1987

Meeting Minutes January 1987 - October 1990

Commission for Women
Commission for Women
Agenda
January 8, 1987
Room 220 University Center

1. Introduction of members and guests including new members representing the University System and the Institute for Public Service.

2. UTK, Cumberland Child Care Center - Karen Sterchi, Director

3. CFW's sponsorship of a woman to the Summer Institute for Women in Higher Education Administration at Bryn Mawr in 1987 - (Shall we do it again?)

4. Director of Affirmative Action - Update on Search Process

5. Update on Networker - Carol Guthrie

6. Other business and announcements
Minutes of the Commission for Women Meeting,
January 8, 1987
Room 220
University Center

Judy Webster called the meeting to order at 12:05 and invited all attending to introduce themselves. Among those present were three new members of the Commission from the University System and Institute for Public Service, Krystyna Ball, Betsy Child and Charlotte Brooks.

Afterward, Karen Sterchi, Director of the UTK, Cumberland Child Care Center discussed the program and policy of the new facility, including the admission policy, curriculum and the goals and philosophy of the UTK Day Care facility.

Following Sterchi's report, Webster notified the Commission that the search for a Director of Affirmative Action had been completed, and that Chancellor Reese had split the duties of the Director and selected two of the candidates, Camile Hazeur and Lola Dodge. Discussion followed.

Webster asked the body if the Commission should sponsor another candidate for the Bryn Mawr Summer Institute for Women in Higher Education Administration. Discussion followed. Suzanne Kurth moved that Webster appoint a committee to explore the question of sponsorship to the Institute and to investigate the possibility of the Commission sponsoring or encouraging a program similar to the Bryn Mawr Institute. The motion was seconded. Susan Kemppainen moved to amend Kurth's motion by having the existing CFW Advisory Committee investigate the issue. Kemppainen's motion was seconded and passed unanimously by an oral vote.

Kurth asked for an update on the safety situation on campus. Jerry Askew reported on campus efforts to improve safety since fall quarter. Among the changes Askew mentioned were additional lighting, increased van escort services, and educational programs in the dorms. Discussion followed.

Carol Guthrie updated the commission on the Networker and reminded all Networker Advisory Committee members to return the questionnaire concerning the Fall Issue.

The meeting adjourned at 1:25 p.m.
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Commission for Women
Agenda
February 5, 1987
Room 220 University Center

1. Introduction of members and guests
2. UTK, Cumberland Child Care Center report
3. Permanent status for Continuing Parttime Faculty
4. Junior Faculty and the Mentoring Process
5. Faculty Salary Study Committee
6. Administrative Organization of Affirmative Action
7. Meeting with Chancellor Reese - a report and discussion of plans for his meeting with us on March 5
8. CFW Advisory Committee report on January 27th meeting re: HERS program at Bryn Mawr
9. CFW Ad Hoc Committee on Programming. Volunteers for members and chair needed
10. Staff Exempt Study - Business, Planning, and Finance
11. Other business and announcements
Minutes of the Commission for Women Meeting,
February 5, 1987
Room 220
University Center

Judy Webster called the meeting to order at 12:05 and invited all attending to introduce themselves.

Webster gave an update on the Day Care Center, which opened on Monday, February 2, reporting that the 35 positions had not as yet been filled.

Webster reported on the continuing efforts of Parttime Faculty members to achieve Permanent Status. In particular, a group of six women in the English Department had received approval in the School of Liberal Arts, but had not been given the official rank.

Webster said she will meet with the Provost next week and will discuss the Junior Faculty Mentoring Process, specifically addressing the need to include more women in the process.

Webster reported that the 1985-86 Faculty Salary Study report will be sent out to CFW members. She also announced that the Provost has appointed an ad hoc committee to study faculty salaries. Webster will be meeting with Associate Provost Anne Hopkins to learn more about the committee's goals and objectives.

Webster reported on her meeting with Chancellor Reese in which she asked about the division of the Director of Affirmative Action's duties. Chancellor Reese suggested he attend the March 5 CFW meeting and bring Lola Dodge with him to explore the matter.

Suzanne Kurth commented that the new Affirmative Action guidelines, particularly the section dealing with sexual harrasment, were unclear. Webster asked for a volunteer to go through the new guidelines before the next meeting and compile specific questions for the Chancellor to address. Juli Stewart agreed to examine at least part of the document and Webster added she may draft two or three other committee members to assist Stewart.

Webster reported on the January meeting of the CFW Advisory Committee. The Committee agreed to sponsor another candidate to the Bryn Mawr Summer Institute. Webster circulated a draft of a letter to be sent to all Women Faculty and Administrators which advertises the position. The Advisory committee will assist Webster in reviewing the applications and in selecting the candidate. Webster added that the Advisory Committee also explored the question of sponsoring women's programming on campus. The Chancellor told Webster he was willing to sponsor such programming. Webster asked for volunteers for an Ad Hoc committee to explore the issue. Jeanette Jennings agreed to chair the committee. Other members are Suzanne Kurth, Maxine Thompson, Helen Mays, Wylene Vrba, and Krystyna Ball.
Juli Stewart reported on the Staff Exempt Study being done in the Business, Planning and Finance Department the purpose of which is to explore methods for unifying departmental structure on the U.T. campus. Marcia Katz asked for an explanation of exempt status and Charlene Rice provided it.

Suzanne Kurth noted that the new job safety guidelines failed to depict women in leadership roles and that many university publications were equally negligent.

Jill Stevens announced that the Women's Coordinating Council was sponsoring the appearance of Robin Morgan on Monday, February 23. Morgan will speak in the University Center auditorium at 8 p.m. and the admission is free.

Wylene Vrba announced two one year positions were open in Washington, D.C. One is Senior Policy Analyst for the Office of Science and Technology policy, the other is Science Advisor to Senator Jim Sasser's office. If anyone is interested in the positions, they should contact Vrba.

The meeting adjourned at 1:05 p.m.

Members Attending
Charlene Rice
Lucy Hamilton
Jeanette Jennings
Marcia Katz
Suzanne Kurth
Beverly Sweeney
Helen Mays
Patricia McClam
Krystyna Ball
Charlotte Brooks

Martha Lee Osborne
Maxine Thompson
Wylene Vrba
William Shurr
Juli G. Stewart
Lynn Blinn
Becky Wilkerson
Faye Julian
Betsy Child
Billiee Pendleton-Parker
CFW AGENDA

March 5, 1987
Room 220, University Center

1. Introduction of members and guests
2. Chancellor Reese and Lola Dodge - comments and questions
3. Linda Burton - Women in Leadership - a report
4. Applications for HERS Program - report
5. Networker - Carol Guthrie
6. Part-time faculty requests for continuing status
7. Other business and announcements
Minutes of the Commission for Women Meeting,
March 5, 1987
Crest Room
University Center

Judy Webster called the meeting to order at 12:05 and invited all attending to introduce themselves.

Webster introduced Chancellor Reese, who chose to take questions rather than make a presentation. He introduced Lola Dodge, one of the new directors of Affirmative Action, and asked her to make some remarks concerning her new responsibilities. She described her position as one of making sure the university complies with federal regulations. She added that her office was located on the 6th floor of Dunford Hall. The Chancellor explained that Camille Hazeur's responsibilities begin July 1 and that she will be working in an advisory capacity to Deans, Directors, and Department Heads. She will be responsible for programming workshops, seminars, etc. on Affirmative Action and she will be part of the Chancellor's staff.

Judy Webster told the Chancellor that the CFW was pleased with the Affirmative Action plan and felt it was an improvement over the previous plan. Webster and Juli Stewart have read through the plan and have developed some questions that they would like to submit to Lola Dodge concerning various topics. Webster invited Dodge to return to the CFW at a later date to discuss these questions.

Webster told the Chancellor that the CFW was pleased that the Business, Planning and Finance Division was undertaking a review of exempt positions and titles. She asked about the likelihood of other divisions participating. He said that he did not know but he would check with Homer Fisher.

Suzanne Kurth commented on the campus response to the Fall quarter rape situation. She commended the administration on the steps that were taken, but asked if any additional lighting was being planned. The Chancellor discussed the issue and stated that more lighting was planned for the future. Kurth suggested that Professor Donnerstein be invited to speak on campus on the topic of why we have rape in our society.

The Chancellor stated his support for some kind of program to be held during Fall Quarter. Webster said a subcommittee chaired by Jeanette Jennings was working on possible topics and would report at the April meeting.

Webster announced that she would not be able to continue as chair of the CFW beyond this year because of taking a new position in the library as Acting Head of Collection Development. The Chancellor thanked her for her work. The Commission appointed a nominating committee to find a new head. Maxine Thompson will chair. Other members are: Susan Kemppainen, Patricia McClam, Eleanora Overbey, and Jerry Askew.
Eleanora Overbey asked whether parttime faculty were eligible to apply to the Child Care Center. The Chancellor advised her to have the interested person contact Ed Bennett. Webster said the Day Care Board's emphasis had been on fulltime employees because of the curriculum at the Center.

The Chancellor, Anne Hopkins, and Lola Dodge left the meeting.

Linda Burton reported on the "Women in Leadership Conference" to be held Thursday, March 12. She said that space was available for 15 more people.

Webster announced that six packets had been sent out for the HERS Program, but only one application had been returned so far. The deadline is March 6.

Webster announced the Networker was in the mail to faculty and staff and that the lead article was on the Cumberland Child Care Center.

Webster reported that parttime faculty requests for continuing status had been received in the Provost's office and were awaiting action.

The meeting adjourned at 1:15 p.m.

Members Attending
Charlene Rice
Lucy Hamilton
Jeanette Jennings
Suzanne Kurth
Beverly Sweeney
Helen Mays
Patricia McClam
Krystyna Ball
Judy Webster
Linda Burton
Jerry Askew
Esther Watkins

Martha Lee Osborne
Maxine Thompson
Wylene Vrba
Juli G. Stewart
Susan Kemppainen
Becky Wilkerson
Faye Julian
Billiee Pendleton-Parker
Gina Godfrey
Eleanora Overbey
Margaret Webb
Agenda
April 2, 1987
Room 223
University Center

1. Introduction of members and guests.


3. Election of Chair for 1987-88


5. Other business and announcements.
Minutes of the Commission for Women Meeting,  
April 2, 1987  
Room 223  
University Center

Judy Webster called the meeting to order at 12:05 and invited all attending to introduce themselves.

Webster introduced Maxine Thompson, chair of the ad hoc committee appointed to nominate a new commission chair. She noted that all commission members should have received notification that the election would be today and passed out biographical information on the two nominees, Linda Burton and Susan Kemppainen. Martha Lee Osborne wanted clarification about the nominating procedure, specifically whether individuals not on the commission were and/or should be considered. Charlene Rice said that the commission would be best served by a member who was familiar with the commission and had a perspective on its work. Jeanette Jennings noted that the chair should be open to anyone who potentially could serve the commission well, particularly former members. Thompson asked whether former chairs had been members at the time of their selection. Susan Kemppainen said historically they were. William Shurr stated that in the future every chair should normally come from within the commission membership. Webster noted that there was a consensus agreement among those present about Shurr's suggestion.

Osborne asked whether or not there were written operating procedures dealing with the election process. Webster said there were no commission by-laws. Thompson distributed ballots to the members and said the person receiving the most votes would be chair. Osborne asked whether or not the deadline for nominations could be extended and the election postponed. Thompson noted that Webster wanted a chair selected by May in order to smoothly transfer duties. Suzanne Kurth stated she felt this was a strangely structured election, arguing that the committee had decided when the election was to be held, not the entire body. As a matter of process, Kurth added, the commission body as a whole should officially establish the final nominations and election procedure. Thompson noted that the commission was notified as to the process and time of election in a memo. Webster said the election could be postponed. Kurth asked whether ballots had been made available to members not attending the meeting. Webster said she had received a call from a member not able to attend who wanted to cast a ballot in absentia. The vote would be counted, added Webster.

Krystyna Ball asked whether the commission should vote on the two candidates or open the floor to more nominating procedures. Most agreed to nominate more candidates and vote today would be unfair to potential nominees who might not want to serve. Osborne again noted the need for operating procedures to govern future elections and asked whether or not the commission had approved this or any type of election procedure. Wylene Vrba asked if the commission had charged the nominating committee to come up with a slate. If that was the charge, then they had performed the task assigned them by the committee and the election should be held as scheduled. Shurr moved to accept the nominating committee's slate. Charlene Rice seconded the motion. Osborne questioned the composition of the committee since a candidate had served on it. Webster noted that the candidate had resigned from the committee. There was no more discussion on the motion. Webster called for a hand vote and the motion passed 16 to 1 with 1 abstention.
Thompson introduced the two candidates and noted the biographical information sheet about them. Thompson passed out ballots and the members voted. Thompson and Billiee Pendleton-Parker retired from the meeting to count the ballots.

Webster introduced Jeannette Jennings, chair of the ad hoc Program Committee. She distributed a hand out which summarized the findings and suggestions of the committee and added that the commission should as a whole decide what kind of goals and objectives it should set for itself relevant to programming. Kurth noted that the committee felt that some of their proposals could be done through Camille Hazeur's office. Rice asked if the recent budget cutbacks would hurt the possibility of sponsoring women to attend daily, weekly or monthly workshops. Webster said she did not know, but that some internships were going to be cutback. Esther Watkins said she was pleased by the commission's suggestions but added that the commission and its members should support existing student programs relevant to women, particularly those sponsored by the Women's Coordinating Council.

Webster noted that an ongoing program committee needed to be formed. She also said the commission needed to decide whether to sponsor a workshop in May. Kurth asked whether it would be appropriate to do anything at this late date. Jennings agreed. Faye Julian noted that the existing advisory committee had discussed programming in the past and asked whether or not it was necessary to create a special program committee. Kurth said the problem with this issue seemed to stem from the lack of an overall working structure for the committee. Kurth then moved to form a by-laws committee. Osborne seconded and the motion passed unanimously. Members of the By-laws Committee are: Martha Lee Osborne, chair; Suzanne Kurth; Susan Kemppainen; Juli G. Stewart; and Gina Godfrey. Osborne said the committee will make a preliminary report before the end of the academic year.

Jennings added that the program committee had not reached a conclusion about what women were targeted by their list of objectives and goals. Juli Stewart said their needed to be some form of handout as to what types of programs were already offered. Burton and Rice noted that the Personnel Department sends out a catalogue each summer (supplemented by a quarterly update) with the programs they offer.

Webster reported the findings of the election. Linda Burton was the winner. The vote count was Burton-11 and Kemppainen-8.

Kurth asked if Webster had received any feedback from the Chancellor since his March meeting with the commission, particularly in reference to sexual harassment. Webster said no but that Lola Dodge was in the process of preparing a letter and handout on the issue. Webster noted that both she and Dodge wanted to streamline the biweekly EEO employment report and provide a more understandable summary.

Returning to the issue of sexual harrassment, Kurth said she wanted to see the committee pursue the issue particularly as it relates to students. She said she would like to see some type of formal report as to what student rights are in the matter and also a report dealing with the rape issue. Stewart said perhaps some type of pamphlet could be written and distributed with our help. Kurth noted that she supported such efforts, but would like to see us do more than discuss and promote female restrictive safety. She argued for the need to educate the entire campus, particularly men, about the issue of rape. Kurth also stressed the need to make sure the recent changes would not become temporary, but that constant maintenance programs relative to lighting and the van service be encouraged.
Kurth added that she would like some written report from Jerry Askew relative to the issues she raised. Webster asked Kurth to draft a letter stating her concerns which Webster could use to draft an official request from the commission to Askew. Kurth agreed to write the letter.

Webster reported that there were three applicants for CFW sponsorship to the HERS Program. The CFW Advisory Committee met and selected a candidate. Administrative approval was given on April 1. As soon as the successful candidate has officially accepted, CFW members will be notified.

Webster provided an update on the parttime faculty who made official requests to become fulltime. There had been a hold up in the provost's office, but the Chancellor told Webster he would look into the matter.

Kurth asked if the day care was full. Burton reported that it was.

Webster adjourned the meeting at 1:10 p.m.

Respectfully submitted,
Carol Guthrie

Members attending
Billiee Pendleton-Parker
Charlene Rice
Wylene Vrba
Marnie Webb
Esther Watkins
Juli Stewart
Jeanette Jennings
Suzanne Kurth
Becky Wilkerson

Visitors
Sara Phillips

Martha Lee Osborne
Linda Burton
Bill Shurr
Gina Godfrey
Susan Kemppainen
Lynn Blinn
Krysty Ball
Faye Julian
Judy Webster
Minutes of the Commission for Women Meeting,  
May 7, 1987  
Room 220  
University Center

Judy Webster called the meeting to order at 12:05 and invited all attending to introduce themselves.

Webster introduced the Provost, George Wheeler, who addressed the Commission. Afterward, Wheeler fielded questions from the floor. Suzanne Kurth asked about pay inequities between men and women employees. Wheeler said he believed the inequities were not systematic in origin, but evolved from individuals making unfair decisions toward women. Webster pursued Kurth's question by asking what was being done to achieve equity. Wheeler stated his department investigates every salary recommendation and tries to determine if fair and proper standards were utilized in making the decision. Linda Burton asked who evaluated salaries. Wheeler responded that his office reviewed every salary recommendation. Kurth asked what the university was doing to increase the percentage of women in administrative positions. Wheeler noted that progress was being made, and that the best way to increase the ranks of women in administrative positions is to get better and more women into the pool from which the selection is made. Kurth asked if Wheeler's department closely monitored the pools. Wheeler said yes and noted that they have turned down pools as unacceptable when an effort has not been made to find qualified women and minorities. Webster thanked Wheeler for attending. Wheeler left the meeting.

Webster reported on her visit to the Cumberland Child Care Center. While there, she arranged times when members of the Commission could visit. The times are: Wednesday, May 20 at 10:30 a.m. and 3:00 p.m.; and Thursday, May 21, at 10:30 a.m. and 3:00 p.m. Webster also passed around a copy of the Child Care Center's Newsletter.

Webster said it was time to decide whether the Commission wanted to renew its membership in the Knoxville Women's Center. Jerry Askew moved to renew membership. His motion was seconded and passed unanimously.

Webster reported that Dr. Nina Elliott, assistant to Vice-Provost Hardy Liston, has accepted the Commission's sponsorship to the Bryn Mawr program and, if accepted into the program, will do a workshop for the Commission next fall. (Since the meeting, Elliott has been accepted).

Webster commended Suzanne Kurth on her recent program on "Women in Academia" and suggested the program be repeated.

Martha Lee Osborne requested that the members of the By-laws committee who had not returned their schedule do so soon. The committee will make a report at the June meeting.

The meeting adjourned at 1:08 p.m.

Respectfully submitted,  
Carol Guthrie
Members attending
Billiee Pendleton-Parker
Charlene Rice
Wylene Vrba
Esther Watkins
Juli Stewart
Suzanne Kurth
Becky Wilkerson
Maxine Thompson
Jill Stevens

Visitors
Kelly Snyder

Martha Lee Osborne
Linda Burton
Patricia McClam
Gina Godfrey
Lynn Blinn
Faye Julian
Judy Webster
Charlotte Brooks
Jerry Askew
Minutes of the Commission for Women Meeting,
June 4, 1987
Room 220
University Center

Judy Webster called the meeting to order at 12:05 and invited all attending to introduce themselves.

Webster introduced Nina Elliott, the Commission's candidate to the HERS Bryn Mawr program. Elliott announced she had been accepted.

Martha Lee Osborne reported on the work of the By-Laws Committee, addressing those present to refer to the preliminary draft mailed to all members. Osborne read through each section of the draft, noting the rationale behind the committee's decisions and soliciting comments or suggestions for amendments. In reference to the composition of the Commission, Osborne noted that the committee decided not to specify the exact proportion of faculty, exempt and nonexempt staff who should be included because they didn't want to exclude someone who would be willing to make time to work on the Commission. Juli Stewart said the committee felt a smaller number might encourage more discussion. Beverly Sweeney added that it was flexible to have a limit on the bottom number of members but not the top. Marcia Katz thought it was good to have a large number of members to ensure committee work since committees did a lot of the work this year.

In addressing the by-law statement on committees, Osborne noted that the committee had not identified specific committees because it did not want to restrict future chairs. Discussion moved to the graduate assistant and Webster moved that a sentence be added making the G.A. a full voting member. The motion was seconded and passed unanimously. The issue was raised whether or not the G.A. and chair should be referred to with the feminine pronoun. The section was amended to remove the pronouns. Osborne discussed the inclusion of a section on secretarial support. Osborne noted the potential lack of reliability using only work studies students and stated that the Commission needed someone whose first priority was Commission business. Charlene Rice questioned whether a full-time secretary would be fully utilized. Osborne said that, since the Women's Studies Program and Commission share the same building, she and Webster had discussed the possibility of sharing a secretary. Osborne said a proposal was already included in the budget submitted to the Dean of Liberal Arts. Webster added she felt it was a good idea. Osborne added that with more secretarial help it would free the G.A. to better utilize their ability.

In Section IV, Selection of the Chair, it was decided to delete "of the" from the sentence ending "shall be determined by a simple majority (of the) vote." It was noted that Robert's Rules of Order should be underlined. Linda Burton said that the last sentence of Section V should read "All meetings shall be open to any member of the UT community," instead of "... of the UTK community." The wording of Section VI was amended. Marcia Katz noted that a quorum needed to be specified. Webster said that the section on membership did not specify length of service. Osborne noted the original draft had stated appointments would be on a three year, rotating basis. It was agreed this should be added.
The question was raised about the appointment of members. Even though the Chancellor makes the official appointments, it was noted that he generally follows suggestions and recommendations. Marcia Katz suggested the Commission regularly draft a list of potential nominees. Webster noted that new persons tend to be appointed on the recommendations of deans or department heads. Carol Guthrie said she would attach a revised copy of the by-laws to the minutes along with a note soliciting suggestions or amendments.

Webster commended Guthrie on the Spring issue of the Networker.

Katz said she had been asked questions by nonexempt staff about the decision not to make raises above 2.5% and wanted some clarification about this. She also said this decision seemed to adversely affect a disproportionate amount of older women. Rice said it was true that the school was enforcing the maximum rate and it had not been closely adhered to in the past. She added that out of 2,300 employees on campus, 85-90 were affected by this decision, and only 28% were women.

Katz said she read recently that UTK students thought highly of the Student Health Services and believed the work of the Commission is linked to this positive assessment. Webster added she had wanted to invite someone from Student Health Services to address the group and thought that might be something to pursue for next year.

Burton thanked Webster for her assistance in making the transition to Chair. Guthrie commended Webster on her work as chair.

Eleanora Overbey announced that she and the other members of the English Department had been appointed Continuing Parttime Faculty, however, there was still some uncertainty about such issues as tenure, promotion, retirement, etc. There was some confusion about the number of Continuing Parttime appointments. Nina Elliott stated there were six such appointments officially titled by the Provost. Faye Julian said this issue had been discussed by the Faculty Senate and AAUP. Overbey thanked the Commission for helping implement the process of getting this status clarified. Webster said that the letter Overbey received and the faculty handbook together constitute a legal contract. Elliott and Julian agreed.

The meeting adjourned at 1:05 p.m.

