Presidential Committee on the Role and Status of Women

1992–93 REPORT TO THE PRESIDENT

July 1993

The Committee's advisory role has expanded this year to educational activities for campus-wide audiences and advocacy on selected concerns. At a planning retreat in September 1992, the committee identified five issues of primary interest: a. Child care; b. Data collection; c. EEO regulations and results; d. Hiring/layoff procedures; and e. Leadership training.

We structured these interests into three subcommittee groupings (Structure, Climate, Process) to expedite the development and implementation of activities and advocacy. The full Committee met twice monthly on a year-round schedule and had two retreats for planning purposes. The Committee met twice with Acting President J. Taylor Sims. The subcommittee groups met separately in addition to the full Committee meetings. In addition, Committee members individually participated in many University programs and events related to Committee work.

In an assessment of the year's work, the Committee believes that it was most successful in providing educational and professional development opportunities and least successful in affecting change in the University's response to child care. The publication and widespread distribution of the Second Annual Report on the Status of Women at CSU, 1991-92 assisted in a broader understanding of the role of women in the University. Some change in University processes or procedures have been influenced by the Committee's work, notably the more consistent inclusion of women on search committees and the increase in the number of academic departments with women faculty.

The Committee's work in planning and presenting a variety of educational and professional development opportunities was highly satisfying, as it put us in touch with the needs and interests of many men and women on campus (faculty, staff, and students) and introduced community people to our work and to CSU.

This year-end assessment also identified that the Committee is not viewed as having a significant advisory role in University affairs. Our advice was self-generated, and seldom sought. (The singular advice sought regarded pricing of sanitary napkins.)
In looking ahead, the Committee is newly energized by the presence of a female University president. We have become increasingly more knowledgeable about student and employee viewpoints on many issues that are yet to be fully addressed within the institution and are prepared to elevate the Committee's attention to those issues that will make a difference.

**Education and Professional Development**

1. Publications:

   2nd Annual Status Report of Women at CSU, 1991-92
   Data supplied by Offices of Institutional Research and Affirmative Action.
   On Campus article on Report, 1/4/93

2. Educational Programs:

   A. Women's History Month

   The Committee (in cooperation with the Women's Comprehensive Program) sponsored two Women's History Month lectures, each attended by about 25 faculty, staff, and students. The lecturers also appeared on "CSU Forum" radio programs. Committee members had lunch with the guests before the lectures to gain further knowledge about women's issues at other campuses.

   1. Dr. M. Jean Peterson, 3/11/93
      Chair, Indiana U. History Dept.
      "Women's Bodies, Women's Lives: The Female Experience in Victorian England"

   2. Dr. Susan Mosher Stuard, 3/4/93
      Professor of History, Haverford College
      "Status of Women Reconsidered"

   B. National Video Conferences

   The Committee sponsored Cleveland State's first national video conference on November 12, 1992. About 120 students, faculty, staff, and community guests attended the two-hour presentation on "Confronting Sexual Harassment on Campus" and responded positively to this new educational medium.

   The Committee was a cosponsor with the Office of Minority Affairs for another video conference, "Women of Color in Higher Education", on March 31, 1993. This session was also attended by more than 100 people.
3. Women's Studies

The Committee provided partial support to Margaret Payerle, Instructor in Special Studies, for her attendance at the National Women's Studies Association Conference, June 1993. ($300.00)

4. Professional Development

A. Helgesen Presentations

The Committee's concern about the paucity of women in leadership positions within and without the University led to the development of a three-part program on "The Female Advantage: Women's Ways of Leadership". Nationally known author and lecturer Sally Helgesen came to campus April 21, 1993 to conduct a workshop for CSU women deans and directors and made two lecture presentations in the afternoon and early evening. The morning workshop was attended by over 40 persons. Feedback was overwhelmingly positive and is still being received three months later. The other two presentations were attended by a total of about 60 persons.

B. CSU Women's Dialogue Series

To expand the opportunity for informal networking, the Committee organized a quarterly book discussion group with Dr. Constance Hollinger, Professor of Psychology, as facilitator. At the first meeting in May, a group of 25 women began discussing Gloria Steinem's "Revolution From Within" and will meet again in July.

C. Continuing Education Opportunities

The Committee is working with the Vida Svarcas of the CSU Division of Continuing Education to plan, schedule, market and implement professional development programs that would be available to CSU women through use of staff development benefits and to the general public.

A needs assessment survey has been sent to all women employees at CSU. The phenomenal return rate indicates an extremely high interest level in ready access to opportunities for development and advancement.
Advice and Advocacy

The Committee gathered information, discussed, and responded by letter to a variety of campus issues affecting women. The topics covered included:

Child care and babysitting service proposals -- urged action and communication of decisions;
Child care/family leave -- monitored federal legislation and obtained information on University actions on employee requests;
Holiday closing proposal -- voiced concern about unequal effect on various classifications of employees and recommended immediate communication;
Layoffs -- monitored effect by gender and classification and advocated outplacement and counseling services;
Mid-year salary changes -- commented on lack of consistent process and avoidance of gender equity considerations;
Rape education program -- recommended University support to extend beyond grant-funding period;
Sanitary napkin pricing -- recommended replacement and no change in price;
Sexual harassment policy -- supported informal procedure developed by Faculty Senate ad hoc committee;
Utility savings plan -- voiced concern about lighting reductions on campus and met with administrators who manage electrical use;
Women's Comprehensive Program locus -- recommended that oversight be again provided by Provost's Office.

