

Michelle Long

NEXT MEETING: Thursday, December 4, 1980 in the University Center in rooms 221-222.
The University of Tennessee, Knoxville
Commission for Women

COMMISSION FOR WOMEN
Minutes

The regular monthly meeting of the Commission for Women was held on December 4 at 12:00 noon in the University Center in rooms 226-227. Members present were: Chairperson, Madge Phillips, Cheryl Travis, Priscilla White, Jackie McInnis, Monique Anderson, Kathy Thelen, Edith Szathmary, Marty Black, Thomasenia Robinson, Suzanne Kurth, Rosann Spiro, Phil Hamlin, Jamesena Miller, Marvelene Moore, Claudine Clevenger, Betsey Creekmore, and Luke Ebersole. Members absent were: Susan Becker, Gail Clay, Gail Disney, Susan Hadley, Lee Humphreys, and Jane Redmond. Guests were: Chancellor Jack Reese and Jane Dunlap.

The meeting began with the Chair reading letters of thanks regarding the "Women of Achievement" Recognition Night. She thanked the Chancellor for supporting the event and coming to the meeting.

The Chancellor passed out certificates to all CFW members. He said that he felt as if the event was a success and that he appreciated the work of the Commission members.

The Chair reported for Gail Disney that the part-time faculty questionnaires have been completed and will be sent out. Gail Disney has been working with the Faculty Senate regarding this matter.

Chancellor Reese also passed out copies of his responses to the recommendations of the 1979-80 Commission. A discussion ensued concerning these responses.

Cheryl Travis asked about faculty exit interviews. The Chancellor said that Dr. Herndon will be responsible for faculty exit interviews. Affirmative Action only deals with problem areas. Interviews are kept in the Personnel Office.

A question of the grievance procedure for exempt people arose. The Chancellor said that the procedure had been in the Beacon, but that people probably needed to be reminded again.

There was a question regarding sexual harassment. The Chancellor said that these cases should be handled by the Affirmative Action Office.

A question was raised about promotion and tenure. Rosann Spiro said that she believes that there is a problem at the individual level. She believes that the individual is not aware of the process or deadlines. Rosann said that there needs to be adequate time to prepare materials for promotion and tenure. Various members said that they felt a discussion of tenure and promotion between the Department Head and the faculty member should take place during the evaluation session.

A discussion about the future of Women's Athletics took place. The Chancellor said that he feels good about the progress in the past five years. However, he has concern for the next 5-10 years. The concerns include: cost, funding, and
willingness of the institution to change. Chancellor Reese feels that the only alternative to maintaining the present level of Women's Athletics is to increase the program services fee.

The Chancellor invited the CFW members to attend an Open Session in January regarding University funding. There will be a chance to understand the University budgetary procedure.

Suzanne Kurth asked how the University was doing regarding women in administrative positions. The Chancellor said that we are not doing as well as he would like. He said that he is looking over the pool of candidates before any administrative position is filled.

Betsey Creekmore informed the Commission that there has been a change in the title of a number of women on campus in order to better reflect their job duties. She said that this may appear on a print-out to be a significant increase in women in administrative positions, but actually it is a change in job title.

A question was raised about the focus of the University. The Chancellor said that in the future he would like for the University to serve less students with the same number of faculty. He would like to concentrate more on quality. The Chancellor does not foresee faculty enrollment declining.

The Chair said that she was pleased to see that the University had sent out car pooling questionnaires. The Chancellor said that he felt as if the flex-time positions would help to alleviate some of the Expo traffic problems. He also said that he would like to see more flex-year positions.

The question was raised about the possibility of using the money gained from eliminated positions during the reclassification process to supplement the salary of other workers in the office. The Chancellor feels that this is an option.

A question was asked about the AAUP model for salary evaluations. Betsey Creekmore responded that the summarization of the models which were compared were included in the "Responses" that the Chancellor handed out.

The Chair informed the Commission that there were 25-30 people at the Open Forum held on November 19 in the University Center. A question was raised at the Forum regarding the availability of inequity money. An attempt was made by the Administration to distinguish between equity money and the yearly increase in salary. It was suggested that one way to distinguish would be the dates on which the money was received.

The Chancellor commented that a major concern had been to find space for Women's Studies. He reported that space was now available in Alumni Hall. Hopefully, in a year's time more space will be available.

The Chancellor also stated that he was sorry that no solution could be found for the child care problem on campus.

Priscilla White will submit a report on child care at the next CFW meeting.

Marty Black made the comment that in the future the Commission should remember that their role is an advisory one.
The Chair informed the Commission that she will send copies to them of any job vacancies that she receives.

The meeting adjourned at 1:25.

Submitted by:

Michelle Long

NEXT MEETING: January 8 in the University Center room 218