Respectfully submitted,
Carol Guthrie

Members Attending
Krysty Ball
Juli Stewart
Linda Burton
Eleanora Overbey
Helen Mays
Marcia Katz
Billiee Pendleton-Parker

Wylene Vrba
Charlene Rice
Faye Julian
Suzanne Kurth
Beverly Sweeney
Nina Elliott
Martha Lee Osborne

Visitors
Nina Elliott
Minutes of the Commission for Women Meeting,  
October 1, 1987  
Room 202  
University Center

Linda Burton called the meeting to order at 12:05 and invited all attending to introduce themselves.

Burton gave an update on the Child Care Center and noted that there were presently 150 children on the Center's waiting list. In meetings with Jack Reese and Homer Fisher, Burton said she discussed expanding the capacity of the center. She also discussed salary equity adjustment. Burton added that Homer Fisher will attend the December CFW meeting.

Burton introduced Camille Hazeur, the new director of Affirmative Action, who reported on the status of the Affirmative Action office and discussed both her and Lola Dodge's duties. As director of Affirmative Action compliance, Dodge will monitor search procedures in a method decided on by the AA office. Dodge will provide data for search committees about the underutilization and statewide availability of women and minorities. Dodge also will make sure the school and search committees stay within the guidelines of the UT Affirmative Action plan. Dodge will also compile the statistical information relative to the searches.

Among her duties, Hazeur will also assist search committees and function as a liaison to help them with interpreting and following the AA guidelines and in revising their search qualifications so as not to inadvertently exclude women and minorities. In addition, Hazeur's office will hear complaints and try to act on them as quickly and fairly as possible. Her office will also monitor departments on campus which might develop a pattern of producing an unduly number of sexual or racial harassment complaints. Hazeur will call on both the Commission for Women and the Commission for Blacks to assist her with issues, programming and other suggestions, and her office will serve as a resource area budgetarily for the CFW. Finally, Hazeur plans to encourage racial and gender sensitivity on campus and called upon the CFW to provide suggestions on how to go about promoting this. Marcia Katz asked Hazeur about her background. Hazeur said before taking the job at UT, she served as the Dean of Student Affairs at a college in New Orleans. Linda Burton added that the CFW will be directly involved in drafting the Affirmative Action Plan. Hazeur agreed and said that she and Dodge were presently completing the first draft and will circulate it to the CFW for comments and suggestions. It should be out in January. Nancy Goslee asked about the procedures for search committees. Hazeur said the new guidelines are supposed to go into effect October 1, but are not yet out because of writing delays. She added that no one was bound to the new ones until they are circulated, but that she is going over them verbally with some committees. Hazeur noted that the revised form given to search committees will be much clearer about procedure. It might be cumbersome, Hazeur added, but it allows the search pool to be less exclusive by making the committee aware of whether its ideal requirements are really necessary and whether they exclude women and minorities. (Hazeur referred to the requirement of being an officer in a national professional organization, a position held by few women.) Jerry Askews said as a member of several search committees, he has found the AA office to be prompt and helpful in answering questions.
Eleanora Overbey gave an update on the status of the recently created Continuing Part-Time Faculty category. Last spring, five women in the English Department, including Overbey, each having taught between 15 and 20 years at UT, were accorded the position. Since that time, they have wanted some clarification as to exactly what was meant by this status. In discussions with their department head and Anne Hopkins, Associate Provost, several aspects of the job were clarified. Faculty with this position are eligible for the new dental insurance and health insurance. They are not eligible for longevity pay unless the state legislature intervenes. They are not eligible for professional aid or development because the wording of grants usually excludes them. They are excluded from receiving consideration for the Alumni Teaching Award and they are not eligible for miscellaneous UT appointments. Theresa Sharp asked for clarification. She said the appointments are at most 75% but most are teaching full loads. She asked if those with the designation had taught the 15-20 years without more than a year off. Overbey said yes. Overbey added they were not represented on the faculty Senate nor in the department count. Overbey added that since their contracts read 75-80%, they were not under tenure review. They also are paid by the number of hours they teach.

Overbey noted that she and the other Continuing Part-Time Faculty do much of what full-time faculty do, including advising students. Askew said maybe the position should be altered to mean nonresearch faculty who were eligible for tenure. Goslee said the push to get the present name for this position was so they could be considered for tenure. Overbey said why raise the issue if there are only 5 such appointments, but added that there were plans to open it for more such instructors in other departments. Askew said the Business Dept. had several people poised for such appointments. Linda Davidson said she would talk to the people in the Alumni Office about changing the wording of the Alumni Teaching Award so the Continuing Faculty would be considered. Overbey said she would like to see the CFW pursue this issue during the year because its membership includes representatives from departments throughout the campus who could assist in clarifying and amending the parameters of the position. Askew noted that there were a couple of jobs presently being advertised which, because of their wording, exclude these part-time faculty members. Penny Tschantz noted that the Faculty Senate was responsible for generating this new title but felt that it had since forgotten. Nancy Goslee said the Faculty Senate should assist the various departments, such as Math and Biology, which utilize part-time faculty in defining this new position. Overbey suggested using the term Regular Part-time.

Martha Lee Osborne asked what the difference was between this position and tenured faculty. Overbey noted that Continuing Part-time Faculty are not eligible for longevity pay and do not receive representation on campus commensurate with their duties. Sharp said she would be glad to take the issue to Faculty Senate and also asked if these faculty could advise University Scholars. Overbey replied they advise undergraduate students and that she personally is supervising the project of a College Scholars student. Sharp asked about their retirement. Overbey said it was noncontributory. Sharp asked if their credentials were scrutinized in order to keep their jobs. Osborne said they were not pressured to publish because they cannot proceed to the rank of Assistant Professor. Charlene Rice noted that longevity was an issue with part-time staff members and added that it would take a bill in the state legislature to award a part-time member longevity pay. Osborne asked what noncontributory retirement was.
Overbey said that retirement varied among the five faculty with the position. Overbey said UT did not contribute to her retirement but would make a lump sum payment upon retirement. Askew noted that she would therefore not receive interest on that money. Burton said that she would bring this issue to the attention of the Chancellor and the Provost.

Askew gave an update on what his office is doing to prevent rape and date rape on campus. There will be a segment on rape at a retreat among campus student leaders, including many Greek leaders. On October 31 there will be a special program on the subject. In conjunction with the Women's Coordinating Council, there will several projects ongoing, and a videotape is on order which can be checked out by students.

Osborne circulated the third draft of the By-laws and asked for changes and suggestions.

Carol Guthrie asked those present to either turn in the information form mailed to them or return it to the office at 2012 Lake Ave.

Nancy Goslee announced an ongoing colloquium on feminist theory. It will meet every other Wednesday at 3:30 on the 12th floor of McClung Tower. Goslee said those interested should contact Jeannie Forte. Osborne said she would advertise it through the Women's Studies Office. Guthrie said she would place a notice in the Networker.

The meeting adjourned at 1:05.

Respectfully submitted,

**MEMBERS ATTENDING**

- Juli Stewart
- Debby Schriver
- Martha Lee Osborne
- Billiee Pendleton-Parker
- Marcia Katz
- Karen Levy
- Linda Davidson
- Charlene Rice
- Eleanor Overbey
- Janis Robinson
- Linda Burton

**Visitors**

- Camille Hazeur
- Penny Tschantz

- Krysty Ball
- Jerry Askew
- Carol Guthrie
- Rosa Emory
- P.J. Hall
- Theresa Sharp-Faculty Senate Rep.
- Nancy Goslee
- Judy Webster
- Wylene Vrba
- Becky Wilkerson
Minutes of the Commission for Women Meeting  
November 5, 1987  
Room 220  
University Center

Linda Burton called to the meeting to order at 12:05 and invited all attending to introduce themselves.

Burton announced that Wednesday, November 11, at noon in the University Center Ballroom, Camille Hazeur will be speaking on sexual harassment.

Burton said that she had received a letter from William Johnson asking her to make suggestions for UT presidential candidates. Burton asked members to offer recommendations so the CFW could submit candidates to the search committee.

Burton announced that Homer Fisher will be coming to the December CFW meeting to discuss pay equity, salary adjustments, and other issues.

Burton also announced that in January the Provost will be coming to the CFW meeting and will discuss, in part, the concerns of Continuing Parttime Faculty members. She noted that in a meeting with Jack Reese this issue was raised.

Burton introduced Mickey Bilbrey from UT hospital who addressed the meeting about mobile mammography. Bilbrey stated that Jack Reese had asked the hospital to provide the service. Bilbrey introduced several guests from UT Hospital. Dr. Karl Hubner, professor and doctor of nuclear medicine, discussed recent medical findings on the importance of mammography. In two different studies begun in the 1960's, 31,000 and 280,000 women were involved in mammography testing. Initial data have shown a definite benefit for older women, but also younger women can improve their detection of breast cancers with earlier screening, and can therefore prolong life expectancy. Hubner presented some slides which detailed at what ages women should have mammograms. From age 20-35 women should do a monthly breast self examination (BSE). Between 35 and 40, women should have a baseline mammography. Between 40-45, women should have a mammography every 1-2 years, and women over 50 should have a mammography every year. Hubner noted that there is no added risk from radiation for women who follow this schedule. The two studies showed that after 5 years, women without mammographies had a 64% survival rate, while women with mammography and a monthly BSE had a 95% survival rate. After 10 years the numbers were 51% without the test, 86% with the test.

Hubner turned over the floor to Myrna Sayne, coordinator in the mammography section of the Radiology Dept. Sayne discussed the procedure of receiving a mammography. She said it was quick, simple, and took only about ten minutes. She noted that UT Hospital employed only female technologists in that department. She added that because compression was used in order to reduce blurring on the negative, the procedure can be uncomfortable. However, she added that compression lasts about only four seconds and that four films are taken from two different views of the breast. Krysty Ball asked how long it took to get results. Sayne said immediately for in-hospital exams but longer for mobile mammography.
Lynn Dunn, a representative of the company which manufactures the mobile mammography units, addressed the meeting next. According to Dunn, statistics show that 54 million women are candidates for some kind of breast cancer, but of that 54 million only 15% are tested. In trying to reach these untested women, Dunn noted that mobile mammography was very effective because of the lower cost, convenience and comfort. The survival rate for those with early testing ranges from 56-99%. Dunn described the vans in which mobile mammographies are done. The vans are designed for privacy and feature two dressing rooms, a screening room where waiting patients view a film on BSE, and a waiting area.

Bilbrey introduced some other guests from the UT hospital, Kayla Carruth, head of Women's, Dr. Helena Nagy, head of mobile mammography, and Dr. Ed Buonocore, Head of the Radiology Dept. Burton noted that the CFW has been asked to sponsor an on campus visit of the mobile unit sometime during Winter or Spring Quarter. The CFW's responsibility would lie with the Health Issues Committee, who would help advertise the unit's presence on campus. Buonocore discussed the difference between a total physical examination and the mobile mammography. He said films taken at the mobile unit would be read the next morning and results would be ready by the following afternoon. The hospital's original idea was to mail out results, but that is still undecided. Rosa Emory asked about the cost and whether UT employees would be reimbursed. Buonocore said the cost of an office visit ranges from $90-$150, while the mobile site visit averages one-third less, or around $60. Burton said the cost being discussed for UT employees ranges from $50-60, and there is still a discussion about whether Blue Cross-Blue Shield will cover the procedure. Ball moved to assist in sponsoring the visit of the unit. P.J. Hall seconded it. The motion passed.

Burton said that in a recent meeting with Chancellor Reese about Child Care two recommendations were made: one, that the CFW Child Care Committee would come up with a survey to determine the need among students for Day Care; and, two, that Karen Sterchi, Director of the Cumberland Child Care Center, would compile a report looking into the need for expansion of the existing facility and the possibility of offering infant care. Burton introduced Sterchi, who gave an update on the Cumberland Center. She said the center was at full enrollment with 34 students, 20 preschoolers and 15 toddlers. There were 39 applicants on the waiting list, some from expectant parents and some from parents whose children were not yet eligible. Also, there were eleven preschoolers on the waiting list and 48 toddlers. In all, over 100 full-time UTK employees had requests which cannot be met at present. In discussing the progress of the center, Sterchi said she was pleased with parent involvement, noting that parents frequently participated in such activities as picnics, field trips, etc. Sterchi commended the staff for its hard work, dedication and creativity, noting their willingness to attend after work meetings and professional conferences. Sterchi said the University support has been strong and that all problems with the facilities have been dealt with promptly. Marcia Katz asked if the socio-economic balance of the children was achieved as set forth in the Center's guidelines. Sterchi said yes. Eleanor Overbey asked Sterchi what her vision was regarding expanding the facility. Sterchi noted that the most pressing need she saw was in the area of infant care. She said there are very few infant centers in this area, and that the need is very great. Overbey said given the limited physical facilities, could the
existing facility be expanded. Sterchi said no and that if infant care were added or if the present capacity were to be expanded that a new site would be needed. She added that any expansion should be on campus so that it would be easily accessible to parents. Katz asked that if an infant facility were added would those children automatically be in line for a slot in the toddler group. Sterchi said that would have to be worked out in the guidelines, but more than likely yes. Sterchi added, however, that since the infant care need was so great and that since other toddler and preschool facilities were more widely available that it should not become a problem. Katz asked how much the center was costing UT. Sterchi noted that the fees were very low, $34-$45 per week, and that since many services were included in the price (such as diapers and food) that the cost to UT was high. Sterchi added that the center does not take in enough to pay the staff salaries. Kate McConnell asked how many were on staff. Sterchi said there were 14 including herself, a secretary, a kitchen assistant, part-time employees, and coordinators. Chuck Maland asked if the increasing state licensing fees for day care facilities were a problem for the UT Center. Sterchi said it was, but that since UT covered the cost it was not as oppressive as it might be for private facilities.

Burton said she had looked more into the Continuing Part-Time Faculty positions and found that there was no discrimination in retirement benefits. Linda Davidson said she had checked on the Teacher Alumni Award and that the wording was being revised so that these Faculty members would be considered.

Burton reminded members to send in their ballots on approving the By-Laws.

Wylene Vrba, chair of the Safety Issues Committee, reported that a van tour of campus was being scheduled in order to check out lighting. Anyone interested in going on the tour should contact her. Vrba noted that there were new posters around campus addressing safety. Vrba added that if there were any items which the committee should investigate, contact her.

Burton said the Programming Committee had met and felt it did not have enough focus. The guidelines prepared by the Programming Committee last year were broad. Committee members felt that they needed more direction as to what issues to focus on (e.g. sponsoring a speaker, series of programs, etc.) Burton asked Commission members to give suggestions on programming to Debby Schriver.

Rosa Emory announced that on Thursday, November 12, in Room 209 of the University Center, there would be a workshop on PMS.

Martha Lee Osborne introduced Ani ana Kambo, a visiting professor of sociology from India, who will be at UT during the academic year and who will be teaching a course on cross-cultural perspectives of women winter quarter with Osborne. Kambo said her area of interest was in comparative research on university women in India and the U.S. focusing on such issues as the role, status and perception of university women in the two countries.

The meeting adjourned at 1:00 p.m.
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<th>ATTENDING MEMBERS</th>
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<td>Carol Guthrie</td>
<td>Martha Lee Osborne</td>
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<td>Suzanne Kurth</td>
<td>Karen Levy</td>
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<td>Krysty Ball</td>
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<td>Juli Stewart</td>
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<td>Kayla Carruth</td>
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<td>Karen Sterchi</td>
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Minutes of the Commission for Women Meeting  
December 3, 1987  
Room 220  
University Center

Linda Burton called to the meeting to order at 12:05.

Burton introduced Homer Fisher, Vice-Chancellor for Business, Planning and Finance. Fisher said he was glad to be speaking to the CFW and added his office was looking into areas which the CFW has stressed as concerns, such as infant care and compensation for women. He said his office was undertaking a study of staff-exempt position levels and also was doing a comparative salary study between staff-exempt positions with other peer institutions. He said this study would be important for addressing issues of pay equity. When the study is completed, Fisher and Ed Bennett will come to a CFW meeting and discuss it.

Fisher next focused on where UTK stood in terms of salary equity. During the last three years of the Alexander administration, UTK took great strides toward making UTK faculty salaries competitive with peer institutions. In all ranks, faculty salaries increased 34%. In the peer group (which includes the Universities of Connecticut, Florida, Georgia, North Carolina and Virginia), the average salary increase over the same three year period was 20.5%. UTK's peers still are above us, but the gap was cut in half. Our goal, said Fisher, is not just to achieve parity with our peer institutions, but to be on par with the best institutions in the country. In order to achieve this goal, faculty salaries will have to be competitive. Fisher added that it will be important to convey this message to the new governor so that the strides made will not be undercut. Fisher noted that due to McWherter's budget cuts, salary increases this year were at 4.2% while peer increases were 5.3% and that ground was lost in every faculty rank. In one slide, Fisher exhibited the range of salary increases from the 1985 fiscal year through the 1988:

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<th>Faculty</th>
<th>Administration</th>
<th>Clerical Support</th>
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<tr>
<td>1985</td>
<td>13.1%</td>
<td>12.2%</td>
<td>14.0%</td>
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<tr>
<td>1986</td>
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<tr>
<td>1987</td>
<td>6.1%</td>
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<td>5.7%</td>
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<tr>
<td>1988</td>
<td>4.2%</td>
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Fisher noted that during the 1988 fiscal year, fee money was not used to help supplement salary increases but instead were directed toward the state salary pool. UT plans to advise this not be repeated because it was particularly harmful to the school's long term goals. In the future, Fisher hopes to see student fees used to help supplement not only the salary pool, but also the adjustment equity pool for women. Fisher noted that salary adjustments were now being made at mid-year so as not to confuse them with merit increases made during June. Fisher suggested that the CFW could perhaps develop a resolution to advise the state government not to use student fees as they had this year.

Fisher noted there was a variation in salaries among the various disciplines. Also, because of the budget cuts, there was a compression at the associate professor rank because of the desire to continue to make full professor salaries more competitive and to attract young, new faculty at the assistant rank. Fisher's goal is to find a way to augment the regular salary pool.
Fisher noted the help of the CFW in reexamining the duties and salaries of certain positions on campus, such as secretaries, thus making UTK more competitive as an employer. By reevaluating such positions, UTK is not having as big a problem attracting and retaining secretaries. Another goal is to continue to make salary adjustments for women without hurting raises for others.

Fisher then compared the salaries of male and female faculty members at UTK. At the full professor rank, the average salary for males is $48,247 while the average is $41,000 for women. At the associate level, the male/female distribution is $35,482 to $32,480, while at the assistant professor level it is $31,042 to $28,987. Marcia Katz asked if this salary breakdown was over a nine or twelve month period. Fisher said nine months. Fisher noted that another concern of his office and UTK's administration is to promote women into higher level administration positions.

In continuing to discuss ways to augment the salary pool and equity pool, Fisher said there was talk of a fee increase. On this point, Fisher said UTK is again on par or below its peer institutions relative to student costs. Generally, UTK is not increasing fees more rapidly than its peers. UTK's average increase over the past three years has been 6-7% while peer fees have increased at a rate of 7-8%. The key is to stay in an economical range and make sure adequate financial aid is available. Fisher also said that the 70-30 index of state to student input for the cost of education had been pushed a bit too heavily onto the student side and added that the state needs to increase its input into the cost. The problem, noted Fisher, is convincing the state government. Fisher added that if the proposed pay increase for K-12 is implemented, that the impetus might be there to convince the state legislature to also increase University salaries, particularly faculty. Fisher said that because we are competing on a national level for faculty and because we lag behind our peers, it is vital to overcome the pay gap if UTK is to become a more prominent institution.

Fisher continued by saying this message needed to get to the state legislature. Among the several methods suggested by Fisher were: 1) a resolution by the Faculty Senate; 2) individual letters from faculty and staff; and 3) a resolution by the CFW.

Fisher asked for questions from the group. Suzanne Kurth asked if the equity study was going to compare males and females based on the same category, rank, tenure, etc. What would the study do about those positions which have nothing to compare it to. Fisher said that due to the market place, some positions were going to demand a higher salary than others. However, he added the issue of humanity was also important in the decision making process. Just because UT could pay a person less for a very competitive job doesn't mean it wants to or will. He noted that UTK had made special salary allocations to the humanities in order to make them more on par with the physical sciences and business. He also added that the quality of an employee and compensation were directly related. People feel better and perform better when they feel they are wanted, noted Fisher, and fair salaries are one way to achieve this. He added that in female dominated departments, such as nursing and human ecology, UTK has taken strong steps in salary adjustments, something other institutions haven't done.

Judy Webster said she was pleased that the equity adjustments were being done at a different time of the year than the regular pay increases. She asked what chance there was of the staff-exempt study being done in other areas. Fisher said it is going to be done, but after the one currently underway is completed and evaluated.
Nancy Goslee asked whether Fisher had examined promotion and tenure practices to see if this was a possible barrier keeping women from moving up the ladder to associate and full professor. She added that maybe women have a more difficult time being promoted. Fisher said this was not something they had examined, but was definitely a point which needed further exploration. He said he would raise it with Provost George Wheeler.

Marcia Katz asked if the idea of the CFW and the Faculty Senate lobbying for a salary increase was counterproductive, given the ones asking for the raises would be the ones receiving it. Fisher said he didn't think so. He noted that the state legislature is very much open to input by the public. He added that it is vital that the legislature and people of Tennessee continue to be made aware of the need to improve higher education in Tennessee. Some people might think that because of the improvements of the past three years that the needs of higher education in the state have been met. For this reason, added Fisher, it is important to continue to push for salary increases and greater state spending on education.

Chuck Maland noted that the years of growth under the Alexander administration coincided with increased revenues generated by an increase in sales tax. Maland wondered what suggestions Fisher would propose for raising state funds. Fisher said because of this loss of revenue there would have to be state budget cuts, but that if UTK was going to try and continue to improve, it is essential that the 1988-89 budget have a decent salary package and salary supplement package. Fisher said he believed that it was going to be necessary to implement a state income tax if higher education in Tennessee was to continue to improve. He added that most people are unsympathetic about higher education, and that they have to be made to believe how much better off it would make the state.

Juli Stewart asked if there was a deadline by which the staff-exempt survey was to be completed and will there be a published report of the results. Fisher said there was no deadline but that it should be completed by the beginning of Spring Quarter. He added that one goal was to use the study to evaluate levels of jobs to see if there is an imbalance between the size of the job and the salary.

Webster said one potential problem she saw with the study was that it might limit the hiring flexibility of directors and department heads if they are not free to move salaries. Fisher said the intent of the study is to provide guidance to departments heads and to provide a salary framework. Sara Phillips of Personnel Services noted that a similar study had helped them devise a salary range, not a specific salary, for various job levels. Fisher added that he did not foresee UTK creating a specific immutable salary for each level.

Burton thanked Fisher for attending the meeting. Burton noted that the By-laws had been passed and had been sent to the Chancellor.

Burton said the Affirmative Action draft was out and that volunteers were needed to read through it and make recommendations.

Burton said Provost Wheeler would be attending the January meeting. She also added that on Thursday, December 10, a lighting tour would be conducted. All interested persons should meet at the UT police department at 8 p.m.
Marcia Katz invited women faculty members to attend a luncheon in the Hermitage Room on Friday, December 4.

The meeting adjourned at 1:05 p.m.