The Committee presented testimony at two public hearings:
Women's Policy and Research Commission 10/9/92
Managing for the Future Task Force 10/28/92

Membership

A list of the Committee membership in 1992-93 is attached. During the year a classified staff member who left the University was replaced. The solicitation for interested members resulted in eight self-nominations. Glenda Rink, Secretary in the Department of Chemical Engineering, was selected.
Budget

The Committee received a continuation budget of $15,676 in Fiscal Year 1993 despite the University's widespread cutbacks. Major expenditures were for the part-time graduate assistant stipend, speaker fees and travel expenses, video conference, and printing of Annual Report.

Recommendations for Institutional Action

Listed below are brief statements identifying the specific recommendations for improving the role of status of women on campus that have been made by the Committee in the past three years. (A detailed listing appears in the attachments.) The date of the original recommendation is included and the current status of the recommendation is noted in boldface.

Annual Reporting

- Publish annual status report (6/90)
  - Two reports published
- Establish annual [hiring] goals (6/90)
  - No action

Committee Establishment

- Establish committee on role and status of women (6/90)
  - Appointed January 1991 and meeting regularly

Hiring and Promotion

- Increase hiring and promotion of women faculty and top-level administrators by 50% (6/90)
  - Data not available; no specific programs in place.
- Establish hiring/promotion goals for the representation of women in administrative, faculty and staff positions (6/91)
  - No goals established
- Evaluate progress toward goals regularly (6/91)
  - Workforce analyses available for 1990-91; goal-setting and evaluation has not occurred.
- Include Equal Employment Opportunity efforts and results in performance evaluation (6/91)
  - No action
- Conduct open searches for new or redefined administrative positions (6/92)
  - Open search process not used in all cases
. Use national networks for notification of openings (6/92)
   No information available
. Include women on all search committees (6/91)
   No formal documentation, but seems to have improved over time

Programming

. Increase funding and support for Women's Studies and Women's Comprehensive Program (6/90)
   FY91 funding increase not sustained
. Support the mainstreaming of gender issues across campus
   No action on curricular inclusion of gender issues
. Continue rape education program (7/93)
   Action pending

Admissions & Retention

. Increase support and funding for women's recruitment and retention (6/90)
   No action
. Conduct survey of women's admissions and retention (6/91)
   No action.

Staff Development

. Inventory staff development opportunities and evaluate the use (6/91)
   No action.
. Create administrative internship program and/or support external programs (6/91)
   Two women (one faculty, one staff) were selected to attend two workshops for women in administration in 1991. An internal fellowship program was developed but not implemented, due to University funding cuts.

Lay-offs & Retirement

. Institute formal outplacement and counseling services for laid-off employees (6/92)
   Out-placement services were provided to terminated employees.
. Study effects of layoffs on persons who may be eligible for early retirement (6/92)
Retirement eligibility was reviewed in many individual cases; data on extent of review not made available to the Committee.

Communications

- Increase campus-wide communication, especially about employment and budget (6/92)
  Insufficient improvement, in Committee's opinion.
- Abandon proposal to close during Thanksgiving and Christmas holidays and announce decision immediately (6/92)
  The proposal was dropped but communication on that decision was not announced immediately.
- Determine employee attitudes on pay raises at the expense of jobs (6/92)
  A formal survey was not conducted; layoffs occurred; it was announced that pay raises would not be available, but several dozen salary changes did occur later in the 1992-93 academic year. Information is not available to the Committee on the impact of delayed and reduced pay raises on employment.

Title IX Athletics Report

- Provide Committee with review copy of Title IX Compliance Committee on Athletics report (6/92)
  Chair of the Compliance Committee was also a member of the Role and Status of Women Committee and has provided periodic verbal progress reports, but review copy has not been received.

Safety

- Consider personal safety above budget reduction needs in reducing lighting levels on campus (9/92) Light levels were restored in several areas.

Recommendations for Committee Organization

The following recommendations have been developed for the consideration of the President.

1. Rename Committee to "Committee for the Advancement of Women". This title explains the purpose and does not suggest that women's role and status is debatable.
2. Continue budget support at FY93 level; if possible, increase to provide full-time graduate assistant (20 hours per week).

3. Include the Committee chair in relevant administrative meetings (such as President's Cabinet); include Committee representation on key task forces and committees.

4. Add two more classified staff positions to Committee, to make faculty, staff, and classified representation equal.

5. Charge Committee with implementing a process for the naming of its chairperson.

Attachments:

1992-93 Membership List
Recommendations on Institutional Action, 1990-93
Summary of Work of Task Force on Sexual Harassment Process Subcommittee Progress Report and Recommendations

jbp
RSW/summary
Presidential Committee on the Role and Status of Women

1992-93

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* On leave Winter, Spring 1993
** Leave replacement for Dr. Chandler
3/93
Recommendations for Institutional Action -- 1991-93

Listed below are the specific recommendations for improving the role of status of women on campus that have been made by the Committee in the past three years. The date of the original presentation is noted in each instance and current status of the recommendation is noted in boldface.