Respectfully submitted,

Carol Guthrie

ATTENDING MEMBERS
Linda Burton
Lucy Hamilton
Kate McConnell
Martha Lee Osborne
Karen Levy
Linda Davidson
Debb,y Schriver
Janis Robinson
Judy Webster

Carol Guthrie
Marcia Katz
Jerry Askew
Chuck Maland
Eleanora Overbey
Charlene Rice
Nancy Goslee
Suzanne Kurth
Juli Stewart

VISITORS
Sara Phillips
Judy Halterman
Sue Ella Odom
Virginia M. Moore

Camille Hazeur
Nancy Crawford
Rebecca Sue Johnson
Minutes of the Commission for Women Meeting  
January 14, 1988  
Room 220  
University Center

Linda Burton called the meeting to order at 12:05 and asked those attending to introduce themselves.

Burton announced that several people had called asking about mobile mammography and that interest was high. She noted that Blue Cross would not cover the cost of the mobile unit or hospital mammography. The Women's Health Committee will send out letters announcing the dates of the mobile unit's visit.

Burton said the Lighting Committee had toured campus and found several dark places, areas with insufficient lighting, and lights with blown bulbs. The Committee will write a letter noting their findings and send it to the Chancellor.

Burton said the Advisory Committee met and discussed the findings of last year's Ad Hoc Programming Committee. The Advisory Committee suggested funding women to attend local, one-day workshops. The Chancellor has agreed to fund such an endeavor and has asked the committee to work up guidelines. The Committee also suggested having the Commission for Women sponsor "Focus on Women" lunches and provide drinks at them.

Burton said the Chancellor had accepted the By-laws, which will go into effect at next month's meeting.

Burton announced that the Chancellor said more definitive guidelines on sexual harassment would be included in Hilltopics, the faculty handbook and the staff handbook.

Burton said the Chancellor has requested the Child Care Committee draft a letter stating what the child care priorities were for the campus. Burton added that infant care was first on the list and noted that at present 100 children were on the waiting list for the Cumberland Center. Burton noted that a recently hired assistant professor in Geology had written a letter to the Chancellor stating that one of the reasons she chose to come to UTK was because of the child care facilities. Krysty Ball asked if the inability of the present facility to be financially self-sufficient would prevent further expansion. Burton said no. Lucy Hamilton said the Women's Center is often asked if child care will be available to students. Burton said she understood that was being looked into by Phil Scheurer and that there was talk of creating a drop in facility targeted for students.

Burton introduced Provost George Wheeler. He said although child care needs were bound by money that the Chancellor was committed to expansion. Barriers to expansion are money and space. The ability to expand is contingent on the amount of increased revenue UT receives. Wheeler addressed Affirmative Action (AA) and what it would take to make equal opportunity a reality. AA issues in Tennessee today are broken
into two considerations: underrepresentation of minorities (which today in Tennessee means blacks) and the underrepresentation of women. Wheeler said UTK was trying to be sensitive to pressure to hire more women. His office is responsible for hiring faculty and with Anne Hopkins' assistance, Affirmative Action guidelines were being followed and enforced on campus. Wheeler noted that two women had been appointed to administrative positions this year, Marilyn Yarborough, Head of the Law School and Joan Paul, Head of Physical Education and Dance.

One way UTK has tried to assist women faculty in achieving tenure and promotion is through the program of mentoring junior faculty implemented a year ago. Through the program, Wheeler hopes the word will get out as to what is expected of junior faculty and adds that the program should help junior women faculty in particular.

Looking at promotion and tenure, Wheeler stated that there were not as many women in the rank of full professor at UTK as there should be. He said that was partially due to past failures to draw a lot of women into the assistant and associate ranks. Wheeler's office is looking into the issue of salary equity and said the salary study this year will be received by his office in enough time to adequately evaluate it and make recommendations accordingly for the next academic year. The ability of UTK to make fair adjustments is contingent on the budget passed by the legislature.

Wheeler said the Chancellor had authorized his office to identify several distinguished women professors and nominate them for the Alumni Distinguished Professor Award. He noted that only one woman has previously received this honor.

Suzanne Kurth asked if the University was still committed to the Cultural Affairs program because there has been no written or verbal expression of the school's intent. Kurth wanted to know if the University will continue to support a separate Women's Studies Program. Wheeler said Cultural Studies was a viable part of the curriculum and there was no discussion of eliminating it. He said that as long as there were differences in the way women and men were perceived and treated in society, there would be a need for Women's Studies. The problem he sees facing Women's Studies is definition. He noted that scholarship in areas of Women's Studies often receives negative bias because it is new and different. Personally, Wheeler said the need for studies from a woman's perspective was important.

Burton asked for some clarification about the Continuing Part-time Faculty position. Wheeler said that before he came to UTK, the Senate had approved a category called Continuing Part-time. Faculty with that rank were not eligible or considered for tenure. The Senate asked that the title be incorporated into the Faculty Handbook. He noted that individuals with this rank had priority within their department for receiving part-time work. Ana McKeeby asked how the decision to make these appointments was made. Wheeler said the suggestion was made by the head of the department, passed to the dean's office, then forwarded to the provost's office for approval. He added that only the English Department had made requests. One faculty member said the Romance Language Department had made a recommendation, but it was rejected by the dean's office for budgetary reason. Wheeler said there were no budgetary implications in making the appointment and was surprised the recommendation had not been sent on from the dean's office. Wheeler suggested the recommendation be resubmitted. Marcia Katz asked if Continuing Part-time Faculty were eligible for anything other than priority for work. Wheeler said no.
Kurth asked if Wheeler's office was involved in redefining sexual harassment guidelines. He said yes and that some students had complained that the definition was not clear. He added the guidelines would be published in Hilltopics. Kurth asked if the Affirmative Action Plan made it clear where students should go with a sexual harassment complaint. Wheeler said all complaints, even student, should go to the Affirmative Action Office. Burton said the CFW had made recommendations to Camille Hazeur about clarifying the complaint procedure in the Affirmative Action Plan. Wheeler noted that a problem with sexual harassment was that women were often unwilling to file complaints. He added that he wanted to make it known that if a person had a complaint, even if they wanted to remain anonymous, they should report it. The AA office was going to keep a record of all complaints so that if a pattern developed relative to a particular person, they could be informally asked to reevaluate their behavior. Kurth asked if the guidelines were written so that a male student could bring a complaint against a male faculty member. Wheeler said this was a valid point that needed to be explored but noted that the overwhelming number of complaints were from women. Katz said she felt it was a good idea to keep a record of all complaints, anonymous or otherwise. Wheeler said it was important to get the word out about sexual harassment because in many cases people are unconscious that their behavior is unacceptable. He added that he has been successful just sitting down with a professor and pointing out a pattern of behavior and getting him to alter it.

Burton asked if those Continuing Part-time Faculty were eligible to have a representative to the Faculty Senate or if they could serve on committees. Wheeler said some do serve on committees. He said it was up to the department to work out the level of involvement for part-time faculty. Eleanora Overbey noted that as a Continuing Part-time Faculty member she was concerned about receiving credit or recognition for activities such as advising College Scholars students. Unlike full-time faculty who receive compensation or time off for such work, Continuing Part-time Faculty do not. Wheeler said they do in salary. Overbey asked what it would take for Continuing Part-time Faculty to be considered for tenure. Wheeler noted that a number of institutions have adopted flexible hiring practices such as giving early retirement to full-time faculty and filling their position with part-time help. Some institutions do give part-time faculty tenure. Others have created full-time positions which are divided between two part-time faculty members. He said he was not opposed to the idea but stated that it wasn't high on his priority list. He suggested Overbey bring up the issue with her colleagues in the English Department. Juli Stewart asked if it was impossible for part-time faculty to move into a full-time position. Wheeler said not as long as they fulfill the necessary scholarship and teaching requirements.

The meeting adjourned at 12:55.

Respectfully submitted,
Carol Guthrie
ATTENDING MEMBERS
Linda Burton
Lucy Hamilton
Karen Levy
Martha Lee Osborne
Juli Stewart
Fran Andrews
Krysty Ball

GUESTS
Ana McKeefy

Carol Guthrie
Marcia Katz
Eleanora Overbey
Charlene Rice
Suzanne Kurth
Tricia McClain
Wylene Vrba
Linda Burton called the meeting to order at 12:05 and asked those attending to introduce themselves.

Burton introduced Nina Elliott, Assistant to the Vice-Provost, who reported on her experiences at the HERS Summer Institute at Bryn Mawr. She said the aim of the Institute was in assisting women who wanted to move into higher levels of administration. Some of the areas of study at the Institute were budgeting, long-range planning, and human relationship skills. Elliott said there was a wide variety of students and instructors at the Institute including Chief Academic Officers, Chancellors, Vice-Chancellors, etc. In addressing the CFW, Elliott chose to focus on one particular unit from the Institute, Professional Development. She passed out a handout detailing various suggestions and guidelines about how women administrators should work toward planning their future. At the Institute, Elliott said the unit consisted of role playing interviews carried out by various high-level administrators. They assisted the participants in understanding what would be expected of them in an interview for higher administrative posts. Elliott also discussed career mapping, noting that women interested in moving into higher levels of administration needed to set their goals realistically, balancing them against their personal/private responsibilities, needs and wants. Elliott said the Institute also helped women create a support network and that she had a copy of all the participants' vitae. Marcia Katz asked if there had been any further discussion about trying to hold a regional mini-conference like the Summer Institute and asked Elliott if she felt there were parts of the Institute that could be pulled out and covered in a 2-3 day workshop. Elliott said yes and added that she would both assist and contribute information she had received during the Institute. Jerry Askew asked who the experts were and how the Institute was organized. Elliott said that Cynthia Secor coordinated and planned the program out of Denver. She made changes and modifications in the program from year to year based on participants' comments. Elliott noted that many of the units were firmly established and that some of the presenters had attended the Institute as participants. Someone asked about the selection process. Elliott said it was competitive and that selection was based on administrative position and whether a candidate had plans to move into higher levels of administration. She added that the candidates must have the endorsement of the Chancellor, their immediate boss, and one other letter of recommendation. Linda Burton said the CFW needed to decide today whether or not to select and fund another candidate. Nancy Goslee moved to support another candidate; Marc Katz seconded. The motion passed unanimously.

Debby Schriver discussed the Women in Leadership Conference being held March 2 and 3. She said all faculty and exempt staff were invited to participate. There will be workshops and round table discussions led by a facilitator who is a specialist in that area. There is a $28.00 registration fee which includes lunch. Schriver said anyone interested in participating in the Conference can contact her at 974-6657. Schriver added that some of the topics covered will include Financial Management;
Women, Work and Age; and Dilemmas of Dual Careers. Katz asked if they were limiting the number of participants. Schriver said no but added that preregistration was required. Chuck Maland asked if the Workshop would be similar to last year's. Schriver said no, adding that both the format and the topics covered will be largely different. There will also be different speakers. Maland added that you could encourage someone to go this year who had been last year. Schriver said yes.

Burton announced that the Programming Committee was reviving the Brown Bag lunch series. The first will be on March 30, in the Crest Room. Dr. Norma Mertz will be the speaker. Burton added that the CFW needed to be looking for other possible speakers for the next scheduled lunch on May 4. Katz asked if community people should be considered. Burton said yes.

Burton distributed guidelines for professional development grants which were drafted by the Programming Committee. Burton said the Chancellor had agreed to sponsor women to one-day, local workshops that were appropriate to professional development. These guidelines were to assist women in finding, selecting and applying for funding to such workshops. Suzanne Kurth asked if the Networker would include this information as well as information about available workshops. Carol Guthrie said yes. Schriver asked if women could receive funding for the Women in Leadership Conference. Burton said yes. Katz noted that it was difficult for faculty women to attend such workshops because of classes. Burton noted that at last year's Women in Leadership Conference several faculty women left to teach their classes then returned to the Conference.

Burton asked if everyone had received a copy of the Affirmative Action Plan. Everyone had.

Wylene Vrba reported on Women in Higher Education in Tennessee (WHET). She distributed a handout describing the goals and aims of the organization. Vrba noted the organization was floundering and that there was going to be a meeting February 19 to discuss disbanding WHET. As a member of both WHET and the CFW, Vrba thought she would let people know about the organization and try to increase membership. Katz asked if they were dissolving because they had a paid professional they could no longer support. Vrba said the president had recently resigned and that the vice-president was a faculty member unable to commit enough time to the organization. Vrba noted the organization was strong in Middle and West Tennessee and hoped to increase interest in the East. Burton asked what persons interested in joining should do. Vrba said contact her.

Linda Davidson reported that the qualifications for the National Alumni Teacher of the Year Award had been altered so that Continuing Parttime Faculty were eligible. She added that the National Alumni Association was unaware of the discrepancy. The Assistant Director of Alumni Affairs was responsible for getting the change made, added Davidson.
Burton said the Mobile Mammography Unit would be on campus for four weeks beginning in early March. Burton said there had been considerable uncertainty as to whether or not Blue Cross would cover the procedure. After talking with Mickey Bilbrey at the U.T. Medical Center, Burton discovered that presently Blue Cross would not pay for the procedure. Blue Cross had paid for the procedure in the past without knowing they were paying for a mammography. U.T. Hospital now tells patients that Blue Cross does not cover the procedure. However, some U.T. employees are being told by Blue Cross that the company does pay for mammographies. Burton noted that despite the confusion, Blue Cross will not cover the mobile mammography. Juli Stewart said the Knoxville Breast Center had Blue Cross pay for mammographies. Chuck Maland asked why the policy had changed and didn't Blue Cross know they had been paying for this benefit in the past. Burton said no and added the misunderstanding arose because employees calling the Blue Cross 1-800 phone number were being informed that Blue Cross did pay for the procedure. Burton said she had written a letter to State Representative Maria Peroulas on behalf of the Commission for Women encouraging her to support legislation that would require insurance companies to cover mammographies. Burton added that the mobile unit would be on campus March 7-11, and every week after that as long as there was interest. In addition, Burton said there would be two educational meetings about mammography on February 22 and 25, in the University Center, Room 226. The meetings would be sponsored by UT Medical Center and would include a light lunch. Nancy Goslee asked if the CFW had been in touch with the Faculty Senate Fringe Benefit Committee to see if they would try and get mammography added. Burton said she was on that committee and there had been no discussion of it. Maland said that the CFW should pursue getting Blue Cross to cover it because in the long run such a preventive procedure would save the company thousands of dollars.

BURTON SAID THE NEXT CFW MEETING WOULD BE ON MARCH 10, WHICH IS THE SECOND THURSDAY IN MARCH.

The meeting adjourned at 12:50.

Respectfully submitted,
Carol Guthrie

MEMBERS ATTENDING
Wylene Vrba
Janis Robinson
Charlene Rice
Carol Guthrie
Lucy Hamilton
Marcia Katz
Nancy Goslee
Martha Lee Osborne
Rosa Emory

GUESTS ATTENDING
Jeanette Barker

P.J. Hall
Debby Schriver
Juli Stewart
Linda Burton
Jerry Askew
Linda Davidson
Suzanne Kurth
Chuck Maland
Becky Wilkerson
Minutes of the Commission for Women Meeting
March 10, 1988
Room 220
University Center

Linda Burton called the meeting to order at 12:05 and asked those attending to introduce themselves.

Burton introduced Carol Webster of the Knoxville Women's Center who discussed the KWC. The Center began with a grant from CETA as a referral program for women to assist them in finding nontraditional jobs. In 1978 KWC began "Women in Arts" to provide women artists with a place to display their art. In 1984, the Anne Selwyn Awards were started to recognize outstanding community women (the award was named for the KWC's original director). The KWC also publishes a bi-monthly newsletter called Everywoman. Webster distributed the most recent issue at the meeting. Webster also distributed a booklet, Women in Business, 1988, a compilation of local women from various fields, the end product of an effort by the KWC to increase networking among Knoxville women. The Center has also begun a small business incubator, Matrix, which now functions on its own, complete with a board of directors. Webster also noted the KWC does a lot of referral service for women who call about health concerns. On March 15, a pilot program began which will provide job counseling and job placement for low income women. Webster said the goal was to get low income women out of minimum wage jobs and, if possible, into nontraditional jobs such as maintenance repair and auto mechanics. The KWC is located in Old Moses School, a part of the Mechanicsville Redevelopment Program.

Burton announced that Chancellor Reese wants the CFW to start a Maternity Leave Committee to investigate UTK's compliance with the recently passed state maternity leave law. Burton asked for volunteers. The committee will be: Juli Stewart, Lynn Blinn, Charlene Rice, and Krysty Ball. Burton added that June Cassell of Personnel could serve as a resource.

Burton announced that the Chancellor will be giving his annual luncheon address to the CFW on May 5. Burton noted that it was also time to begin seeking nominations for next year's CFW Chair. She voiced a concern about holding the election at the May 5 meeting. Martha Lee Osborne said she felt it wouldn't be a problem if we merely collected the ballots and didn't make an announcement until after the meeting. Burton asked for volunteers to serve on the Nominating Committee. The committee will be: Martha Lee Osborne, P.J. Hall and Carol Guthrie.

Burton announced that the Professional Development Grants announcement had been sent to all women employees, deans, directors, and department heads.

Martha Lee Osborne voiced a concern about the lateness of this quarter's Networker. Carol Guthrie noted the change in printer from Martin Printing to Graphic Arts had caused a change in the printing schedule. Osborne asked if there was any consideration of changing printers. Burton said the job had been placed on bid and the contract had to be fulfilled.
Burton noted that the mammography unit was now on campus and said she had visited it. She said she received an anonymous letter saying the CFW and UTK were discriminating due to age because only women over 35 were allowed to use the mobile unit.

Burton said the Faculty Salary Study was out and that the information was not too surprising. It would be mailed to all CFW members.

Burton again noted the Chancellor's luncheon on May 5 and said she would be sending out word about it in the future. In order to know how much food to order, all those planning to attend should let her know.

Burton announced that the first Focus on Women Luncheon was slated for Wednesday, March 30. Dr. Norma Mertz will speak on "Why Women Aren't Mentored." Rosa Emory asked how often the luncheons would be given. Burton said every other month.

Becky Wilkerson asked about the questionnaire distributed among staff exempt employees by Personnel. She wanted to know what kind of analysis was going to be done on the data, e.g., regression analysis to compare men and women, etc. She asked if it were possible to take the data to the Affirmative Action Office or the Chancellor. She noted that the highest paid women get only 70% of men's salary. Charlene Rice said the study and salary scales were based on numbers of points. She said she saw no reason why a comparison couldn't be done of male vs. female salaries. She noted that in a previous study of non-exempt staff there was no significance statistical difference based on sex. Burton noted that job points were partially based on how much decision making a job entailed. The more independent decision making a job required, the higher the points and salary range. Wilkerson added that there may not be much follow up on the study, and the CFW should pursue analyzing the data more. Rosa Emory said the CFW could send a letter specifying what kind of statistical comparisons it would like to see done with the data. Wilkerson asked if the questionnaires were edited by department heads before going to Personnel. Rice said it was her impression that the director, dean, or department head made a reading review then sent them to Personnel. She added that if an employee omitted something from the form, the director often placed an attachment to the document clarifying the omitted information. A copy of the attachment would be sent to the employee.

Marcia Katz announced that she had invited some colleagues to get together for interaction. She noted that the CFW was an organization where issues and problems were aired and addressed. Katz would like to see a campus chapter of the Faculty Women's Club opened to get more female faculty together. She noted the Club presently was composed primarily of spouses of male faculty. She said the Faculty Women's Club will send letters to all faculty women and administrators asking them if they would be interested in joining. It will also distribute a survey to find out what activities people wanted to pursue.

The meeting adjourned at 12:50 p.m.

Respectfully submitted,
Carol Guthrie
ATTENDING MEMBERS
Linda Burton
Judy Webster
Karen Levy
Martha Lee Osborne
Juliet Stewart
Rebecca Wilkerson
Krysty Ball
Janis Robinson

Carol Guthrie
Marcia Katz
Maxine Thompson
Charlene Rice
Lynn Blinn
Chuck Maland
P.J. Hall
Minutes of the Commission for Women Meeting  
April 7, 1988  
Room 220  
University Center

Linda Burton called the meeting to order at 12:05 and asked those attending to introduce themselves.

Lucy Hamilton explained the function of the Women's Center. She noted there was some confusion about the Women's Center and the Women's Coordinating Council (WCC). The Center was founded in 1976 as a place for women who needed referral service and as a place where students could find out about such services. The WCC is a programming group funded by monies from student activities, while the Center is funded by the administration. Hamilton noted that many of the members of the WCC work at the Center, but added they are different. The Center's primary purpose is as a referral and resource area. They do not provide services, such as therapy, but instead refer inquiries elsewhere. Elisabeth Reichert, the Center's graduate assistant, informed Hamilton that the library is the most utilized service provided by the Center. She added that the Center recently added close to 300 volumes. The Center also provides information on scholarships and grants for women and makes frequent recommendations about day care. Beginning April 11, the Center will serve as a meeting place for a new group Reichert is forming, a reentering student organization. Nancy Goslee asked whether or not there was such an organization already in existence. Hamilton said there had been one run out of the Counseling Center, but said that it was more or less defunct. Jerry Askew added that there was an important distinction between the two organizations, the Center and the WCC, and noted they provide fundamentally different services.

Dr. Kayla Carruth, head of Women's: A Health Promotion, discussed the work of her organization. Women's acts primarily as a referral service for women in need of medical services. She noted that like UTK's Women's Center, there is a lot of confusion about what Women's does. She noted they do not provide medical services, but try to help meet the health needs of women at all times of their lives. Carruth said much of her time was spent talking to women on the phone. Women's also offers educational programs which meet at the UT Agriculture Campus from 7 to 8 p.m. Women's is cosponsoring the presentation of Harriet Lerner on April 19 at the Hyatt. Carruth displayed a variety of printed materials developed by Women's which list the various classes and programs and which provide specific information about such services as gynecology/oncology, a sexual health clinic for men and women and the Maternity Fitness Program, "A Special Place to Have Your Baby," offered at UT Hospital. Carruth noted that the mobile mammography unit currently on campus was being cosponsored by Women's and said the turnout had been really good. Of approximately 2,000 female faculty and staff employees, the unit had seen 308. She said the article in the Beacon by a faculty member who had visited the clinic had helped the program. She also said Women's offers a program on smoking cessation to assist hard core smokers. Jerry Askew asked if there was any way to get students involved in some of the programs at Women's. Carruth said they were open to anyone, but added that Women's did not want to compete with the work of Rosa Emory.
Charlene Rice reported on the Maternity Leave Committee. The committee was formed at the request of the Chancellor, and its charge was to review the Tennessee law pertaining to maternity leave which went into effect January 1, review UTK policy as it related to faculty and staff, then determine if the policy needed to be altered. Rice noted that the law itself may undergo changes because it included a provision for leave following adoption. She also noted that there was one potential loophole in the law pertaining to the position of the employee on leave. The law states that an employee will receive her old position unless it was so "unique" that it required replacement immediately. Rice added there was no reference to paternity leave. Rice said at UTK the issue of maternity leave was covered under the Leave of Absence policy which was revised the first of 1988 to coincide with the new law. She said the policy covers all types of leaves up to 15 months, with maternity leave being four months for all regular female employees. The committee said that the spirit and intent of the law seemed to be in force at UTK for regular staff. She said the chance of not being reinstated after leave was almost nil given the review process. Rice said Juli Stewart, chair of the committee, had talked with Nina Elliot about faculty. Elliott said that 12 month faculty were covered under personnel policy, but that the status of 9 month faculty was vague. At present, such leave would constitute sick leave, and the amount of time someone could take off would depend on the circumstances surrounding their position, e.g. the need for replacement staff, the faculty member's future at UTK. Rice said that academic department heads currently decide such leave. Rice said the recommendation of the committee would be to clarify the 9 month leave process. Goslee asked the committee if the they felt UT would ever go much beyond the state law, i.e. offer paternity or adoption leave. Rice said UT's policy currently includes adoption. As far as men are concerned, Rice noted that under the leave of absence policy men can take personal leave and she saw no reason why they couldn't be accommodated. She said it had not been a problem yet. Goslee asked how such leave should affect tenure block. For example, if a woman or man took off a year, should that person get a year's extension toward receiving tenure. Burton noted that an article on this issue in the Chronicle had been the impetus behind the Chancellor's asking that the committee be formed. Askew asked if leaves include pay. Rice said they typically do not, however, in many cases, employees combine sick leave and annual leave and thus are paid. She noted that sick leave pay stops after six weeks for maternity because that is definitionally when women no longer are considered postnatally ill. Askew wondered if the CFW felt comfortable with this policy. He said many firms and businesses are moving maternity leave out of the sick leave category and considering it separately. He said he favored such a policy which would include pay during leave and a reasonable amount of time off which would not count against sick or annual leave. Rice said the potential problem with UT adopting such a policy was their practice of staying in line with state policy on such matters. Askew said then perhaps the CFW needs to bring this issue to the attention of the state government. Krysty Ball said the policy did not guarantee the person her previous position. Rice said that if at all possible, they would be returned to their old job. Askew said he thought that UT then was in line with the law and added that maybe the committee should identify a series of issues for future direction, such as discussing the policy with the state. Lynn Blinn noted that there still was the gray area concerning 9 month faculty. Janis Robinson said we should recommend to the Chancellor that 9 month policy be clarified.
Askew said the committee should go ahead and make a specific recommendation about how to revise the policy concerning 9 month faculty.

Carol Guthrie reported that forms had been distributed for members to make nominations for next year's chair. She said the forms were due back at the CFW Office by Thursday, April 14. Ballots will be mailed, as per the bylaws, two weeks prior to the May 5 meeting when the election will be held. Becky Wilkerson asked who would contact the nominees to see if they were interested in being considered for the position. Guthrie said the committee would. Rosa Emory asked if people from Systems could be nominated. Guthrie said they could, but added that Systems personnel had only been on the CFW since 1986 and that the bylaws limit nominees for chair to present and past members of the Commission. Martha Lee Osborne noted that Guthrie had extra forms with her.

Burton reported on the Programming Committee's meeting on how to advertise the next "Focus on Women Luncheon." Marcia Katz said she felt there needed to be a campus wide clearing house for information on programs because the March luncheon conflicted with other programs. Askew said Gail Clay had started such a service in the Student Center and encouraged everyone to use it. Burton said this time the committee will send 10 to 15 flyers for each CFW member to distribute in his or her department. P.J. Hall reported that Agnes Bird, the recent recipient of the Annie Selwyn Award, was the scheduled speaker for the May luncheon set for Monday the 23rd.

Burton reported on the success of the mobile mammography unit and noted that of the 2,000 female employees that Carruth had mentioned earlier, there were a number under the age of 35. Because use of the unit was restricted to women over 35, the 308 figure represented a large percentage of the eligible female employees. Burton said that she had received numerous calls praising the unit for its convenience, efficiency (many reported the visit took only 25 minutes), and the professionalism of the staff. Burton added that the visit of the unit was being extended one week. Burton also praised Melba Wilkins' article in the Beacon.

Burton reported for Wylene Vrba on the WHET (Women in Higher Education in Tennessee) Conference "Women in Education: Grit or Ponder" scheduled for Friday, April 15, at Tennessee Tech. She discussed the goal of WHET to encourage and assist women in higher education, and passed out information on the organization as well as membership forms. She noted that dues were $5.00 annually.

Burton said that the Advisory Committee had selected Dr. Mary Richards, Assistant Dean of Liberal Arts, as the candidate to HERS. The committee also selected Dr. Cynthia Fleming, head of Afro-American Studies and assistant professor of History, as an alternate in case Dr. Richards was unable to attend. Dr. Fleming, however, had to decline the offer because of another opportunity, so the committee chose Dr. Regina Smith, Director of the Office of Provost-Research, as the alternate.

Debby Schriver reported on the "Women in Leadership Conference." She said that many of the presenters this year had been new and that in conjunction with the normal type of presentation, there had been a number of successful round table discussions.
Burton reported that the Programming Committee had awarded its first Professional Development Grant to Dr. Julie Williams of the Counseling Department. Burton said that a department had asked that two people be funded to attend a $35 clerical workshop. She said the committee turned it down because it felt the grants were meant to be "icing on the cake" and not a supplement to departmental budgets. In a meeting with the Chancellor, Burton suggested that $1,000 be placed into the Affirmative Action budget next year to fund future grants. He agreed. Burton said she felt the money would serve about 20 women.

Burton said the Chancellor had asked her to sit on a Child Care Committee that would explore further child care needs at UTK. She added that the Chancellor seemed very committed to child care and wanted UTK to be on the cutting edge of universities throughout the country. Carruth noted that the Knoxville News-Sentinel had recently done an article on the Cumberland Child Care Center.

Teresa Sharp reported that the Senate Faculty Fringe Benefit Committee, in its last meeting, had discussed the legislature's decision to adopt a preferred list of health carriers for state employees. The committee felt it was not a good thing and was particularly unfair as far as quality health care was concerned. She said the Senate asked that it be postponed for 60 days, but said she felt it would not happen. According to Sharp, legislators felt pressured because Blue Cross threatened not to renew its contract with the state. The Faculty Senate felt that it needed to send a message to the Senate and encouraged people to write the governor. Marcia Katz noted that her physician, who had previously been on the acceptable list of health carriers, was no longer on the list. Carruth said that the implied 10% reduction in fees by those on the list would actually translate into about 25%. She said that many area doctors felt it was something being rammed down their throat and that was why several physicians refused to get on the list. She added that names would continue to be added to the list. She said the reduction was from 500 to 200 health carriers and that several area hospitals, such as Fort Sanders and the Children's Hospital, were no longer on the list. Katz said that in the Health Maintenance Organization, there was now only one woman doctor on the list, and she was in Cosby. She said two more were added, but they were pediatricians. When she wrote the HMO about it, they did not answer her letter. Goslee said the deadline for applications to HMO for inclusion on the list was April 8. Burton said she was meeting with the Faculty Senate Fringe Benefit Committee to introduce a resolution to get mammography added to insurance coverage. Janis Robinson asked if there was any way to get the word around, such as in Context, for people to write the governor. Rice said that state employees had already staged a demonstration in Nashville. Burton said St. Thomas Hospital in Nashville was omitted. Katz asked if Blue Cross acted as an administrative organization. Rice said yes and noted that the state was self-insured. Lucy Hamilton said that Brenda Haven, secretary in 329 University Center, had started a letter writing campaign and had form letters available for people's signature. Hamilton also noted that the change was particularly hard on people like her who have preexisting conditions which other insurance companies won't cover and for which the only local specialist, at Baptist Hospital, is not on the list. P.J. Hall said she felt like the state was insulting our intelligence by saying we can't pick our own doctor. Katz said that professional medical people view this as an attack by insurers who don't
want people to become "employees" of doctors.

Sharp reported there was a proposal being submitted to the Faculty Senate Executive Committee that a UT System-wide Faculty Handbook be adopted. She said at present there were a number of unanswered questions relating to the proposal, e.g. would policy be the same across the state. She said this is an issue the CFW might want to keep an eye on, particularly since Sharp's rotation on the Senate ends after this academic year.

The meeting adjourned at 1:05 p.m.

Respectfully submitted,
Carol Guthrie

ATTENDING MEMBERS
Carol Guthrie
Jerry Askew
Eleanora Overbey
Charlene Rice
Linda Burton
Debby Schriver
Rebecca Wilkerson
Janis Robinson
Theresa Sharp
Martha Lee Osborne

Lucy Hamilton
Lynn Blinn
Nancy Goslee
Krysty Ball
P.J. Hall
Gina Godfrey
Marcia Katz
Rosa Emory
Suzanne Kurth
Following the luncheon, Linda Burton introduced Chancellor Jack Reese at 12:35 p.m. Reese thanked the CFW for inviting him and said he had been kept apprised of the CFW's activities through the monthly minutes. He also praised Carol Guthrie for keeping excellent minutes. Reese commended the CFW for helping initiate the mammography program and called it a success. He said he regretted the problems with insurance changes and the failure of the insurance program to cover mammography. He said UTK had no input into the design of the new insurance program and noted there had been a storm of protest. He also said he felt there would be a change next year in the insurance program because of the level of protest.

Reese said another area the university was concerned with along with the CFW was child care. He praised the Cumberland Center and added that he wanted to see UTK take the lead nationally among universities in child care.

Reese said that a decision had been made to do a thorough analysis of the exempt staff members in all salary categories. He added that the new overall pay package was not terribly good but was also not disastrous. He added that each director and department head had been given detailed budgetary recommendations about salaries. He said the faculty increase was 4% but might be a little more when actual appropriations are given to the various departments.

Chuck Maland said he had received a copy of a document from Oregon State University about dual career families and OSU's attempt to make a connection with the university and community at large. He noted that when trying to find candidates to fill vacancies, spouses come into the picture in that there might not be jobs available for them in the community. Maland asked if UTK was considering any such similar program to help candidates and their spouses. Reese said there was not such a formal program but that he would initiate conversation about the idea.

Krysty Ball wanted to know if the university was going to get more involved with insurance, perhaps becoming self-insured. Reese said the university had to stay with the state program because it provides an immense advantage. He added he would like to see more influence being exercised from within the university system on the state legislature's Insurance Committee.

Nancy Goslee said a problem facing departments engaged in searches was trying to place both spouses in faculty positions and also staying within Affirmative Action guidelines. Reese said that the guidelines had not been discussed in terms of this problem.

Linda Burton asked how successful Reese thought the decision had been to split the Affirmative Action Director job into two separate positions. Reese said he felt it had worked extremely well, adding they were really two separate jobs. He said Lola Dodge's work was painstaking and time-consuming and required a good deal of specific knowledge. He noted that Camille Hazeur's position was to help produce and bring change on campus, to be visible and to operate on Reese's staff. He said he felt the division made good sense.
Judy Webster said she felt many departments felt they didn't know enough about the Affirmative Action process and lamented the poor turnout at a recent program offered by Ann Prentice. Reese said the school was trying to be just and that the Provost was working to enforce the guidelines, but added that whenever new procedures are being used some problems will arise. He noted that inadequate communications between the Provost's Office and the various departments had contributed to the difficulties. He added that this year had seen the most intensive and thorough application of Affirmative Action searches in the history of UTK and praised the Provost's Office for working on this, taking the initiative, and enforcing the guidelines.

Reese discussed the recently voiced concern between the faculty and black students. He said the issue should be dealt with in Faculty Senate, particularly any recommendations to change curriculum. He noted the arguments on both sides for adding a required course on black studies. He said he wasn't sure a required course in black studies was the answer, but as an alternative incorporating more nontraditional materials into existing classes should be explored. Nancy Goslee noted that it would be hard to monitor such activities within a classroom.

Suzanne Kurth asked whether the school was looking at other ways to fund women's athletics and added that she was distressed to read that a new employee in Development had politicized the nature of funding women's athletics on campus. Reese said he didn't know who "Susan" was before she was appointed, noting she had worked with Lamar Alexander prior to being hired at UTK. As for funding, he said he would be glad to consider any new funding ideas. He said that a student recently went to the legislature about this issue and added that he was concerned about the principle of the thing. He said he felt the legislature had no business reaching into the university and directing the distribution of funds. He went on to discuss the nature of the funding of the men's program. Chuck Maland said a problem he saw deriving from the recent concern over funding women's athletics was the negative outlook it was giving to the women's program. Reese noted that the university could take all student fees, put them into maintenance and not show where they were going. However, the University felt a need to publicly account for how those fees are distributed. Reese thanked the group for their input and felt that the CFW had made an improvement in liberating discussion on campus about various issues.

Linda Burton said that Dr. Mary Richards had been hired as the Dean of Liberal Arts at Auburn University and that Dr. Regina Smith was now the HERS applicant.

Carol Guthrie asked that all ballots for the chair be turned in. (After the meeting the ballots were tallied and Linda Burton was unanimously voted to continue as chair. Chancellor Reese has been notified of the Commission's decision).

Marcia Katz said that a summer day care school was being set up by the older than average students six days a week and was being sponsored by HPER.

The meeting adjourned at 1:20.
ATTENDING MEMBERS
Carol Guthrie
Juli Stewart
Judy Webster
Charlene Rice
Linda Burton
Debby Schriver
Rebecca Wilkerson
Janis Robinson
Karen Levy
Martha Lee Osborne
Wylene Vrba

Eleanora Overbey
Maxine Thompson
Nancy Goslee
Krysty Ball
P.J. Hall
Chuck Maland
Marcia Katz
Rosa Emory
Suzanne Kurth
Linda Davidson
Fran Andrews
Minutes of the Commission for Women Meeting  
June 2, 1988  
Room 220  
University Center

Linda Burton called the meeting to order at 12:05 p.m. and invited all those attending to introduce themselves.

Burton introduced Dr. Mary Richards who addressed the group on her recent efforts in searching for a new administrative position. She thanked the group for making her their HERS applicant and regretted her inability to go because of her new position as Dean of Liberal Arts at Auburn University. She said it took her two years to find the right position for herself and found the process of job hunting to be disconcerting. When she was recruited for positions and was sent descriptive material about positions, they all described males and were asking for people with male attributes. She noted than even when she was asked for references that the letters addressed to her asked for "his" qualifications. Often Richards felt as if she were being considered primarily so the institution could get a woman into the search pool.

Another problem Richards confronted while job hunting was the inability of her male colleagues to provide proper guidance and advice with the process of the search and the nature of the position she sought. She advised women going through a similar process to seek out a female mentor and added that Nancy Belk, former Dean of Human Ecology was particularly helpful to her. She noted that her male colleagues had a different and often limited perception of what her career path should be. Due to the need for female mentoring, Richards said that funding candidates for the HERS program was very helpful because it trains and assists women in higher education administration and enables them to take on the mantle of mentorship.

For other women seeking jobs, Richards said not to limit your options. Apply for a range of positions and get a sense of what things fit into your personal needs, goals, and plans. Also, by pursuing more than one job, each one becomes less important because your options are open. This can affect your behavior in the interview, she added, making you more confident, etc. She noted that no job is perfect and that you won't know until you accept it what it entails.

She said the interview process is very important in the whole job-hunting process. Richards noted that her interviewers were often surprised by her thorough preparation for the interview. Although that often entailed merely reading through the materials sent her about the school (catalogues, reports from departments, etc), she found it was very helpful in preparing for the interviews and in answering questions about what she didn't know about that particular institution. She said that going in prepared with knowledge and questions about the institution increased her visibility and chances during the interview. She encouraged women to probe the members of the search committee conducting the interview, let them know you are serious, prepared, and interested. Richards said she was offered three different positions and pulled out of two searches. She attributes this success, despite initial tokenism about including her in the search, to her preparation and attitude.
Richards said one of the hardest questions to answer in an interview is one asking how you would respond in certain circumstances. More than likely there is an institutional history behind the question with which you may not be familiar. Don't evade the question because it will make you look like you have no ideas, counseled Richards. Nancy Belk advised Richards to speak in terms of alternatives. While you may not be familiar with the particulars of that situation, draw in analogous situations you have handled in the past. Be very specific without committing yourself and without seeming too dogmatic. Richards noted that women in particular should portray themselves as knowledgeable and assertive because of the perception of female indecisiveness.

Richards added that it is best to keep a sense of humor in the interview. As a female (or other minority) many, if not all, of the members of the search committee will not know how to relate to you. Don't exacerbate that by being uptight or tense. Be easy with yourself.

Richards next addressed the question of what to do when you get one or more offers. First, do research on the salary scales for comparable positions in that region of the country. She also said you will be asked what you make. Once you've done your research, assessed the pros and cons of the position and the benefits, quote them a salary figure and include benefits if you want. Make your initial proposal for more than your bottom line acceptance figure. They will expect to negotiate with you. Gain leverage in your negotiations by quoting an authority or reference to equivalent salaries. She noted that if you let them hire you for less than you're worth, then you've started on the wrong foot with them because you appear weak and pliable. She said there is a honeymoon period at the beginning of a job, and this is the best time to get some things changed. She added that you may want to include some of these non-salary benefits into your hiring package. She noted that she got Auburn to agree to renovate its liberal arts/education building.

Krysty Ball asked why Richards felt she received different advice from her male colleagues. Richards said there were traditional and nontraditional career paths and noted that the male colleagues she talked with tended to counsel her to pursue the traditional path toward higher levels of administration. She added that judgements men make for themselves don't always work for women. Maxine Thompson asked what position Nancy Belk now holds. Richard said she is a dean at Central Michigan University and is responsible for the College of Education, health related professions, home economics, educational leadership and social work. That is about a third of the university's academic departments, added Richards.

Marcia Katz said she liked the advice of learning while you are going through the interviews, but asked what should you do if you are not interested in the position but get an offer. Richards said don't go to an interview or apply for a job if you are not ready to seriously consider it. If you turn down a job, tell the people who wrote letters of recommendations why you are turning it down. After you've been offered the job, give the institution a deadline by which you will reply. Let them know you are serious about their offer and don't close any doors you might need opened in the future.

Katz asked if Richards felt it was acceptable for women to ask advice of other women they didn't know very well. Richards said she felt it was perfectly fine and felt the person would be flattered. She added that women need to assist other women in such ways as providing advice.
and guidance. She noted that Sarah Blanshei, former head of the UT History department, had also assisted her during her search.

Linda Burton asked Richards if she had any suggestions of issues the CFW should pursue. First, Richards said that she realized while involved in her searches how lucky UTK was to have an officially recognized body like the CFW which encompasses women from all parts of campus. Many of the institutions she interviewed at had no such body or only unofficial ones. Richards advised the group to go back and look at issues which have been worked on in the past but which are still unresolved. She noted that the addition of the Cumberland Child Care Center was a culmination of efforts which were begun over ten years ago. One issue Richards feels the CFW should focus on is tokenism. She said that in most of her searches, she became a candidate for tokenism purposes. She said this needs to be addressed at UT.

Burton said she wanted to form a goals setting committee for the summer and said she would send material to members on that later this summer.

The meeting adjourned at 1:15 p.m.

(Amendment to the May minutes: The program on Affirmative Action attributed to Ann Prentice was actually offered by AAUP and that Anne Hopkins was one of the panelists at the meeting.)

MEMBERS ATTENDING
Debby Shriver
Krysty Ball
Nancy Goslee
Wylene Vrba
Maxine Thompson
Suzanne Kurth
Marcia Katz
Charlene Rice
Carol Guthrie
Janis Robinson
Julie Stewart
Linda Burton
Judy Webster
Becky Wilkerson

GUESTS
Mary Richards
Helen Mays
Minutes of the Commission for Women Meeting
August 23, 1988
Training Center
Alumni Hall

Linda Burton called the meeting to order at 10:45 p.m. and invited all those attending to introduce themselves.

Carol Guthrie reported on the proposed new publication schedule for the Networker. Burton asked for volunteers to serve on the Networker Advisory Committee. The committee includes: Judy Webster, Wylene Vrba, Martha Lee Osborne, Janis Robinson, and Carol Guthrie.

Burton asked whether there was a need for a Women's Health Committee this year. Several people said it should continue, particularly to support mobile mammography. Burton said she had made a proposal to the Faculty Senate that mammography be covered under the new insurance plan and wanted to know if that should be continued. Krysty Ball said yes, but also added that the CFW should pursue a discount for mobile mammography. Burton noted that UTK employees received discounts on hospital mammographies at UT hospital. Kathleen Warden suggested that a Women's Health Committee could pursue implementing the Tiger Test for rubella. Burton suggested the CFW could sponsor such a test during a week long program on women's issues, perhaps in March (Women's History Month).

Burton raised the issue of safety awareness and asked for volunteers to serve on the Safety Committee. Ball said the commission should continue to pursue the upgrading of lighting. The safety committee includes: Krysty Ball, Ruth VanHooser, Becky Wilkerson, and P.J. Hall.

Burton broached the subject of programming and asked for volunteers for a Programming Committee. Several people said the Focus on Women Luncheons should be continued. Debby Schriver said that the Commission could pursue participating directly in the Women in Leadership Conference. It was also suggested that we could cosponsor with the Women's Coordinating Council the visit of a noted speaker. The Programming Committee includes: Ruth Darling, Debby Schriver, Patricia McClam, Martha Lee Osborne, Nina Elliott, and Carol Guthrie.

Burton asked what role should the CFW have in recruitment. She suggested we could pursue the policy of having a CFW member on high level search committees. Judy Webster noted that search committee members have to commit a lot of time and effort on committees. The sense of the group was that the CFW would like to see women on all searches, not necessarily CFW members. Burton formed a recruitment committee to investigate this issue. The members are: Judy Webster, P.J. Hall, and Charlene Rice.

Burton asked for volunteers to serve on the Advisory Committee. Members include: P.J. Hall, Linda Davidson, Judy Webster, Charlene Rice, Jerry Askew, Lynn Blinn, and Nina Elliott.
Burton noted that the CFW should continue the Child Care Committee. Burton said the Cumberland Child Care Center was still thriving and that changes were being made by the Cumberland Center Advisory Board. Judy Webster, a member of the Advisory Board, reported on the Board's recent activities. She said that there had been complaints from parents about the policy of accepting students and how the waiting list was created. Webster said in the Cumberland Center guidelines certain criteria were set about the male/female and socio-economic ratio of the students. Realizing these limitations, the Advisory Board's waiting list policy has been revised and is now more closely patterned after the Child Care Lab. Webster also added that the Cumberland Center had undergone an Affirmative Action review and now carries an EEO statement. She noted that Affirmative Action guidelines had been followed, but that a statement had not appeared on the literature. Lynn Blinn noted that there was great interest at present in starting an infant center and added that Lamar Alexander seemed supportive of employee sponsored daycare. Lydia Jurand said the summer child care program sponsored by HPER seemed to have worked well and might be something worth investigating. Blinn asked about the Maternity Leave Committee which met last spring and this summer. Burton said Juli Stewart, the committee's chair, was ill, but that the committee had written a letter proposing that the Chancellor study/revise the maternity leave policy for 9-month faculty. Members of the Child Care Committee are: Wylene Vrba, Judy Webster, Linda Davidson, and Kathleen Warden.

There was a discussion about salary equity.

Burton asked whether the CFW should pursue the issue of mentoring women faculty and staff and also whether the CFW should provide some kind of orientation for new members. It was decided that the CFW should investigate the question of university-wide mentoring of women. Janis Robinson, Debby Schriver, Wylene Vrba and Charlene Rice volunteered to assist in orienting new CFW members.
Minutes of the Commission for Women Meeting  
September 1, 1988  
University Center  
Room 220

Linda Burton called the meeting to order at 12:05 p.m. and invited all those attending to introduce themselves.

Burton introduced Camille Hazeur, director of Affirmative Action. Hazeur said the hiring outlook for women at UTK appears good. Forty percent of new hirings, including two new deans, have been women. Hazeur said Lola Dodge reports that hiring of women is up in all categories campus-wide, but added that the skill/craft positions still were underrepresented by women. Hazeur said she wasn't sure if the new hiring guidelines set down by the Affirmative Action Office were responsible, but noted that Lola Dodge felt they were.