Annual Reporting

- The administration will generate and publish an annual status report on the progress of women across all classifications and establish goals for each ensuing year (June 1990).
  Committee has published two annual status reports, relying on institutional data. Annual goals have not been established.

Committee Establishment

- Establish a Presidential Committee on the Role and Status of Women (June 1990).
  The Committee was appointed in January 1991 and has met regularly since.

Hiring and Promotion

- Increase by 50% the number of women faculty and top level administrations hired or promoted during the next two years (June 1990).
  Statistics on the hiring and promotion of women have not been developed to assess change to date.

- The President, in consultation with Affirmative Action, will (a) establish mutually acceptable goals for the representation of women in administrative, faculty and staff positions to be achieved through hiring and promotion; and (b) will evaluate institutional progress toward those goals on a regular basis (June 1991). Affirmative Action and Institutional Research have completed a workforce analysis, an availability analysis, and utilization analysis.
  Biennial goal-setting has not occurred uniformly throughout the institution and final goals and timetables are not in place.

- The performance evaluation of Vice Presidents, Deans, and Department Heads will be based, in part, on his/her Equal Employment Opportunity efforts and results (June 1991).
  No information is available to assess action on
this recommendation.

The Provost will increase the amount of funding to the Women's Comprehensive Program to allow for the expansion of instructional and programming/service components (June 1991).

Funding increase in FY91 was eliminated in FY 1992 and FY 1993.

The Committee recommends that searches for new or redefined administrative positions be announced so that interested individuals have an opportunity to identify themselves and that faculty and staff are assured that an open and affirmed search process is operational (June 1992).

"Redefine" and interim appointments continue to be made without announcement and open searches.

The Committee recommends that job descriptions for external searches be sent to national women's leadership networks for their assistance in identifying quality people (June 1992).

No information available.

Women faculty and staff, or women professionals within the discipline external to the University, will be represented on all search committees (June 1991).

Women's representation appears to have increased but documentation is not available to substantiate this informal assessment.

Programming

Address programmatic issues relevant to women in society by (a) increasing funding and support for Women's Studies and Women's Comprehensive Program; (b) supporting the mainstreaming of gender issues across campus; and (c) increasing support and funding for recruitment and retention programs that more fully address the needs of women (June 1990).

Notable change has not occurred on any of these items.

Ensure continuation of rape education program after current grant-funded period (July 1993).

Action pending.

Admission and Retention

The Office of Admissions will conduct a survey of
student admissions by college with specific emphasis on the admission and retention of women in non traditional areas of study (June 1991).

No action.

Staff Development

The Provost and Deans will determine what type of staff development opportunities exist (including, but not limited to, conference travel, research support and training workshops) and evaluate the equitable distribution of development opportunities for administrators, faculty and staff (June 1991).

No action.

The President will create an administrative internship program and/or support external administrative "internship" programs (June 1991).

Two women, one faculty and one staff, were selected to attend two workshops for women in administration in 1991. An internal fellowship program was developed but not implemented, due to University funding cuts.

Layoff & Retirement

Formal programs should be instituted to provide outplacement services or counseling for CSU employees who have lost their jobs; further notifications of terminations should not be announced until these plans are in place (June 1992).

Outplacement services were provided to terminated employees during the summer of 1992.

Careful scrutiny should be given to early retirement procedures, especially for persons who may be targeted for lay-off before early retirement options are available (June 1992).

Retirement eligibility was reviewed as lay-off decisions were being made in many individual cases. Definitive data about the extent of the review was not made available to the Committee.

Campus Communications

Campus-wide communication should increase to provide timely and accurate information to all employees about all management issues, especially employment and budget (June 1992).

Improvements in information flow have not occurred, in the opinion of the Committee.
The University should not move forward with the proposal to close during Thanksgiving and Christmas holidays that would require employees to take vacation days during that period and should announce the decision to remain open immediately (June 1992).

The proposal was abandoned but communication on that decision was not announced immediately.

A mechanism should be developed to determine attitudes regarding pay raises being provided at the expense of losing more employees (June 1992).

A formal survey was not conducted; it was announced that pay raises would not be available, but several dozen salary changes did occur later in the 1992-93 academic year. Information is not available to the Committee on the impact of delayed and reduced pay raises on employment.

Title IX Athletics Report

The Committee will be provided with a review copy of the Title IX Compliance Committee on Athletics report (June 1992).

The chair of the Compliance Committee was also a member of the Role and Status of Women committee and has provided periodic verbal progress reports, but a review copy has not been sent to the Committee.

Safety

Reduction of lighting levels on campus should be made with personal safety issues considered above needs to reduce electricity budget (September 1992).

Reduced lighting was reconsidered and redesigned.

jbp
RSW/action