Hazeur said the new Affirmative Action plan would be prepared by November and that the CFW would be asked to review it. She added that there would be few changes other than semantic and syntactical.

Hazeur addressed the issue of sexual harassment and noted the efforts being made to bring the issue to the attention of students and also her efforts to simplify the procedure involved in the school's policy. She added that the CFW may want to look into this issue more thoroughly. Hazeur noted that one of her problems is in trying to assess the extent to which sexual harassment is a problem at UTK. She noted the sensitivity of the issue and perhaps the unwillingness of people to report problems. Her objective is to make people feel they can trust her when they report a problem and realize that all information will be confidential. Hazeur said a brochure is being drafted for students to familiarize them with sexual harassment and UTK's policy and added that she will pass along the brochure to the CFW before it is published.

Hazeur reported that her office received a grant to create videos which will address such issues as sexism and racism in the college community. They will be used to educate faculty, staff, and students about subtle racist and sexist behavior in such settings as the classroom. During the first year of this three year grant, an advisory committee will create scenarios, while the second and third year will see the actual production of the videos. She added that she would like to have input from the CFW.

Hazeur said she had become involved with WHET (Women in Higher Education in Tennessee) and is editor of a newsletter. She feels such activity is important in order to integrate communication between various organizations so that the awareness of and communication among women can be increased.

Hazeur addressed the question of how effective she felt affirmative action had been at UTK. She said as far as hiring was concerned that she felt personal contact had the greatest impact on hiring, particularly women and minorities. She noted the various changes in administration that were and will be taking place and added that these should not impede the changes that have been and will continue to be made in affirmative action. She said that institutional policy and institutional support were not enough alone and added that the real push to continue change had to take place at the departmental level. She noted that while we as
individuals have little control over the school's leadership, we can take an active role as advocates in our own departments and on search committees. She noted that the Affirmative Action office has a variety of works available on issues relative to Affirmative Action and would be glad to let people borrow them. Karen Levy asked Hazeur how closely she worked with the Provost's office, specifically how much input she had in searches for faculty. Hazeur said that the Provost's hiring guidelines drafted by Anne Hopkins dictate the policy for departmental faculty searches. She noted the problems some departments had with these new guidelines last year, but added that she, Dodge and Hopkins had met to discuss integrating the Provost's guidelines with the Affirmative Action plan. Hazeur added that she had a good, friendly working relationship with the Provost's Office. Levy noted that misunderstandings arising from last year's guidelines caused problems for various search committees and feared that these problems might make people hostile toward the process. Chuck Maland said one thing which complicated searches last year was that two separate guidelines came down on two different occasions. He also feels that the best way to find candidates is via telephoning and personal contact. If a search committee knows early enough what is meant by "extraordinary effort" and that it will have to document the search process, then there shouldn't be any troubles with the search said Maland. Maland added that it would be useful if members of a department that is hiring but who are not on the search committee be encouraged to contact people who might be interested in the position. Fran Andrews noted that there was a list of black faculty and administration available from the Black Faculty and Staff Association. Hazeur added that Anne Hopkins' office prints out a list of all faculty positions open. She will send it to all black faculty and staff. Then if they know of a prospective, candidate they can contact Hazeur's office starting October 1.

Burton discussed the lighting committee's report to the Chancellor in which 38 places on campus had been listed as priority. Jerry Askew announced that the Chancellor had appointed a safety committee to draft a report and identify strategies for better communication about safety, particularly the problems of living and working on an urban campus.

Burton announced the various committees that had been formed at the August 23 CFW meeting and asked for volunteers to serve on them. (After the meeting, Rosa Emory and Jan ScottBey volunteered to serve on the Women's Health Committee).

Burton announced that Marcia Katz had been sent a notice on a workshop sponsored by the Association for Women in Science to be held October 22 at Pelississippi State Technical College. The workshop will deal with mentoring and will feature female speakers who have been mentored or who have served as mentors. Burton added that this might be a suitable program for someone seeking a Professional Development Grant.
ATTENDING MEMBERS

Vicki Johns
Maxine Thompson
Wylene Vrba
Kathleen Warden
Ruth Darling
Ruth VanHoozier
Jan ScottBey
Rebecca Wilkerson
Fran Andrews
Martha Lee Osborne
Karen Levy
Debby Schriver

GUESTS

Lynn Sterling
Kathy Warden

Pam Hindle
Charlene Rice
Juli Stewart
Chuck Maland
Nina Elliott
Jerry Askew
Suzanne Kurth
P.J. Hall
Judy Webster
Carol Guthrie
Rosa Emory
Linda Burton
Linda Burton called the meeting to order at 12:05 p.m. and invited all those attending to introduce themselves.

Burton introduced Charlene Rice, manager, Wage and Salary. Rice discussed the non-exempt and exempt salary programs which she noted are covered separately under Wage and Salary policy. Rice addressed the two main reasons why the Wage and Salary programs exist: (1) to ensure employees are classified and paid equitably in relation to the level of work performed and (2) to protect the institution from legal action. She noted that the Equal Pay Act of 1965 prohibited pay differences in jobs essentially equal in effort and skill and that differences couldn't be based on sex.

Rice then listed the four purposes of the Wage and Salary program: (1) to pay wages and salaries that are equitable in relation to the level of work performed; (2) to provide fair and uniform administration of wages and salaries within the various occupational groups; (3) to pay wages and salaries that are comparable to those paid for similar work in the industry and area; and (4) to pay wages and salaries that will compensate an individual for his or her individual performance.

Rice next outlined the structure and design of the non-exempt wage and salary program. First she noted that job evaluation does not attempt to differentiate between individual employees but job positions. At UT a point factor plan is used to classify jobs. Departments respond to this classification, making recommendations about changing or reevaluating a grade. Over a period of 30 to 36 months, the Wage and Salary department reevaluates the 2,200 non-exempt positions on the Knoxville campus. Rice said this was the easiest and fairest way to update and reclassify positions. The Job Evaluation Plan includes nine factors which are considered when evaluating a position: (1) complexity of duties (which Rice said is weighted most heavily); (2) education required to perform the duties; (3) experience; (4) latitude, i.e. what kind of supervision does the job entail; (5) accuracy, i.e. what is the monetary impact involved in decisions made at this position; (6) contacts, i.e. the purpose and nature of the contacts not the number; (7) physical effort required; (8) job conditions; and (9) supervision, i.e. over how many other individuals does this position have supervision. The information gathered from the Job Evaluation Plan is translated into a point value system which is then translated into 13 salary schedules or grades. Each grade level has a minimum and maximum salary schedule. The UTK plan has a nine percent differential between each grade. Rice noted that the
ranges are wider and longer in lower grades. Wage and salary theory maintains that wages and salaries should be graded on a pyramid scale. As individuals move into higher level positions, responsibilities, job effort and competition are greater and salary scales should reflect this. Rice said there were three factors which enter into the development of the non-exempt salary schedule: (1) how much money the university receives from the state; (2) what the federal minimum wage is; and (3) assessment of the job market for benchmark positions (e.g. basic research technicians, custodians and secretaries) via a market survey. She noted this survey is done every other year in the local market because this is the primary area of competition for the non-exempt positions. Rice added that on average UTK salaries were twelve percent below the market average. A survey was conducted this past summer and the results should be ready by early November. Rice said she would share the results with the Commission for Women.

Rice next discussed the Exempt Salary Plan which she noted had not been in existence as long as the non-exempt plan. Rice said there were six basic objectives for the Exempt Salary Administration Program: (1) to ensure appropriate exemption classification, i.e. to determine if the job legally can be considered exempt; (2) to provide equitable payment of salaries in relation to the level of responsibility; (3) to establish fair and equitable salary ranges; (4) to ensure compliance with federal, state and university guidelines; (5) to aid directors and department heads in budget planning and salary increase allocations; and (6) to identify inequities in salary levels.

Rice gave a brief background on the development of the exempt program noting that as recent as the late seventies exempt administration salaries had not been strictly defined. In 1976, UTK contracted with Hay and Associates to install an exempt salary program. The firm sent questionnaires to all exempt employees, evaluated them, and established benchmark positions. This information was not acted upon until 1979 when questionnaires were again distributed and interviews were held with exempt employees. This information once again did not lead to the establishment of an exempt salary plan. In 1987, at the presidential level, a reaffirmation was given to implementing an exempt salary administration program. Early in 1987, the process of study was begun again starting with the Business, Planning and Finance Division. Jobs were evaluated and salary ranges established. This information was shared with Homer Fisher who, in turn, shared it with the directors in the BPF Division. Evaluation was then undertaken in the Student Affairs Divisions. To date, surveys have been completed and sent back for evaluation, but the information has not yet been sent to department heads. The next step will be to evaluate the Developmental Alumni Affairs Division. Rice said hopefully this information will be shared with department heads before step two of the development of the budget.
In carrying out the study of exempt positions, Rice said there were three basic evaluation factors: (1) know how, i.e. the type and degree of skill required of the job; (2) problem solving, i.e. the amount of original thinking necessary to execute the job and the context in which that thinking is done; and (3) accountability, i.e. the extent to which individuals in said position are answerable for their actions or the impact of the job on end results.

In accumulating salary information and data to establish the exempt program, the Wage and Salary department looks more broadly at external data and does not limit itself to local market evaluation. Information is gathered on a yearly basis, primarily because the exempt position market is a bit more volatile than the non-exempt, said Rice. Information from other major public colleges and universities is collected and the Southeast market in general is studied. To establish the spread of the salary ranges, a regression analysis is run based on the information accumulated in the salary analysis and on job size. A line is developed which is in turn translated into a midpoint. Eighty percent on this line is taken as the salary minimum and 120 percent is taken as the maximum. Rice noted that this was pure wage and salary textbook theory and that this method was employed as the most effective way to compare ourselves with other institutions like UTK. Anne Hopkins asked what happens after jobs have been evaluated. Rice said the information is discussed with the appropriate vice-chancellors or provost. Because UTK has never had exempt ranges before, Wage and Salary wants to make sure that people are at least moved to the minimum point on the range. Rice noted that twelve people in the BPF Division were below the minimum. She added that it would take a while to bring salaries to the minimum but noted that there was enough of a spread (50%) between the maximum and minimum levels that there should be enough room to work in for division and department heads. She also said that Wage and Salary worked closely with the appropriate vice-chancellors, provost, and department heads. Hopkins asked what happened if a salary was found to be above the maximum on the range and was the intention to put a salary cap on exempt positions. Rice said it was standard procedure to have a minimum and maximum range but added that the exempt plan probably would not hold to maximums. Maxine Thompson asked if there were an appeals process for employees. Rice said one had not yet been established. She added that if a supervisor or employee were concerned about how Wage and Salary defined a job, then they sit down and review their findings with that person. Hopkins asked how much was being done to standardize titles across the university. Rice said that was not being done at present. She noted that when jobs are created, Wage and Salary suggests titles but that they had no control over existing ones. She further noted that in the Wage and Salary evaluation program, title is far less important than
what that position entails. Wage and Salary would like to see more title consistency, added Rice, but that will be a long range goal. Pam Hindle asked what would be done to adjust individuals' salaries which fell below the minimum. Rice said Homer Fisher was committed to revising these inequities and was planning to direct monies toward that end. She added that real attention was being made to rectify the problem for people below the minimum of the range.

Debby Schriver reported on the recent programming committee meeting. At that meeting it was decided to concentrate on two different programs this year. The Focus on Women Luncheons will be continued and dates have been set for November 8, January 17, and April 11. All luncheons will be held in the Crest Room during the noon hour. Also, the committee is planning to sponsor a week in March to celebrate women. The tentative date is the week of March 6th. A special feature will be held each day, including the Women in Leadership Conference scheduled for Thursday, March 9. Schriver asked for volunteers to help plan and develop an exhibit (to be displayed in the University Center during women's week) recognizing outstanding women from the past and present at UTK.

Wylene Vrba reported on the mentoring committee. A brown bag luncheon for all new CFW members is set for noon on Tuesday, October 8 in the University Center, Room 208-209.

Burton reported that a letter supporting insurance coverage for mammography under the State Health Insurance Plan will be sent to the State Insurance Committee. The University representative in Nashville will take the letter asking for this addition to be made.

Burton reported that the child care committee on which she serves is continuing to investigate expanding current child care facilities. She added that the College of Human Ecology was interested in expanding its efforts and hoping to couple child care expansion with the building renovations taking place in the next five years.

Burton reported that the lighting report drafted by last year's safety committee has taken on additional meaning. With the university's recent investigations into campus safety, the lighting report has been widely distributed and John Parker, Director of the Physical Plant, is looking at the areas identified in the report as needing light and hopes to have them lit soon. Suzanne Kurth said recent information in the USA Today pointed to alcohol as the major reason why much campus crime, particularly assault and rape, occurs. She would like to see the CFW issue a statement about alcohol recognizing it as an integral part in the quest to upgrade campus safety. Burton noted that the campus-wide,
ad-hoc safety committee had asked police about setting up a data base which would help in identifying the reasons why crimes were committed, thereby assisting campus officials in assessing the extent to which alcohol plays a role in campus crime. Kurth noted that the problem with relying too heavily on such a data base is that crimes often go unreported.

Burton announced that the East Tennessee chapter of the Association for Women in Science is holding a seminar October 26 at Pellissippi State Technical Community College. The topic is "Mentoring: Is there a gender gap?"

Burton distributed copies of a letter she received from Lamar Alexander requesting that the CFW identify candidates for four senior positions at The University of Tennessee: UT Knoxville Chancellor, Senior Vice President, Vice President for Assessment, and Vice President for Public Service and Continuing Education. Burton asked how the CFW should go about making these suggestions. Maxine Thompson asked if the CFW had gotten a representative on the search committee for Chancellor. Burton said no. Kurth suggested the CFW draft a letter. Hopkins suggested that we send both a letter from the CFW and individual letters from CFW members. Karen Levy asked if we were supposed to identify only women candidates or could we identify qualified men. Burton said she saw no reason why we couldn't identify male candidates, although the thrust of Alexander's letter was that the CFW was being called upon to identify female and minority candidates. Burton asked members to call her with the names of possible candidates.

The meeting adjourned at 1:00 p.m.

Respectfully submitted,

Carol Guthrie

MEMBERS ATTENDING
Carol Guthrie
Charlene Rice
Debby Schriver
Pam Hindle
Maxine Thompson
Suzanne Kurth
Nina Elliott
Ruth Van Hoozier
Karen Levy
Martha Lee Osborne
Melanie McClure

Linda Burton
Wylene Vrba
Krysty Ball
Anne Hopkins
Ruth Darling
Lydia Jurand
Jan ScottBey
Chuck Maland
Eleanor Overbey
P.J. Hall

GUESTS ATTENDING
Lynn Sterling
Minutes of the Commission for Women Meeting
November 3, 1988
University Center
Room 225

Linda Burton called the meeting to order at 12:05 p.m. and invited all those attending to introduce themselves.

Burton introduced Jerry Askew who reported on the findings of the Chancellor's Task Force Committee on Safety. Askew said a number of beneficial changes were being undertaken as a result of the committee's work. He noted the renewed effort to upgrade campus lighting as an example. He said the committee made a number of surprising findings including the relatively safety of the UTK campus. As compared with comparable institutions, UTK stacks up well relative to the rate of serious crime. Askew said the most common types of crimes include vandalism to cars and theft. He did note the committee's recognition of the problem areas in Fort Sanders and Lake Avenue/Terrace Avenue. He said that because these areas were not technically on the UTK campus, there needs to be joint action between the city and UTK in ensuring safety in those areas. He also added that UTK police are fully recognized officers able to make arrests wherever the need arises.

Another concern of the committee is the need to find a balance between providing good information to the public and not causing unnecessary concern about safety conditions on campus. Also, the committee would like to find ways to get people to report crimes and to compile better statistics about crimes on campus.

The committee addressed the issue of the value of an open campus versus the need to protect individuals on campus. They discussed, for example, whether to lock dormitories. Askew said the committee felt education was the best route to take. One of the responsibilities of the university is to instill responsibility among the student body and educating students about personal safety was felt to be a better avenue than increasing restrictions on campus.

Askew said the use of the Escort Van Service is heavily utilized and that about 30,000 passengers were escorted across campus in vans last year. The committee also investigated lighting concerns and made suggestions as to improving lighting in certain areas on campus.

The committee discussed class scheduling at night and felt there needed to be a better coordination of the locations of evening classes so as to ensure access to well-lighted parking.

The committee mentioned the role of alcohol in crimes but noted that they do not have a strong statistical basis to determine the extent to which alcohol plays a part in crimes. They noted that statistics do show that young males walking alone on campus are the group at highest risk and that alcohol often is a part of the problem. Suzanne Kurth said she was glad the committee included this in the report and noted her concern about increasing the amount of alcohol education on campus. While there may not be a strong statistical basis as yet to implicate the role of alcohol in crime on campus, there is, she said, enough reason to believe it does play a part and the university should, therefore, address the issue to students. Vicki Johns asked what should staff members do in the event they are attacked on campus. Askew said UT police are empowered to assist you any way they can, such as transporting you to UT hospital. In the event of such an incident, contact UT police immediately.
Becky Wilkerson asked why men were greater targets for crime. Askew said it was primarily for money or jewelry. Susan Hendrix said she felt that UT police were not a strong presence in the Fort Sanders area and said that many residents felt the Knoxville police did not patrol the area enough. She also said that students discounted the authority and expertise of UT's police force and that the university needed to make a greater effort in upgrading their image among the student body.

Linda Burton said she spoke with John Prados, chair of the Search Advisory Committee for the Chancellor, and asked if interviews with candidates were going to be held. He said he assumed they will be. Burton said the CFW should take an active part in making recommendations to the committee and asked members to send nominees for chancellor to her.

Burton said the new Affirmative Action Plan was finished and asked for five volunteers to read through the draft and make appropriate recommendations. Camille Hazeur said the plan was essentially the same as last year and that no major changes had been made. She noted that the second volume which contains statistics and data will change considerably, but not the narrative. Hazeur said recommendations by readers are due by November 23.

Burton announced the Focus on Women Luncheon scheduled for Tuesday. Carol Guthrie said Donna Davis, a local attorney, would be discussing the political and legal issues surrounding abortion.

Guthrie said the Networker was at the typesetter and would be at the printer early next week. It should be out about two weeks after that.

Burton said that Women's Week has been set for the week of March 6 and asked for volunteers and suggestions to help plan the events. Maland asked for suggestions for an appropriate women's film which the film committee could schedule for the week.

The meeting adjourned at 12:50 p.m.

Respectfully submitted,
Carol Guthrie

MEMBERS ATTENDING
Carol Guthrie
Susan Hendrix
Juli Stewart
Ruth Van Hoozier
Rosa Emory
Rebecca Wilkerson
Vicki Johns
Eleanora Overbey
Charlene Rice
Linda Davidson
Maxine Thompson
Jan ScottBey
Chuck Maland
Suzanne Kurth
P.J. Hall
Linda Burton

GUESTS
Lynn Sterling
Marcia Myers
Eunice Shatz
Sara Philips
Elaine Spaulding
Camille Hazeur
Minutes of the Commission for Women Meeting
December 1, 1988
University Center
Room 220

Linda Burton called the meeting to order at 12:05 p.m. and invited all those attending to introduce themselves.

Burton introduced Dr. Martha Lee Osborne, head of Women's Studies and associate professor of philosophy, who discussed the status and role of women in Thailand. Osborne began by distributing information about the UTK Women's Studies Program and briefly discussed its history. She noted that the program was adding an international component and her recent trip to Thailand was designed to assist in this development. Osborne then gave a brief overview of the history of women in Thailand, supplementing her discussion with slides. Notable in Thai history are stories of warrior women and social rebels, who emerged in the 19th century. Osborne then discussed some of the challenges facing Thai women today (prostitution, the existence of minor wives and latent discrimination within Buddhism). Osborne also discussed some of the predominant occupations in which Thai women are employed. Osborne also noted that some of the major universities in Thailand are in the process of developing women's studies programs.

Burton announced that the Maternity Leave Committee, formed last year at the request of Chancellor Reese, is in the process of examining current UT policy toward maternity leave and is investigating the issue of stopping the tenure clock for women who take maternity leave. She noted that the College of Human Ecology is planning to do a survey to explore this and other maternity leave issues. Burton will discuss these issues in an upcoming meeting with the Provost.

Burton noted the article in today's Beacon about Rage magazine and said she is drafting a letter to the Beacon about the magazine.

Chuck Maland announced that the film committee will show the French film Peppermint Soda on Sunday, March 5 to kick off Women's Week.

The meeting adjourned at 1:05 p.m.

MEMBERS ATTENDING
Carol Guthrie
Martha Lee Osborne
Pam Hindle
Fran Andrews
Krysty Ball
Juli Stewart
Maxine Thompson
Chuck Maland
Linda Burton
Charlene Rice
Debby Schriver
Karen Levy
Linda Davidson
Vicki Johns
Anne Hopkins
Judy Webster

GUESTS
Ann Kelley
Camille Hazeur
Sara Phillips
Eunice Shatz
Minutes of the Commission for Women Meeting  
January 12, 1989  
University Center  
Room 220

Linda Burton called the meeting to order at 12:05 p.m. and invited all those attending to introduce themselves.

Burton distributed a draft of goals for the Commission for Women. She asked members to review the goals and call or write her with suggestions for revisions, changes and additions.

Burton discussed faculty maternity leave and noted that she had met with Anne Hopkins and George Wheeler about a possible study of the UTK policy. She noted the Chancellor's interest in the Stanford University maternity leave policy. Burton added that there was some interest in doing a faculty survey on maternity leave. She said that Jackie DeJonge, dean and professor of the College of Human Ecology, has said she would be willing to coordinate such a survey through her College.

Burton began a discussion of Women's Week, scheduled for March 5-12. Debby Schriver, chair of the programming committee, gave an overview of the events planned thus far and noted that Vicki Johns has agreed to help with publicity. Schriver said volunteers are needed to oversee various aspects of the week. Carol Guthrie is chairing the committee in charge of developing a bulletin board showcase highlighting women in UTK history. Pam Hindle and Suzanne Kurth volunteered to assist her. Rosa Emory is overseeing the Women's Health Fair scheduled for Wednesday, February 8. She said it would include local representatives and exhibits from the YWCA, area hospitals, maid services, and alcohol treatment, to name a few. The health fair will be held in the Ballroom and Crest Room. Burton said there would be presentations on Monday at 11 a.m., Tuesday at noon, and Friday at 1 p.m. She hoped these would provide a showcase for UTK women to introduce the campus to their research interests and wanted to incorporate some sort of live exhibit into these programs. On Thursday, the Women in Leadership Conference will be held at the Hyatt Regency. The cost is $32 which includes a continental breakfast and luncheon. Schriver said this year's conference promised a variety of speakers and panel discussions. Burton said that the Chancellor had agreed to fund a reception for all women on campus to be held Wednesday afternoon from 2 to 5 p.m. in the executive dining room. Janis Robinson agreed to help plan the reception. P.J. Hall and Pam Hindle agreed to contact the Lady Vols to see if they would be interested in participating during the week. Tricia McClam, Wylene Vrba and Schriver volunteered to work in coordinating the three presentations.

Burton announced that Anne Mayhew would be speaking Tuesday, January 17, at the next Focus on Women Luncheon. Her topic is "An Economist Looks at Comparable Worth."
Wylene Vrba announced that the University of Central Florida will host the Financial Management for Women in Higher Education Conference March 13-15. She also noted that the 61st Annual Meeting of the Southern Association of College and University Business Officers is scheduled for April 16-18 at the Hyatt Regency Hotel in Fort Worth, Texas.

Suzanne Kurth asked if the CFW could more closely examine Escort Van Service. Her office has received several student complaints about it and suggested that some type of student survey be undertaken to assess student concerns about the service. She added that her concern was that campus safety studies might not fully allow for student involvement and input. Burton noted that a suggestion had been made to distribute a brochure about the van service. Pam Hindle suggested bringing this matter to the attention of SGA. A suggestion was also made to incorporate the student CFW members in investigating this issue as well as other student safety concerns.

The meeting adjourned at 12:45 p.m.

Respectfully submitted,

Carol Guthrie

MEMBERS ATTENDING
Linda Burton
Carol Guthrie
Wylene Vrba
Debby Schriver
P.J. Snodgrass
Krysty Ball
Jan ScottBey
Suzanne B. Kurth
Tricia McClam
Martha Lee Osborne
Karen Levy
Lynn Blinn
Juli Stewart
Pam Hindle
Rosa Emory
Ruth Van Hoozier
Vicki Johns
Janis Robinson
Minutes of the Commission for Women Meeting
February 2, 1989
University Center
Room 223

Linda Burton called the meeting to order at 12:05 p.m. and invited all those attending to introduce themselves.

Burton introduced Joan Cronan, Director Women's Athletics, who addressed the group on the Women's Athletics program. Cronan said there were five major goals and objectives of the program: 1) to run an honest program, following all NCAA rules and regulations; 2) to run a program in which the student is a student and an athlete (Cronan noted that the average GPA for female athletes at UTK was 2.79 and that the program had, over the past 12 years, a 96.6% graduation rate); 3) to place each program among the top ten in the nation; 4) to run a class program which would best represent both the university and the state of Tennessee; and 5) to teach women the value of competition. Cronan discussed the funding situation in women's athletics and compared it with other institutions, such as the University of Texas. Cronan noted that women's athletics at UTK is funded through student activities fees, tickets and concessions revenues, and donations. She noted that, unlike other institutions, UTK's women's athletics program receives no funds from men's athletics. She addressed the concern among students about the use of activities fees to fund women's athletics, but noted that our students pay less toward athletics than other state institutions (e.g. North Carolina, Georgia, Alabama, and Virginia). She noted that UTK was upfront about how student activities fees were distributed, unlike other institutions. Cronan said there were, at present, approximately 100 female athletes who are majoring in a variety of areas. They lead a highly disciplined and structured life because of the time they must divide between academics and athletics. She commended the hard work of her coaching staff. Pam Hindle asked how much money was received by women's athletics. She said that they receive $335,000 from ticket sales, about $235,000 from donations (that is the goal for 1988-89), and the rest from student activities. Cronan said she liked keeping the men's and women's programs separate because at a university the size of UTK, the women's program, if incorporated with the men's, could easily be overshadowed. If women's athletics exists to teach women to learn to compete and lead, then, Cronan said, women have to run their own ship. Judy Webster asked what influence or input the Commission for Women could make to assist women's athletics. Cronan said the major way would be in public support, such as attending women's athletics events. Webster also asked what was being done to create the same kind of student-athlete ideal within the men's program. Cronan said she felt Doug Dickey was making great strides in the program, but noted the difficulty men's programs face because of the lure of professional sports. Webster asked whether anything was going to be done about the Volettes. Cronan said she had not pursued the issue with Dickey and asked what the specific concern was. Burton said there was a feeling that the Volettes presented a negative view of women because of their dress and types of routines, which were of a suggestive nature. Cronan said she would bring up the matter with Dickey. Cronan noted that UTK would be hosting the 1990 Women's Final Four.
Chuck Maland commended the Lady Vols for their work in the community, specifically taking time to participate in an adoption agency benefit at which he was present. He also said that if the goal of the program was to create quality programs, then that was coming across very well to the community. He also asked if Cronan had discussed funding ideas with representatives from Texas during the recent trip of the women's basketball team to Texas. Cronan said she had and had gotten some good ideas.

Burton updated the group on the progress of Women's Week and announced what had been done to date by the various committees. Karen Levy suggested showing a film in the library in order to avoid the expense of renting a film from a distributor. Levy will be in charge of arranging this.

Burton announced that Police Chief Ed Yovella will address next month's meeting.

Burton announced that it would soon be time to seek applications for the HERS program. Burton recommended the CFW encourage all qualified and interested women in applying. Burton said there would be a CFW table at the Women's Fair during Women's Week and it would have information on HERS and Professional Development Grants.

Burton gave an update on mammography and insurance.

Burton announced that plans were underway to do a Faculty Maternity Leave Study. Graduate students in Child and Family Studies have expressed interest in helping carry out the survey.

The meeting adjourned at 12:55 p.m.

Respectfully submitted,

Carol Guthrie

MEMBERS ATTENDING
Carol Guthrie
Chuck Maland
Judy Webster
Vicki Johns
Jan ScottBey
Julie Stewart
P.J. Snodgrass
Melanie McClure

Linda Burton
Suzanne Kurth
Ruth VanHoozier
Linda Davidson
Pam Hindle
Janis Robinson
Charlene Rice

GUESTS
Joan Cronan
Linda Burton called the meeting to order at 12:05 p.m. and invited all those attending to introduce themselves.

Debby Schriver gave an update on Women's Week. Burton announced that the film Working Girls would be shown on Monday, March 6, at 7 p.m. in Hodges Library. Jull Stewart asked for volunteers to assist with the Monday Showcase. Nina Elliott asked for volunteers to serve as hostesses at Wednesday's health fair and to work at the Commission for Women table. She also asked for two or three volunteers to circulate during the Chancellor's reception on Wednesday afternoon. Karen Levy said that Chris Holmland would be introducing Working Girl and leading a discussion of the film afterward. Rosa Emory reported that there would be over 24 booths at the Health Fair. Some of the participants she mentioned who would be attending were U.T. Medical Center, the League of Women Voters, Merrill Lynch, and the Red Cross. Several demonstrations and programs are scheduled during the day. In addition, Emory said there would be popcorn, iced tea and door prizes. Burton discussed the Women in Leadership Conference. Burton also announced that there would be an open house on Tuesday afternoon at the Women's Studies Building and that the Smart Choices Conference, sponsored by Women's at UT Medical Center, was slated to begin at 4:45 p.m. on Tuesday. Burton announced that the Beacon was planning to run a series of articles highlighting various women faculty and staff during the week and throughout the month of March.

Burton said that the Mobile Mammography unit would be on campus throughout the month and that mammography was now covered under the UT Blue Cross/Blue Shield plan if patients had a letter from their doctor. If not, the cost would be $60.

Burton introduced Ed Yovella, Chief of Police. Yovella discussed the training and jurisdiction of the UT Police Department, noting that they had the same authority as the Knoxville City Police Department and the Knox County Police Department. In addition, he said the department was commissioned by the state. He said the department engaged in the same type of operations as most other police departments. Among the regular activities of the department are operating speed radar, investigating crime, operating a wrecker service from 7 a.m. to 11 p.m. and running an ambulance service. He said members of the department undergo constant training. He discussed Escort Van Service, noting its hours of operations and the dispatch procedures. He noted that conversations are recorded. He recounted the story of one female student who called in one evening complaining of car trouble. When asked what the problem was, she said she had a flat tire. The officer on duty told her the department did not repair flat tires and the student hung up. Yovella used this story to illustrate the communications problem which often creates a misconception about the performance about the UT Police Department. He later found out the student was alone in a parking lot at
night and had not informed the officer on duty who assumed she would be able to find assistance elsewhere. Yovella said that if the student had explained the situation differently, then the officer would have responded differently. Yovella noted that the Escort Van was initially begun to provide rides from the C-3 lot to carry handicapped students around campus. The van service later expanded to include two vans which ran at night. Later hours were increased from 6 p.m. to 7 a.m. At first the van made scheduled stops, but later call-in service was added. This convenience led to a decrease in the use of the scheduled stops so now the van operates primarily on a call-in basis. Yovella noted that the van service was initially planned for on-campus use only, but that a large number of students living in the Ft. Sanders' area have wanted to see the van service include there area. He noted that the van will deliver students there, but only if they call. He noted that this was not an advertised part of the van service policy. He added that the van briefly took students to and from married student housing, but that had proven inefficient. Suzanne Kurth said she had received numerous questions about the van service from students and wanted to ask Yovella to respond to them. She wanted to know if the van began service earlier in the day during months when it got dark earlier. Yovella said yes, that the van service now started at 6 p.m. Kurth noted that there seemed to be a problem with coordinating van service with the shift change at 11 p.m. Yovella acknowledged this and said the department was going to try and start overlapping shifts so this wouldn't interrupt service. He noted that he was planning on hiring an outside person to work fulltime in the department to handle incoming calls for the van. This would reduce the inconsistency created by having student workers. He also noted that a female sergeant was being placed in charge of the Escort Van Service. She will oversee and coordinate the service and work to improve its efficiency. He also noted the need of getting a separate phone line for the van service. At present, calls coming in requesting lines are received on the general dispatch phone. Yovella also noted the underutilized emergency blue phones located around campus. Kurth asked if the van service gave priority to certain types of calls or students. Yovella said the department tried to discourage the use of the van by groups of two or more, noting it was a safety service not a transportation service. Kurth asked if there was any information he could give about sexual assaults on females. Yovella noted that the department could only respond to assaults which were brought to his attention. He said that we seldom have sexual assaults in the dormitory and said there was not a single incident which occurred of someone forcing their way into a female student's dorm room. He noted that the most common crime in the dormitories was theft from unlocked rooms. He noted that the true problem area on campus is the Lake Avenue/Terrace Avenue neighborhood. He noted that the majority of assaults and rapes on UTK students occur in these areas. Kurth noted that Vanderbilt University places signs around campus warning students of such unsafe places and wondered if the UT police department had thought of doing something similarly. Yovella noted that drinking exacerbated the crime problems in the Lake/Terrace area. Burton said the Safety Committee had made a suggestion about putting up signs similar to the ones at Vanderbilt, but she wasn't sure if Phil Scheurer was going to act on this proposal. Kristi Ball praised the department's security surveillance personnel who would come to your office or office building and make
suggestions about how to improve safety. Yovella noted that a security
guard had been placed on walking duty in the Lake/Terrace area from 8
p.m. to 4 a.m. Pam Hindle asked if department members underwent training
to better understand how to deal with crisis situations.

Linda Burton announced that it was time to form a nominating
committee to begin soliciting nominations for next year's chair. Burton
said she would be stepping down as chair. Linda Davidson, P.J. Snodgrass
and Carol Guthrie volunteered to serve on the committee.

Burton noted the article in today's Beacon announcing the three
Chancellor nominees. She said there were to be open forums with the
three candidates and encouraged CFW members to attend them.

A CFW member said she was uncomfortable with the way Yovella
described the phone call from the female student with the flat tire. She
said she felt it was the responsibility of the trained police officer to
ask questions and investigate such situations to get the full story.
Another CFW member said she felt that more than one dispatcher was
needed. Kurth said there needed to be a separate phone line for Escort
Van Service. Pam Hindle said she felt the officers needed to undergo
training to learn how to handle crisis situations. Charlene Rice pointed
out that there was a full time training officer whose responsibility it
was to continually train and retrain officers. Ruth Darling said she
felt that since the officers worked with students and were professionals,
they needed to be better trained to deal with situations such as the
student with the flat tire. Burton suggested the CFW send a letter with
these suggestions to Ed Yovella. Kurth volunteered to draft the letter
on behalf of the CFW. Ball suggested revising student orientation to
include information about Lake and Terrace avenues. Schriver said safety
information should begin with orientation, but should be ongoing
throughout the year. Schriver suggested asking Jerry Askew to look at
the whole student experience and find ways to continually make safety a
campus priority. The suggestion was made that a brochure could be
created which described Escort Van Service. Burton said she would draft
a letter to Askew making these suggestions.

The meeting adjourned at 12:55 p.m.

Respectfully submitted,
Carol Guthrie

Carol Guthrie
Ruth Van Hoozier
Juli Stewart
Jan ScottBey
Debby Schriver
Karen Levy
P.J. Snodgrass
Charlene Rice
Krysty Ball
Linda Davidson

Linda Burton
Martha Lee Osborne
Rosa Emory
Nina Elliott
Ruth Darling
Janis Robinson
Pam Hindle
Wylene Vrba
Suzanne Kurth
Judy Webster

MEMBERS ATTENDING

GUEST
Ed Yovella
Minutes of the Commission for Women Meeting
April 6, 1989
University Center
Room 220

Linda Burton called the meeting to order at 12:05 p.m. and invited all those attending to introduce themselves.

Linda introduced Lola Dodge and Camille Hazeur who made a presentation on the Affirmative Action policy at UTK. Dodge spoke first and discussed the various legal aspects of affirmative action. Equal Employment Opportunity, Dodge said, is a passive and ongoing program. It is passive because the employer does not make a specifically concerted effort to hire minorities, veterans and the handicapped. The employer does not pay attention to an individual's race, gender, age, religion, national origin, color, handicap or veteran status. Dodge added that at this time equal employment opportunity does not cover sexual preference but noted that a proposal has been made to Congress to include this status in equal employment opportunity guidelines. Dodge noted that because of Title VI of the Civil Rights Act of 1964 and Title IX of the 1972 Education Amendments to the 1964 act, all employers are required to abide by equal employment. Affirmative Action is an active and ongoing program in which the employer pays attention to an individual's race, gender, Vietnam era veteran status, disabled veteran status and handicap status. Under affirmative action, the employer makes special efforts to include minorities, females, Vietnam era veterans, disabled veterans and individuals with handicaps. Affirmative action is required of all employers who are federal contractors and is voluntary for other employers. Affirmative Action which results in preferential treatment is a limited activity which is ongoing until such time as underutilization is eliminated. When this has been achieved, the employer then reverts to practicing Equal Employment Opportunity and "conventional" Affirmative Action. Dodge added that preferential treatment Affirmative Action is based on specific goals and is voluntary for employers who have a manifest imbalance of employees in racial or gender areas. Finally, Dodge discussed the terms in specific job consent decree which is a voluntary agreement between a plaintiff and a defendant in a lawsuit. Under a consent decree the employer agrees to establish certain hiring goals and areas. Dodge noted that UTK presently operates under all four of these categories. For example, the school has made specific efforts to hire minorities and women into certain job schedules in order to compensate for underutilization. She noted that at UTK there were minimum goals set which the university worked to achieve and that these goals were not meant to be interpreted as maximum limits. Dodge provided a handout which outlined the concepts of Equal Employment Opportunity and Affirmative Action, reviewed the laws and executive orders concerning Equal Employment Opportunity and Affirmative Action, and reviewed the Tennessee higher education desegregation timeline.
Hazeur discussed the difficulties both she and Dodge encounter and the misunderstandings about affirmative action which she and Dodge try to remedy. Hazeur noted that the new affirmative action plan was completed and that every unit head on campus would receive a memo discussing the language of the plan. She noted that departments which have a problem of underutilization will be advised of this. The aim was not to point fingers at any department or departments, but to inform those department heads who make hiring decisions where they fit in the big picture on campus. Hazeur asked for critiques of the memo. She stressed that the aim was not to put people on the defensive about what is a sensitive subject, but rather to increase awareness and understanding. Maxine Thompson asked whether or not finger pointing might not be a bad idea. Hazeur said she felt it would put people on the defensive and not take into account efforts made by departments who might have job offers rejected by minority or female candidates. Dodge noted that Hazeur's office kept a list of organizations and associations which could be utilized by search committees trying to get qualified minority and female candidates in the pool. Hazeur noted that she and Dodge had expanded their titles to differentiate between their positions and responsibilities. Dodge is director of affirmative action compliance and Hazeur is director of affirmative action programming. Hazeur noted that they work closely together in trying to address the problem issues of pay equity, discrimination, and education. Dodge stressed that when trying to assess the progress of UT it was important to key not on the 1964 Civil Rights Act, but the 1972 amendment which brought colleges and universities under EEO. Suzanne Kurth asked if changing their titles might create more confusion. Hazeur noted that the brochure being sent out by the Affirmative Action office should clarify any misunderstandings, particularly about sexual harassment and complaint procedures. Maland asked how the searches for minority line, black only positions was going. Hazeur said she felt good about it and that a number of offers had been made and accepted. Nina Elliott said that for 1988-89 ten offers had been made, three male and seven female, and that about half had accepted positions. Hazeur said she planned to send a draft of the sexual harassment brochure to the CFW and would like members to make suggestions about how to revise it.

Burton announced that Judy Webster was the applicant for the HERS program.

Burton announced that the nominating committee had solicited two nominations for CFW chair, Judy Webster and Juli Stewart. She said that members should be receiving a letter and nomination form to nominate other candidates. After the deadline for nominations was closed, ballots would be mailed to all CFW members.

Burton said the College of Human Ecology was at work on a faculty maternity leave survey which would be sent to all assistant, associate and full professors. She said the survey was developed in the Child and Family Studies Department then sent to the provost's office for revisions. The survey was now at graphic arts.
Burton announced that on Friday April 14 at 4 p.m. a presentation on women in the arts and religion in African society would be presented in the Art and Architecture Building.

Rosa Emory invited everyone to attend Wellness Week and passed out a brochure detailing the events for the week.

Wylene Vrba announced a mentoring symposium cosponsored by Women in Higher Education and ACE-NIP. The symposium will be held at Tennessee State University.

Karen Levy announced that there would be a French Film festival the week of April 17.

Burton said there had been a follow-up meeting on Women's Week and would like members to make any suggestions for changing or altering a future program.

The meeting adjourned at 1:00 p.m.

Respectfully submitted,
Carol Guthrie

MEMBERS ATTENDING
Carol Guthrie
Ruth Van Hoozier
Rosa Emory
Nina Elliott
Chuck Maland
Maxine Thompson
Wylene Vrba
Krysty Ball
Jerry Askew

GUESTS
Mary Moore
Lola Dodge

Linda Burton
Karen Levy
Jan ScottBey
Suzanne Kurth
Debby Schriver
Charlene Rice
Juli Stewart
Lydia Jurand
Camille Hazeur
Minutes of the Commission for Women Meeting
May 4, 1989
University Center
Executive Dining Room

Linda Burton called the meeting to order at 12:40 p.m. and invited all those attending to introduce themselves.

Burton asked Lynn Blinn to provide an update on the maternity leave survey. Blinn said there had been more than 400 responses thus far and noted that both males and females were responding. She said the data had yet to be analyzed, but a report should be made by the end of summer.

Burton introduced Chancellor Jack Reese who addressed the meeting and discussed his past work with the CFW. He noted that when he became Chancellor in 1973, a thorough analysis on the status of women at UTK had just been completed. The report set goals for the campus relative to women's issues and Reese said that virtually all of them had been addressed during his tenure. He said he felt it might not be a bad idea to undertake another such study. Reese addressed the changes that have been made relative to female salaries and said that annual adjustments have been made for most of the past sixteen years despite the lack of a salary increase from the state for three of the 16 years. He felt the school had done a good job of adjusting the nonexempt categories. He thanked Anne Hopkins for doing a good job of analyzing salaries this year and noted that salaries needed to be monitored on an annual basis. He noted that salary categories did not even exist when he took the job. He praised Ed Bennet for helping to implement the wage and salary program. Reese discussed the advances that have been made in child care and said he was pleased with the Cumberland Child Care Center. He said the facility would continue to operate and hoped to (for budgetary reasons) move administration of the Center to the College of Human Ecology. He noted the apprehension among some people, particularly parents, about whether such a change would alter the mission of the Center. He said he thought not and that long range child care goals at UTK should be oriented toward increasing the availability of child care. Reese foresees that moving the Center under the auspices of the College of Human Ecology will help to encourage UTK's development of a national model for training students and providing child care services. Reese noted that low salaries pose a problem for achieving high quality child care. Reese stated that in the report on the status of women the issue of undertaking a women's studies program was begun. He said this had been accomplished and that UTK had a very respectable women's studies program. He lauded the willingness of the academic departments to consider adding appropriate courses to facilitate the development of this program. Reese noted that there had been some progress made in getting more women into administrative positions. He added that more progress was needed but felt that an extraordinary effort had been made over the past five years to elevate women to higher administrative levels. He said that with time and experience more and more women will continue to enter and move up in administration. Reese reminisced about the
resignation of all the CFW members in 1974 and noted how much he had enjoyed working with the group during his years as Chancellor. Reese discussed women's athletics and noted that the 1973 report had encouraged the institution to develop and fund women's athletics at UTK. He said that every recommendation in the report had been followed. Reese said he felt that UTK now had one of the five best women's athletics programs in the country. He noted that funding still continues to be a problem for women's athletics. Reese said that Joe Johnson and Phil Scheurer are involved in a study to see whether there should be an amalgamation of men's and women's revenues so that the women's program could be better funded. He hoped that the women's program continues to steer clear of the excessive spending common among men's athletics programs. Suzanne Kurth thanked Chancellor Reese for having worked with the Commission for Women over the years and wished him well. Reese lauded the CFW for its work and said he felt that the atmosphere in the UTK community towards women and women's issues had changed during his tenure and felt that the Commission for Women played a role in affecting this change.

Burton said the balloting for next year's chair was closed today. She said the results of the election will be mailed next week.

The meeting adjourned at 1:00 p.m.

Respectfully submitted,
Carol Guthrie

MEMBERS ATTENDING
Jerry Askew
Lynn Blinn
Ruth Darling
Rosa Emory
Pam Hindle
Vicki Johns
Suzanne Kurth
Chuck Maland
Charlene Rice
Debby Schriver
Juli Stewart
Ruth Van Hoozier
Judy Webster

Krysty Ball
Linda Burton
Linda Davidson
P.J. Snodgrass
Anne Hopkins
Lydia Jurand
Karen Levy
Eleanor Overbey
Janis Robinson
Jan ScottBey
Maxine Thompson
Wylene Vrba

GUEST
Jack Reese
Minutes of the Commission for Women Meeting
August 29, 1989
University Center
Room 208-9

Nina Elliott called the meeting to order at 2:05 p.m. and invited all those attending to introduce themselves.

Elliott discussed the responsibilities of the various standing CFW committees and mentioned her desire to form an ad hoc Task Force Committee to investigate the need for a new University Task Force Report on the Status of Women. Pam Hindle asked what the Task Force Committee would do. Elliott said she had met with Joseph Trahern and one of the topics she discussed with him was a report on the status of women. Elliott suggested that the CFW could form an ad hoc committee which would draft a set of issues to be included in a memo to the Chancellor requesting that UTK form a Task Force to update the 1972 Report on the Status of Women.

Elliott asked if the Safety Committee needed to be continued. Jerry Askew said the University planned to appoint a campus Safety Committee this year. However, he added that because of the impetus it has provided for the campus in the past, the CFW should continue having a Safety Committee. Lynn Blinn suggested combining the responsibilities of last year's ad hoc Maternity Leave Committee with those of the Child Care Committee.

Askew asked in which committee economic issues would be addressed. He noted that issues such as promotion and salary did not seem to be presently addressed by a standing committee. There was discussion of the various economic and professional development issues which the CFW should address. It was decided to form an Economic and Professional Development Committee to investigate such issues. P.J. Snodgrass noted that Women's Week had been successful and said the CFW should plan to hold another one this year.
Elliott said the Chancellor and his office were overwhelmed at present and she had not met with Chancellor Quinn yet. Elliott stated that Quinn had not yet met with any commission chairs. Elliott said she wanted to set up a time for Quinn and Trahern to address the CFW.

Charlene Rice discussed the need for the CFW to begin investigating the issue of benefits. Rosa Emory added that health benefits should be examined. Linda Burton noted that she was a member of the Faculty Senate Faculty/Staff Benefits Committee and the group would like suggestions on how and in what ways to address changes in HMO. Burton noted that HMO costs were going up considerably in January.

Snodgrass asked whether or not there was any interest in the CFW examining political and legal issues which affect women in general, but which are not specifically gauged to the UTK campus. Rice said the CFW should address such issues from an educational perspective, i.e. inform the UTK community about them. Burton noted that because of recent Supreme Court decisions the CFW needs to be aware of how Affirmative Action policies could be affected.

Elliott recapped the discussion pertinent to the various committees. It was decided to have the following committees during the 1989-90 academic year: Advisory, Programming, Networker Advisory, Safety, Child Care/Maternity Leave, Economic and Professional Development, and Task Force. Carol Guthrie agreed to mail out a brief description detailing the responsibilities and duties of each committee.

The meeting adjourned at 3 p.m.

Respectfully submitted,
Carol Guthrie

MEMBERS ATTENDING
Carol Guthrie
Fran Andrews
Tricia McClam
Ruth Darling
Wylene Vrba
Judy Webster
Martha Lee Osborne
Jerry Askew
Linda Burton
Nina Elliott
Jan ScottBey
Lynn Blinn
P.J. Snodgrass
Pam Hindle
Charlene Rice
Kathleen Warden
Rosa Emory
Ann Kelly (proxy for Lydia Jurand)
Minutes of the Commission for Women Meeting
September 7, 1989
University Center
Room 220

Nina Elliott called the meeting to order at 12:07 p.m. and invited all those attending to introduce themselves.

Elliott discussed her meeting with Dr. Joseph Trahern. Trahern advised Elliott to continue with CFW business as usual. Trahern said he thought that Chancellor Quinn would be glad to meet with the CFW. Elliott said she plans to meet personally with the Chancellor on a monthly basis. Elliott also said Trahern seemed positive about the idea of forming a Task Force on Women. He requested that the CFW draft a memo which will outline the issues and charges for a University Task Force on Women Committee. Elliott added that this would be the function of the ad hoc CFW Task Force Committee. Trahern said funding will be continued for the Bryn Mawr/HERS program. Elliott noted that funding for HERS might, in the future, be transferred to the Affirmative Action budget. Elliott asked when the group would prefer meeting with the Chancellor. It was decided to invite him to the October meeting and ask him back later in the spring. Elliott asked if there were any specific issues members would like her to raise with the Chancellor. Suzanne Kurth suggested asking whether or not there would be any changes in Affirmative Action policy. P.J. Snodgrass noted that faculty members have clearly spelled out to them the steps and procedures they must take in order to progress up the career ladder. She suggested that a similar delineation of procedure needed to be made for administration and staff. Linda Burton said she would like to know the Chancellor's attitude toward part-time faculty.

Elliott said the Mobile Mammography Unit will be on campus the weeks of November 6 and 13. She noted that for insurance reasons it was preferable to have the Unit visit later in the year.

Elliott asked members to sign up for the various CFW committees. She requested that the committees meet in the next few weeks and plan their agenda for the semester.

Elliott asked whether or not the regular monthly meeting time should be changed. After some discussion, it was decided to leave the meeting time at noon on the first Thursday of each month.

Elliott asked if there were any recommendations of issues or speakers for future CFW meetings. It was suggested that Pat Head Summitt could come to a meeting. Charlene Rice suggested that when the Faculty Salary Study is compiled, John Hemmeter or someone from his office could come and go over the report.

Suzanne Kurth said she would like to find a way to get more student involvement in the CFW. She suggested that the Women's Coordinating Council might send a liaison to CFW meetings. Jerry Askew said that SGA might be willing to form an ad hoc committee to examine student women's issues for the proposed Task Force. Elliott encouraged everyone to
ask students, who they know that would be interested in the CFW, to sign up at the SGA office by Friday. Kathleen Lawler suggested asking the WCC to address the CFW. Askew said he thought they would be willing to do that. Elliott said the CFW perhaps should more closely examine its relationship with students.

The meeting adjourned at 12:40 p.m.

Respectfully submitted,
Carol Guthrie

MEMBERS ATTENDING
Carol Guthrie
P.J. Snodgrass
Judy Webster
Jan ScottBey
Suzanne Kurth
Lynn Sterling
Linda Burton
Jeannie Sneed
Wylene Vrba
Maxine Thompson

Nina Elliott
Vicki Johns
Faye Julian
Jerry Askew
Lydia Jurand
Kathleen Bennett
Charlene Rice
Kathleen Lawler
Linda Davidson
Thura Mack

GUEST
Caroline Bowers
Minutes of the Commission for Women Meeting
October 5, 1989
University Center
Room 223

Nina Elliott called the meeting to order at 12:05 p.m.

Elliott asked for a representative from each subcommittee to report on the committee's work to date. Carol Guthrie reported that the Networker Advisory Committee had met and discussed various topics for future issues. Guthrie announced that the next issue would be out the week of November 27 and that the deadline for submissions is October 27. Future issues are planned for the first week in February and the week of April 9. Jerry Askew, the Safety Committee representative, said the committee wanted to find better techniques for educating the campus about safety. Askew said the committee would like to alert the community when and where assaults occur as a way to educate the public. The suggestion was made to put up brightly colored announcements reporting assaults. Askew noted that the committee wanted to see UT work closely with the city and said Elliott had sent a letter to Vice Chancellor Scheurer to that effect. Askew also said there needed to be more pressure placed upon private property owners in areas such as Ft. Sanders to upgrade lighting and safety.

Caroline Bowers reported that the Programming Committee has scheduled a Focus on Women Luncheon for October 24 at noon in the Crest Room. Dr. Dorothy Brown, a physician from Nashville, will discuss the history of abortion legislation. Bowers also said Women's Week was scheduled for March 5-9 and events were being planned. Bowers noted that the committee wanted to try and have events all over campus and hoped to include the theater and music department. Jeannie Sneed reported on the Economic and Professional Development Committee. Sneed said the committee was in the process of identifying its goals and mission and welcomed input. Linda Davidson reported on the Work and Family Issue Committee and said the committee was planning to undertake a Dual Career survey and see how other colleges and universities dealt with this issue. Suzanne Kurth reported on the Task Force Committee. Kurth said the committee was trying to determine if a systematic study paralleling the one of the early 1970's was necessary. She also noted the committee was trying to identify the issues and goals a new study would explore.

Elliott introduced Chancellor Quinn and asked all present to introduce themselves to him. Elliott asked Kurth to provide a brief summary of the history of the Commission for Women. Kurth noted that as concerns about the status of women arose in the early 1970's, then Chancellor Archie Dykes responded by appointing a Task Force on Women. Kurth said the Task Force recommended the formation of a Commission for Women which would serve as a channel of communication between the Chancellor and the women faculty, staff and students. Since that time, the CFW has worked on a variety of issues including eliminating sexist language from university publications, opening off-campus rental property
to single students, implementing a Faculty Salary Study, and supporting a University Affirmative Action policy. Kurth noted that these were just some of the topics on which the CFW has worked. Kurth said she was glad Chancellor Quinn was visiting and hoped the CFW would continue its good relationship with the Chancellor.

Quinn addressed the group, recounting his experience with women's issues at Brown University. He discussed Brown's Committee on the Status of Women, its Maternity Leave Policy, with respect to faculty, and salary equity. He noted that Brown utilized the Hay System for evaluating various job levels for salary equity. He also discussed search committee procedures and policy. Quinn then fielded questions from the group. Judy Webster asked whether there would be a reorganization of the Affirmative Action office and a change in the monitoring of Affirmative Action procedures. Quinn noted that in the past all searches went through deans and directors and were reviewed in the Provost's Office. With the administrative reorganization, it was decided to put more of the responsibility for reviewing searches back on the deans, with the hopes of eliminating unnecessary paperwork and making deans more directly involved. He noted that Camille Hazeur and Lola Dodge would still review searches for correct procedure.

Lynn Sterling asked what Quinn thought about promotion from within the University with regard to exempt and nonexempt staff. Quinn said he was surprised that UTK was required to do external searches for department heads and discussed how other universities approach this issue by using revolving chairs. Quinn said he saw nothing wrong from promoting within and that even if searches required external searches, then internal candidates would be given every consideration. P.J. Snodgrass stated that in the past the CFW has been involved in some searches and asked whether the Chancellor thought this was appropriate and would continue. Kurth noted that usually the CFW's direct involvement in searches had been at the highest levels and that the CFW was also often times called upon to suggest appropriate candidates for other searches. Quinn felt this was appropriate, as well as having non-CFW women on search committees.

Lynne Blinn asked what the Chancellor's views on institutionally funded child care were. Quinn said he was somewhat familiar with the child care facilities at present and said it was a service the University should provide. He noted his unfamiliarity with the current acceptance procedure at campus child care facilities. Askew commented that with administrative reorganization there was a narrowing of opportunity at the higher levels, hence fewer opportunities for women to rise through the ranks. Askew said there had been internship programs in the past to try and assist women and minorities and wondered if such programs would be made available in the future.

Wylene Vrba asked if the freshmen enrollment had dropped. Quinn discussed the drop in enrollment, noting that the higher entrance requirements and the competition for freshman from local institutions such as Pellissippi State Community College had probably contributed to the drop. Quinn said the school had not worked hard enough on recruitment, particularly in the western part of Tennessee. He noted the diverse opportunities UTK offered prospective students as compared with other state colleges and universities. Sneed commended the Chancellor for promoting academic excellence at UTK and also wondered whether the University would try to increase its graduate enrollment. Quinn stated
that graduate students required more financial support than undergraduate students, either in the form of fellowships, teaching assistantships, or research assistantships. With assistantships often linked to undergraduate enrollment, it would be difficult to significantly increase graduate enrollment given current state funding, added Quinn.

Quinn was asked what kind of commitment the University had to helping nontenured faculty achieve tenure. Quinn said he would give individuals every opportunity to prove their worth in research, teaching, and service to the University. Quinn wants to see every department do a yearly review of its nontenured faculty's performance. Sneed noted that many nontenured faculty had larger work loads than tenured faculty, thus making it more difficult for them to pursue research and service. Quinn said he planned to review the workload study done by George Wheeler.

Kurth asked whether Quinn planned to pursue the implementation of department chairs versus heads. Quinn noted that this was a pet project of the Faculty Senate and added he supported the limited service chair concept. Helen Mays asked if the University planned to provide more opportunities for women and minorities to move into higher levels of the administration. Quinn said qualified women and minorities would be given every consideration for such positions. Quinn stated that his view of Affirmative Action was that in a pool of candidates, all with more or less the same qualifications, preference should be given to women and minorities. Quinn added that he hoped the University was already doing this and that it would continue this policy.

Patricia McClam asked Quinn to comment on pay inequities, not just between male and female faculty, but also with respect to new faculty coming in at higher salaries than faculty who had worked a number of years at the University. In answering, Quinn discussed his goal of utilizing a multi-step process for reviewing salaries which factored in tenure of service, research, service to the community, and teaching. He noted the need of the University to be financially competitive if it was to be academically competitive.

Elliott announced that the mobile mammography unit would be on campus November 6-10 and 13-17. Elliott also reminded everyone about the Focus on Women Luncheon on October 24.

The meeting adjourned at 1:15 p.m.

Respectfully submitted,
Carol Guthrie

Carol Guthrie

MEMBERS ATTENDING
Wylene Vrba
P.J. Snodgrass
Pam Hindle
Vicki Johns
Lynn Blinn
Thura Mack
Kathleen Lawler
Rosa Emory

Nina Elliott
Judy Webster
Jerry Askew
Ruth Darling
Lynn Sterling
Kathleen Warden
Faye Julian

Carol Guthrie
Krysty Ball
Ruth VanHoozier
Suzanne Kurth
Lydia Jurand
Patricia McClam
Jan ScottBey

GUESTS
John Quinn
Ann Kelley

Helen Mays
Sara Phillips
Minutes of the Commission for Women Meeting
December 7, 1989
4th Floor Conference Room
Andy Holt Tower

Nina Elliott called the meeting to order at 12:00 p.m.

Debby Schriver noted a correction needed to be made in the November minutes. The correction reads: "Debby Schriver said she helped compile a program for orientation that utilized a film on date rape."

Jan ScottBey reported that the Safety Committee had discussed ways to make students, faculty and staff more aware of the location of the emergency blue phones on campus. Thura Mack distributed a memo which she had sent to the Safety Committee detailing safety procedures in the library. Marsha Myers was on hand to address any questions about library safety. Myers and Mack noted that the Dean of the Library is looking into ways to make library safety information more available to the public. Krysty Ball asked what kind of safety problems were most prevalent in the library. Myers noted that false fire alarms undercut the sense of urgency in case of a real fire. Ball noted that Murray Edge, University Risk Manager, had implemented a program to notify employees about safety and health concerns and added the CFW might be interested in looking into it. Elliott asked if there were any suggestions for ways to better advertise safety issues. Linda Davidson suggested better utilizing the Beacon and Context. Judy Webster asked if there was any specific incident which had occurred in the library which sparked the interest of the Safety Committee. Elliott said no, but the committee was concerned about investigating and publicizing precautionary measures. Ball asked what library policy was in the event a non-student or non-employee injured herself or himself at the library. Myers said the incident would be reported to the library personnel office and the individual would be required to fill out a special form.

Carol Guthrie reported that the Programming Committee was in the process of organizing activities for Women's Week which will be held the week of March 5. On Monday evening, Irina Shvetsova McClellan will speak in the University Auditorium on "Women Behind the Iron Curtain." Her presentation is sponsored by the Women's Coordinating Council. On Tuesday, the "Women in Leadership" Conference is scheduled during the day. Also on Tuesday, the film "Home of the Brave" by performance artist Laurie Anderson will be shown in the UC Auditorium. Afterward, Chris Holmlund will lead a discussion of the film. The UT Medical Center's Women's Health Services is planning a program for early Tuesday evening. The Women's Fair will be held on Wednesday and a Chancellor's reception is tentatively planned for Wednesday afternoon. On Thursday, there will be a Spotlight on Women's Research from 11:00 to 1:00. Martha Lee Osborne said the Women's Studies Program would hold its open house during Women's Week. Elliott stressed the need for CFW members to volunteer in the organization and implementation of Women's Week activities, particularly the Fair. Caroline Bowers stated she had talked with Pat Carter about scheduling a music program for the week. Faye Julian suggested Bowers talk with members of SAI, the women's music fraternity.
Lynn Sterling reported for the Economic and Professional Development Committee. She read a list of study questions which the committee is currently exploring. They are: 1) How do salaries of secretarial (predominantly filled by women) and skilled crafts (predominantly filled by men) employees compare? 2) What is the mobility between exempt and nonexempt positions? 3) At what rate do promotions from faculty to administrative positions occur? Is the rate different for males and females? 4) Are there differential work loads among faculty at different rank and between male and female faculty? 5) Is there a difference between male and female faculty in tenure achievement, length of time to obtain tenure, and departmental resources such as teaching assistants? 6) What is the policy for maternity leave for different job categories? 7) Is there a difference in salary for different job categories? Is there a difference in salary for male and female faculty at various professorial ranks? Sterling said the committee would be meeting next in January if anyone had any suggestions or comments for its members.

Lynn Blinn reported for the Work and Family Issues Committee. She said that Jamie Elledge, a student interested in expanding child care facilities to meet student needs, had addressed the committee at its last meeting.

Suzanne Kurth reported for the Task Force Committee. She distributed a draft of ideas and issues the committee feels a new University Task Force Committee should investigate. Elliott asked that suggestions and comments pertaining to the draft and the committee be forwarded to her at 401 Student Services Building by the end of December so the committee can discuss them at its January meeting.

Elliott said that between now and the next CFW meeting on January 11th, she would like to touch base with each subcommittee and have its members establish concrete goals which can be completed by the end of the academic year and which will make a contribution to the university.

Elliott introduced Judy Webster who spoke about the HERS Institute summer program at Bryn Mawr. Webster is the fourth UT employee to attend the program. Webster wanted to attend the program personally to learn, but also to see how academically rigorous the program was given that Webster was CFW chair when the commission began sponsoring candidates in 1986. Webster said the program met, if not exceeded, her expectations. She noted that the program was four weeks in-residence and included 75 students drawn from an applicant pool of 105. Webster also noted the faculty was drawn from institutions and businesses throughout the country. Webster added that applicants needed to be in a management/supervisory position in order to fully appreciate the total experience. The program was very demanding, with class work lasting sometimes from 8:30 a.m. to 9 p.m. The curriculum is organized around four areas: academic environment; academic governance; institutional environment; and personal development. Webster focused her discussion mainly on the personal development aspect of the program, noting the HERS organizers believe a person cannot fully develop professionally without self-knowledge. Participants were required to create a career map detailing there goals and aspirations. Each student met with a career
counselor to discuss the career map. Webster said each student took a Myers-Briggs Personality Test so individuals could be made aware of their personality types and understand how they might affect their management styles. Students made a videotaped five minute speech which was critiqued by public relations professionals. Webster noted there was also a section on resume writing. Webster said the classes pertaining to academic environment focused on issues pertaining to universities throughout the country. Webster said there was instruction on how to read and understand a university budget. Webster recommended that those who had never taken the Myers-Briggs Test might find it beneficial. Ball asked whether there was some way to condense some of the information from the program and implement it in some type of mini-program on campus. Webster said some of it could be replicated although the quality and diversity of the faculty would be hard to duplicate. Webster also wondered whether HERS had a copyright on the format of the program. Webster said the suggestion could be explored with Cynthia Secor the HERS Director.

Elliott said the unfinished business would be addressed at the January 11th meeting. The meeting adjourned at 1:05 p.m.

Respectfully submitted,
Carol Guthrie

MEMBERS ATTENDING
Krysty Ball
Caroline Bowers
Wylene Vrba
Rosa Emory
Debby Schriver
Lydia Jurand
Faye Julian
Kathleen P. Bennett
Suzanne B. Kurth
Charlene Rice
Nina Elliott

GUEST
Marcia Myers
Minutes of the Commission for Women Meeting  
January 11, 1990  
4th Floor Conference Room  
Andy Holt Tower

Nina Elliott called the meeting to order at 12:05 p.m. and asked all present to introduce themselves. There were no corrections to the December minutes.

Camille Hazeur and Lola Dodge provided an update on Affirmative Action at UTK. Dodge noted that two major changes had occurred since she and Hazeur had last addressed the CFW. First, the Affirmative Action search procedure guidelines had been changed. Instead of searches being sent from department heads and deans to the Affirmative Action office and then to the vice-provost, search approval now terminates at the Affirmative Action office. Dodge commended campus search committees for continuing to aggressively pursue diverse search pools. Dodge also said the deans and department heads had been supportive of the change. Second, the U.S. Department of Labor, Office of Federal Contract Compliance Program gave a letter of compliance to UTK. Dodge noted that thousands of transactions were reviewed and that it was very important that the university received this letter. Linda Davidson reasserted how important the compliance letter was to the university because of the millions of dollars in federal monies UTK receives yearly. If UTK had not received the compliance, then federal aid could have been lost. Dodge added that the search committees, deans, vice-chancellors, and department heads should be commended because of their willingness to work with the new procedure and make sure searches were in compliance with all regulations. Jerry Askew asked how successful UTK had been in filling positions that were deficient in minorities and women. Dodge said her office was still finalizing the data but noted that the university had been successful in eliminating deficiencies of women and minorities in some formerly problem areas. Ruth Darling thanked Hazeur and Dodge for doing a good job and being helpful to search committees. Askew commended them for changing the procedure and meeting with committees before searches got under way.

Linda Burton discussed the various insurance options available to university employees. Burton noted the two options available to UTK employees, the Health Maintenance Organization (HMO) and Blue Cross/Blue Shield. Employees have open enrollment from October 1 to November 15 to decide which program they join. After November 15 employees are locked in for the year. Among the insurance options available during Open Enrollment are: 1) Group Health Insurance, 2) Dental Insurance, 3) Optional Life Insurance, 4) Optional Special Accident, and 5) Disability (for which employees can sign up any time). Burton noted the rapid increase in insurance costs over the last few years and discussed the nature of the UTK insurance plan. As a state developed plan, the HMO and Blue Cross/Blue Shield merely administer the state designed plan. Burton noted that there is a State Insurance Committee and that Dr. William Dotterweich, professor in Finance, is the Higher Education Representative. Burton added that the Faculty Senate's
Faculty/Staff Fringe Benefits Committee examines insurance issues on campus. Burton said the reason Blue Cross/Blue Shield was the only firm to bid on the state's plan is because of the cost involved. Burton added that Blue Cross loses approximately eight million dollars annually for administering the Tennessee insurance plan and thus is one of a few companies which handle the Tennessee plan. Burton next discussed the various kinds of insurance available to UTK employees, explaining the costs and benefits of each. Burton examined premiums, benefits, deductibles, term life insurance, group health insurance, and optional life insurance programs. Burton also distributed the newly revised "Profile of Group Insurance Program" for The University of Tennessee. Burton said that if anyone had questions concerning insurance they could talk to Betty Henry in the Personnel Office. Burton added that Jean Sampson was the Personnel Office's retirement expert and would do estimates and projections for employees interested in beginning retirement plans. Burton said the Personnel Office was offering a Life Planning Seminar on February 21 and 22. The first day of the seminar will be devoted to retirement and the second to retirement finances. Interested persons should contact the Personnel Office to register. Spouses are invited as well. Burton added that employees can come to the Personnel Office to talk about benefits. Burton also noted that her office was planning some brown bag luncheons to examine benefits and insurance issues.

Lynn Sterling reported that the Economic and Professional Development Committee had met and were planning to focus its efforts on salary and position equity and compensation.

Lynn Blinn reported that the Child Care/Maternity Leave Committee had developed a fourteen page draft on the maternity leave policy. Blinn asked commission members to read it and offer suggestions and recommendations by the next CFW meeting. Guthrie said she would mail out copies to all CFW members.

Sterling distributed some safety information from UT Chattanooga which Krysty Ball had provided.

Elliott asked for comments and feedback about the Status on Women Report drafted by Suzanne Kurth. The deadline for comments is January 19th.

Caroline Bowers of the Programming Committee gave an update on the activities being planned for Women's Week. Carol Guthrie added that the Residence Hall Association has volunteered to hold a program during Women's Week. Nina Elliott asked for volunteers to assist the Programming Committee in organizing Women's Week, particularly the Health Fair scheduled for Wednesday, March 7.

Bowers said that the Tennessee Bicentennial Celebration was in the planning stage and suggested that the CFW might be interested in participating. Bowers said the state celebration is planned for October 3, 1991. She noted that UT as a whole was participating and wondered if the CFW was interested in being a part of the UTK plans. Bowers asked for feedback from CFW members about if and how the CFW could participate.
Bowers also said that the anniversary of the ratification of the 19th amendment which gave women the right to vote was August, 1990. She proposed that the CFW or some of its members might be interested in participating in the celebration of this anniversary, noting that Tennessee was the deciding state for ratification. Connie Lester added that the Tennessee Historical Society was planning a conference focusing on Susan B. Anthony. Bowers asked for feedback from members on these two proposals.

Martha Lee Osborne announced that the Knoxville Museum of Art currently has an exhibit focusing on women artists. Osborne also announced that the Women's Studies building would be unable to keep regular hours this semester due to staff cutbacks.

Elliott said she had met with Dr. Joseph Trahern and there was still no definite word on whether the chancellor would be able to host a reception during Women's Week and/or sponsor a candidate to the HERS Summer Institute Program.

The meeting adjourned at 1:05 p.m.

Respectfully submitted,
Carol Guthrie

MEMBERS ATTENDING
Kathleen Lawler
Caroline Bowers
Sara Phillips
Linda Burton
Lydia Jurand
Lynn Blinn
Suzanne Kurth
Nina Elliott
Pam Hindle

GUESTS
Connie Lester
Lola Dodge

Thura Mack
Allison Carey
Linda Davidson
Lynn Sterling
Martha Lee Osborne
Jerry Askew
Carol Guthrie
Kathy Warner
Ruth Darling

Camille Hazeur
Minutes of the Commission for Women Meeting  
February 1, 1990  
4th Floor Conference Room  
Andy Holt Tower  

Nina Elliott called the meeting to order at 12:05 p.m. and asked all present to introduce themselves. The January minutes were approved with one correction. Sara Philips should be listed as a guest, not a CFW member.

The Safety Committee has not met recently, but is scheduling a meeting to discuss Thura Mack's letter to CFW members about library safety. Jerry Askew discussed the use of the safety van.

The Economic and Professional Development Committee has not met since the January CFW meeting, but is planning to meet again in a week or two.

Suzanne Kurth discussed the Task Force Report draft. Kurth asked if some discussion of elderly care should be included in the report, noting elderly care, like child care, is largely a women's issue. Linda Burton noted that the Personnel Office is setting up an elder care referral service. Kurth asked whether or not any mention should be made in the report that UT sororities do not have houses while fraternities do. Kurth noted that many of the sororities do not want houses. Kurth added that many sororities had space set aside in Massey Hall. Charlene Rice stated that it was a conscious choice by sororities not to have housing and was not a question of inequality between sororities and fraternities. It was decided by a unanimous vote to remove mention of sorority housing from the Task Force Report. Kurth also addressed the issue of the "Little Sister" programs among fraternities. After some discussion it was decided to take up this issue separately.

Lynn Blinn, a member of the Child Care/Maternity Leave Committee, discussed the results of the Maternity Leave Survey conducted by her and Catherine Ryan, a doctoral student in Child and Family Studies. Surveys were mailed out to 1,244 faculty members, 398 female and 846 male. Of those, there were 434 responses, 125 female (31%) and 309 male (37%). Blinn discussed the statistical makeup of the respondents and reviewed the quantitative results of the survey. Catherine Ryan then discussed the qualitative responses to open-ended questions found on the survey. Ryan noted that pregnancy itself was not perceived to be a problem, i.e. did not adversely impact on teaching or research. Some respondents noted that students seemed nurturing or more attentive to them because of their pregnancy. Most faculty do not take leave, but teach right up to delivery. The most notable change, Ryan and Blinn noted, occurs following the birth of the child. Some respondents noted it was burdensome to have to cover classes for new parents. Young parents said their research often suffered because of the restraints put on their schedules by new children. As for the UT maternity leave policy, there was a mixed response. Some respondents wanted a more uniform maternity leave policy. The survey seemed to indicate the desire for a mixed maternity leave policy, i.e. a well-considered but flexible blueprint. Blinn noted that her study was similar to a study conducted at the
University of Arizona. Blinn discussed the concern of some female respondents with "stopping the tenure clock" following pregnancy and birth. Male respondents, on the other hand, seemed to feel as if parenting should not interfere with tenure criteria. Elliott noted that the tenure clock can be stopped at UT for such things as a leave of absence. Askew noted that the issue is not to lower tenure standards, but allow extra time for faculty members faced with unusual outside burdens, such as parenting. Blinn noted that the purpose of the survey was not to determine policy, but to assess attitudes and opinions among UTK faculty as to pregnancy, maternity leave, and young parenting, and the impact these have on job performance. Kathleen Lawler noted that these issues, pregnancy and parenting, need to be viewed as cultural issues. Raising children is a significant issue, and we as a society, and the university in particular, need to be cognizant of that when exploring various maternity leave policy options. Askew added that a sound, flexible maternity leave policy was one way the university could ensure retention of quality men and women on its faculty and staff. In summarizing the survey Blinn noted:

1. Females are more supportive of paternity leave than males.
2. Male faculty will cover for females on leave for a short time (although they view it as a burden).
3. Faculty are unclear about the desired specificity of a campus maternity leave policy.
4. Teaching does not suffer as a result of pregnancy and parenting, but research does.
5. Parenting is more stressful than pregnancy.
6. Women either rearrange their schedules, give birth in the summer, or take a leave without pay during pregnancy.
7. Pregnancy hurts the ability to achieve tenure, but pregnancy should not influence the criteria upon which faculty receive tenure.

Elliott suggested the maternity leave survey discussion be continued at the March 1 CFW meeting.

Linda Burton announced there would be Career Planning Workshops on March 30 and April 5. For more information contact her office.

The meeting adjourned at 1:05 p.m.

Respectfully submitted,
Carol Guthrie

MEMBERS ATTENDING
Carol Guthrie             | Nina Elliott
Wylene Vrba              | Linda Burton
Debby Schriver           | Charlene Rice
Kathleen Lawler          | Pam Hindle
Lynn Sterling            | Jeanie Sneed
Lynn Blinn               | Fran Andrews
Linda Davidson           | Lydia Jurand
Allison Carey            | Krysty Ball
Suzanne Kurth            | Jerry Askew

GUEST
Catherine Ryan
Nina Elliott called the meeting to order at 11:35 p.m.

Elliott introduced Dhyana Ziegler, chair of the Commission for Blacks who discussed the survey being done by a CFB member. The survey, which was taken among the Commission for Women Members, asked about the creation of a Civil Rights Commission. Ziegler explained that the survey had been initiated without being discussed among the full CFB membership. It grew out of a CFB subcommittee charged with examining recommendation number 22 from the Task Force Report on Race Relations done from 1987-88. She noted that Chancellor Quinn had asked the CFB to reevaluate the entirety of the Report. Ziegler added that she was unaware that the CFW had been singled out for the survey and apologized for any misunderstanding that may have arisen as a result of the survey. Ziegler noted that the issue of creating a Civil Rights Commission was something which the CFB has not even examined. Anne Hopkins asked what was the idea behind the initial proposal of the Task Force to create a Civil Rights Commission. Did the creation of a Civil Rights Commission imply the merging of the CFW, CFB and Committee on Adaptive Living. Ziegler noted that the graduate student undertaking the phone survey did not always make clear the intent of the survey. Ruth Darling asked what the CFW felt about the proposal to create a Civil Rights Commission. She wondered if such a commission could adequately address the concerns of all three minority groups. Charlene Rice said merging the organizations would dilute the voice of all three. Ziegler noted that a recommendation to create a Civil Rights Commission may actually be a moot issue because it might never get beyond the subcommittee phase.

Elliott encourage CFW members to meet among their subcommittee and draft goals for the remainder of the year.

The meeting adjourned at 12:05.

Respectfully submitted,
Carol Guthrie

ATTENDING MEMBERS
Carol Guthrie
Ruth VanHoozier
Eleanora Overbey
Wylene Vrba
Tricia McClam
Lydia Jurand
Lynn Sterling
Rosa Emory

GUEST
Dhyana Ziegler
Minutes of the Commission for Women Meeting
March 1, 1990
4th Floor Conference Room
Andry Holt Tower

Carol Guthrie called the meeting to order at 12:10 p.m. and asked all those attending to introduce themselves. Guthrie noted that Nina Elliott was unable to attend the meeting due to illness.

Guthrie discussed the plans for Women's Week and encouraged CFW members to attend as many of the functions as possible.

Suzanne Kurth noted that her final draft of the Task Force Report had been sent to Elliott. Guthrie added that Elliott was forwarding the report to Camille Hazeur and Lola Dodge for their recommendations.

Lynn Blinn continued her report, begun at the February CFW meeting, on the results of the Maternity Leave Survey. She discussed a similar study at the University of Arizona and their proposal to draft an overall uniform maternity leave policy. She noted the lack of guidelines and procedure at UTK. She noted there was nothing in writing about extending tenure in case of maternity leave, but added that it was done informally. She discussed the provisions of the Arizona policy relative to work load, time out leave, and sharing teaching loads. Blinn read from the UT Faculty Handbook: "Leave for pregnancy, miscarriage, abortion, childbirth, and recovery therefrom are treated in the same manner as other temporary disabilities for insurance and leave purposes. A person returning from maternity leave is entitled to the same position or a similar position at the same level of pay from which she left." Askew said the passage implies that faculty can accrue sick leave and annual leave. Blinn noted that 9 month faculty don't have sick and annual leave. She noted that decisions about short term leave were left to the department head. Long term leave is taken without pay. Kurth noted that the policy about 9th faculty leave was decided upon by a faculty vote. Krysty Ball asked why there was a distinction between 9 and 12 month faculty. Blinn said 9 month faculty had set holidays, but noted there wasn't much difference between the two in terms of written policy. Ruth Darling, a member of the Economic and Professional Development Committee, noted that in the committee's discussion of exempt and nonexempt staff, members felt it best to pick one or two issues and not overload the Chancellor with too many recommendations. Darling suggested the Child Care/Maternity Leave Committee draft something simple, for example, report the results of the survey. Stress the lack of specificity in the existing maternity leave policy. Askew suggested the committee draw up guidelines or suggestions which set forth concrete proposals. Blinn noted that was one reason she drew comparisons with the Arizona plan. Ball suggested drawing comparisons between other universities maternity leave policies, particularly universities similar to UTK. It was suggested that in addition to taking any proposals or reports to to Chancellor Quinn, the CFW should also send information and proposals to the Faculty Senate for discussion and action. Kurth noted that the informal procedure of halting the tenure clock in special cases should be written down so that women are aware of it. Kurth added, though, that
the issue of stopping the tenure clock is potentially a murky one. She also suggested the committee examine the AAUP guidelines on tenure and see what Committee W of the AAUP says about maternity leave and tenure. Catherine Ryan suggested that it might be best to draft a broad family leave policy. Darling suggested finding out what had historically been done in cases where the tenure clock was extended. It was decided that the Child Care/Maternity Leave Committee should write up a final report on the survey results and draft a set of recommendations which the CFW at large can then discuss. Then any proposals could be forwarded to the Faculty Senate and Chancellor.

Blinn said students had asked her whether or not campus graffiti about the number of rapes on campus was true. It was noted that the numbers were inaccurate for the UTK campus, but that information about Ft. Sanders was not available. Kurth noted that a victimization study was being done at the University of Illinois about sexual assault. Kurth felt this was something the CFW might want to explore in the future.

Ruth Darling announced that Jane Curry would be performing on Thursday, March 1, at 7:30 in the Hodges Library.

The meeting adjourned at 12:45 p.m.

Respectfully submitted,
Carol Guthrie

ATTENDING MEMBERS
Krysty Ball
Ruth Darling
Suzanne Kurth
Carol Guthrie
Kathleen Lawler
Rosa Emory
Charlene Rice

GUEST
Catherine Ryan
Minutes of the Commission for Women Meeting
May 2, 1990
Executive Dining Room
University Center

Following the luncheon, Nina Elliott called the meeting to order at 12:30 p.m. Elliott introduced Chancellor John Quinn who addressed the group and fielded questions.

Elliott announced that today was the last day to turn in ballots for the election of the 1990-91 CFW chair.

It was moved and seconded that the bylaws be amended to read: "CFW membership shall include a designated representative from the Women's Studies Committee."

The meeting adjourned at 1:15 p.m.

Respectfully submitted,
Carol Guthrie

Carol Guthrie
Nina Elliott called the meeting to order at 12:05 p.m. and asked all those attending to introduce themselves.

Elliott noted that the membership of the Commission for Women was smaller this year than in the past. Given that the CFW will start work this fall on the Status on Women Report, Elliott felt it was not a good time to add a large number of new members. After a discussion with Camille Hazeur and Lola Dodge about the CFW membership, it was decided a smaller, more experienced group would be more effective.

Elliott discussed the Networker and asked whether or not the CFW should review the policies and procedures for its production. She noted that the number of issues of the Networker might have to be reduced this year because of budget cuts. She suggested the creation of an editorial board to help assist the Networker editor in compiling and reviewing information for inclusion in the newsletter. Elliott stated that Dr. Cheryl Travis had written her, Carol Guthrie and the members of the Women's Studies committee a letter criticizing two summer 1990 Networker articles as being sexist. Dhyana Ziegler and Kathleen Bennett suggested giving Dr. Travis an opportunity to respond to the articles in the next issue of the Networker. Jerry Askew felt the criticism Dr. Travis raised in her letter might be valid but questioned the direction of criticism's toward Carol Guthrie, the Networker editor. Kathleen Bennett suggested selecting topics and presenting opposing views. Ziegler suggested reviewing the defined objectives of the Networker. Elliott commended Guthrie for doing an excellent job as Networker editor and added that creating an editorial board would not only help Guthrie in creating the Networker, but would also insure that a wider variety of opinions and points of view would be addressed. Martha Lee Osborne added that such a board could help iron out difficulties in scheduling the times at which the Networker is released. Askew suggested using the Macintosh desk top publisher in his office. Bennett added that the Media Center in the College of Education also has Macintosh systems and would assist in setting up the newsletter. Elliott asked those who might be interested in serving on an editorial board and reviewing the mission of the Networker to talk to Carol Guthrie.

Nina Elliott stated that Susie Waters was now a work study student with the CFW. Elliott said both Susie and Carol Guthrie are at the CFW office various times throughout the week. Elliott encouraged CFW members to call upon Waters and Guthrie to assist them by typing correspondence, scheduling committee meetings, keeping committee meeting minutes and doing other work necessary to facilitate work on the Status on Women Report.
Elliott discussed the creation of subcommittees to work on the Status on Women Report. Elliott noted that she wanted to keep the number of committees small so that members would not have to serve on more than one committee. Elliott suggested these committee breakdowns:

- Administrative and Exempt Staff Concerns
- Salary and Faculty Concerns
- Support/Nonexempt Staff Concerns
- Safety and Sexual Harassment
- Women's Studies and the Women's Center
- Athletics, Awards, Extracurricular Activities, and Student Issues
- Child and Parental Care
- Reentry Students and Miscellaneous Topics

Noting the general confusion on campus about the difference between Women's Studies and the Women's Center, Jerry Askew suggested it might be better to separate these two issues. Maureen Nikolas and Karen Griffin agreed. Lynn Blinn asked whether or not salary issues would be dealt with by the Administrative/Exempt Staff and the Support/Nonexempt Staff committees. Elliott said yes, noting that each group had different salary concerns. There was some discussion of whether or not the issue of reentry students needed to be dealt with separately.

After some discussion, it was decided to create four major committees: Administrative and Exempt Staff Issues; Faculty Issues; Support/Nonexempt Staff Issues; and Student Issues. The needs of the Women's Center will be examined by the Student Issues committee and Women's Studies will fall under the purview of the Faculty committee. Debby Schriver said she felt child care issues were important enough to warrant the creation of a separate Child Care/Paternal Care committee.

It was decided to create such a committee. In addition, there will be a Safety and Sexual Harassment Committee. There was some discussion about how to deal with the issue of maternity leave. Lynn Sterling suggested it be dealt with by the Child Care committee. Martha Lee Osborne and Lynn Blinn noted that since maternity leave policy differs between faculty and staff, it might be better dealt with by the Administrative, Faculty and Nonexempt Staff committees. It was decided that a representative of the three employee committees would meet separately (and/or with the Child Care committee) to discuss maternity leave.

Blinn asked what was the projected completion date for the report. Elliott said a year, but no more than two years. Askew suggested planning for completion of the report by the end of the 1990-91 academic year so that the committees would have a target deadline. Everyone agreed to Askew's suggestion. Elliott asked everyone to sign up for a committee after the meeting so that the committees could meet prior to the October 4th CFW meeting. Elliott noted that there will be fewer regular CFW meetings during the year since the majority of CFW work will be done by the Status Report subcommittees.

Pam Hindle and Jeannie Sneed noted that data requests they had made last year had not been filled. Lola Dodge asked that each subcommittee identify a chair as soon as possible so that she, Camille Hazeur and Nina Elliott can meet with the chairs and identify ways in which the Affirmative Action office can assist the CFW committees in drafting the report. In reference to data requests and in response to Hindle and Sneed's comment, Dodge noted that those requests had been put on hold for two reasons: 1) because it was decided to wait until the subcommittees were formed, and 2) because one of the requests was too broad in scope. Dodge added that in meeting with the subcommittee chairs she will outline ways to request data so that the institution will be best able to respond.
Elliott encouraged the subcommittee members to meet before the October 4th CFW meeting. She also said if anyone needs a copy of the CFW report to contact the CFW office at 974-4739.

The meeting adjourned at 1:10 p.m.

Respectfully submitted,

Carol Guthrie

MEMBERS ATTENDING
Lynn Blinn
Wylene Vrba
Lynn Sterling
Margot Eyring
Caroline Bowers
Jeannie Sneed
Thura Mack
Nina Elliott

EX OFFICIO MEMBERS ATTENDING
Lola Dodge

GUESTS
Maureen Nikolas
Susie Waters

Kathleen Bennett
Pam Hindle
Hemal Tailor
Jerry Askew
Debby Schriver
Allison Carey
Carol Guthrie
Dhyana Ziegler
Karen Griffin
COMMISSION FOR WOMEN AGENDA

October 4, 1990

Call to Order

Introduction of members and guests

Minutes

Update from Chair

Committee Reports
   Safety and Sexual Harrassment
   Student
   Faculty
   Staff Non-exempt/Support
   Staff Exempt/Administrative

Other business and announcements

Adjournment
Minutes of the Commission for Women Meeting
October 4, 1990
4th Floor Conference Room
Andy Holt Tower

Nina Elliott called the meeting to order at 12:08 p.m. and asked all those attending to introduce themselves. It was noted that Kathleen Bennett has changed her name to Kathleen deMarrais.

Elliott asked if there were any corrections to the September minutes. Carol Guthrie noted that a sentence needed to be changed. The correction reads: "Pam Hindle and Kathleen deMarrais noted that data requests they had made last year had not been filled." It should also be noted that Martha Lee Osborne attended the September 5 meeting.

Elliott noted that the CFW would once again be co-sponsoring a visit by the Mobile Mammography unit. The tentative dates for the visit are November 5-9. Elliott said that Mickey Bilbrey of the UT Medical Center had drafted a letter announcing the visit and explaining the insurance policy relative to mammography. The letter will be sent to female employees in their September and October paychecks.

Elliott announced that the Commission for Blacks was continuing to work on monitoring the recommendations outlined in the report of the Task Force on Race Relations. Elliott said that the CFB will submit their report to Chancellor Quinn early next semester.

Elliott asked that all subcommittees postpone making any requests until after Monday, October 8, because a letter is being sent to all deans, directors and department heads encouraging them to assist the CFW as it works on the report. Elliott also reminded everyone of the assistance that the CFW office can provide the various subcommittees, e.g. typing, sending out information, scheduling rooms for meetings, etc.

Linda Burton asked whether it was feasible for the subcommittees to do surveys. Elliott noted that several committees were planning to do questionnaires and noted that we may be able to pay a consultant to help us with the design of the questionnaires. Money to cover this would come from our budget and if additional financial assistance is needed, both Camille Hazeur and Lee Magid have agreed to help us with the cost. Lynn Sterling asked whether it would be useful to examine the 1972 Task Force on Women report. Elliott said a copy of it would be made available for check out at the Women's Studies building. Linda Burton discussed the recent Board of Regents studies and suggested it might be a useful document for CFW members to examine. Elliott also said she would provide the committees with a listing of UT's peer institutions in case they wanted to contact any of them.

Linda Burton gave an update of the campus-wide Safety Committee, briefly discussing the background of its formation and the work of the Safety Task force which resulted in the creation of the committee. She discussed some of the topics the committee was currently investigating, such as posting alerts to notify the public about areas where crime occurs. Burton noted that the Residence Hall Association had developed a safety program, and that peep holes had been installed in many of the
campus dorm room doors. Burton said more blue lights had been installed around campus and that monitors had been installed in dorm lobbies. Burton added that the SGA had done a lighting survey recently and said lighting around the Jessie Harris Building had been upgraded. Burton also discussed the safety awareness strategies the committee was examining, stating that the committee was considering doing a brochure or some other type of publication. Other safety changes Burton mentioned include: the implementation of a date rape program during summer orientation; the shifting of the escort van service back to a regularly scheduled route; the addition of escort van service to married student housing; improved lighting at married student housing; and, UT police linkage with the 911 line for phones on or near campus. Burton said the next Safety and Sexual Harrassment committee meeting would be on October 9 from 2-3 in the Alumni Hall Training Center.

Karen Griffin provided an update on the student committee, noting that members were investigating what information is already available on such topics as student health services, campus, the Beacon, and student data analysis. The committee is collecting this information in order to help identify what issues it wants to address. Margot Eyring noted that the committee had decided to formulate two-three sample groups of students to discuss various issues with them.

Kathleen deMarrais provided an update on the faculty committee, noting that the committee was trying to decide what kind of information it wanted to collect. The committee plans to examine old faculty salary studies, workload differences between men and women, the average number of full, associate, and assistant men vs. women, and aspects of salary differential. DeMarrais said she hoped to find ways to incorporate qualitative research not easily garnered from a survey.

Caroline Bowers provided an update on the staff support/nonexempt committee, stating that the members of the committee wanted to look at the 1972 report. Bowers said the committee hoped to examine the definition of clerical and technical positions, particularly since many of the committee members are unfamiliar with the crafts and technical positions. Among the issues the committee plans to explore: job reclassification, advancement, job security, and salary. Bowers also said the committee wanted to meet with someone from Personal to provide information about job categories and methods for voicing grievances.

Carol Guthrie reported on the exempt staff/administrative committee. Among the issues the committee plans to examine are: job titles, opportunities for advancement, where and how many women are in what rank; professional development opportunities, salary, and parttime staff. Guthrie added that the committee was wondering if anyone would be studying the use of sexist language on campus. Linda Burton suggested that the faculty committee might also want to investigate parttime faculty issues. Kathleen deMarrais and Martha Lee Osborne said that sexist language needed to be explored.

Elliott announced that Women in Higher Education in Tennessee was holding a conference at Austin Peay University on October 4 and 5. Susie Waters passed at WHET membership application brochures.
Elliott said the committees need to identify a representative (or representatives) to serve on the Child Care/Maternity Leave/Family Leave committee. Elliott also encouraged members to contact her and discuss whether or not the commission wanted to sponsor Women's Week this year.

Linda Burton announced that the Women in Leadership Conference is in the process of being planned and invited suggestions for programs and speakers. Burton also announced that there would be a Management Leadership Workshop on November 7, 8, and 9.

The meeting adjourned at 1:10 p.m.

Respectfully submitted,
Carol Guthrie

MEMBERS ATTENDING
Linda Burton
Hemal Tailor
Martha Lee Osborne
Carol Guthrie
Kathleen deMarrais

Caroline Bowers
Lynn Sterling
Margot Eyring
Nina Elliott

EX OFFICION MEMBER ATTENDING
Lydia Jurand

GUESTS
Karen Griffin
Susie Waters