Provost’s Advisory Committee for Women’s Concerns Meeting  
November 28, 2017
12:00-1:00 p.m.
826 Cathedral of Learning

Present: Tia-Lynn Ashman (Arts and Sciences, Biological Sciences), Cynthia Caldwell (Institutional Advancement), Pam Connelly (Office of Diversity and Inclusion), Gabrielle Foley (Collegiate Panhellenic Association), Madeline Guido (Student Government Board), Megan Heintz (Campus Women’s Organization), Jacqueline Horrall (University of Pittsburgh at Greensburg), Laurie Kirsch (Office of the Provost), Chris Kush (Katz Graduate School of Business, Center for Executive Education), Jonna Morris (Graduate and Professional Student Government), Kristine Ojala (Graduate and Professional Student Group), Anitha Potluri (Dental Medicine, Diagnostic Sciences), Tenecia Ross (Human Resources), Jennifer Shang (Katz Graduate School of Business), Brittany Witoslawski (Office of the Provost), Judy Yang (Engineering, Chemical and Petroleum).

Introduction of PACWC Members

Laurie Kirsch and Pam Connelly, co-chairs, introduced themselves and welcomed the committee. Committee members introduced themselves.

Minutes and Annual Report

Pam asked for a motion from committee members to approve the meeting minutes of October 31, 2017. The motion was made, seconded, and approved.

Discussion of PACWC Goals for 2017-2018

Pam started the discussion asking PACWC members what they hoped to accomplish as a group for the 2017-2018 year. Laurie reminded the committee that at the end of the year there would be a luncheon with the Provost during which PACWC will make a presentation on what has been accomplished during 2017-2018. Pam noted that there are three suggestions for projects for PACWC, the first two of which the committee members have discussed at prior meetings:

(1) Laurie gave an overview of the Spotlight on Women Leaders program, which began two years ago to focus on women in leadership roles. The idea is to inspire women to take on leadership roles by spotlighting women leaders at Pitt in short videos. Laurie noted that PACWC has been developing the nomination process for the Spotlight on Women Leaders program, and that at the last meeting PACWC discussed how to build onto the program and how to sustain it over time. Following the last PACWC meeting, Laurie and Pam discussed the Spotlight nomination and review process, noting that they do not yet know what kind of response PACWC will get for the call for nominations. Laurie suggested that the Spotlight program could be pilot tested this year, possibly within a unit at Pitt, to send it out to a particular school, or maybe to distribute the pilot program at the regional campuses.

(2) Pam discussed the possibility of holding a lunch and panel discussion for women, which PACWC could invite the three women senior vice chancellors (who were featured in the
initial Spotlight videos) to be on the panel, and hold the event in March to tie it in with Women’s History Month. Pam noted that this panel could be combined with the networking event that was suggested for the directors of leadership programs at Pitt last year.

(3) Pam proposed that PACWC could review and discuss the staff engagement and climate survey results and the COACHE faculty survey results. PACWC members could review the two surveys’ results, particularly the gender-based information, and then discuss implications of the results and identify projects to focus on for the 2018-2019 year.

Pam and Laurie asked PACWC members for their feedback on these ideas and questions, and asked PACWC if they had any additional project ideas for the year. PACWC members generally supported all three ideas that were discussed. With respect to the faculty and staff surveys, PACWC members agreed that reviewing the results of the two surveys would be a great project, and that they could provide their feedback and suggestions during the presentation to the Provost at the end of the year. Kristine Ojala also suggested that survey feedback could be tied into the Spotlight program, noting that the program could be a venue in which issues could be addressed.

Pam asked PACWC members if they would like to proceed with the pilot test of the Spotlight on Women Leaders program. PACWC agreed that this would be a good option, and that it would help get the word out about the program and draw attention to the current Spotlight videos on the Office of the Provost website. PACWC members discussed the pros and cons of tying the Spotlight program to a theme, such as the Year of … programs. Members also discussed the pros and cons of pilot testing the program in different manners. There was a robust discussion about how to pilot the program and the goals of the pilot. Based on the conversation and the different ideas generated during the meeting, Laurie suggested that one option would be to pilot the program at the regional campuses and also supplement the pilot with nominations from PACWC members to include nominees from the Oakland campus. She noted that this would give PACWC some data and information for the program for PACWC to adjust the program and keep it manageable in the future. PACWC members agreed with this approach. Members also liked the idea of announcing the women who would be featured in new videos at the spring panel discussion. Laurie said that the Provost’s Office would proceed with the pilot at the regionals.

In addition to proceeding with the pilot, PACWC members discussed how the Spotlight program could be marketed in the future, and stimulate broader viewing of the videos. Ideas included marketing the program to student organizations, administrators, websites, University Senate committees, and other partners. In addition, PACWC members suggested displaying the videos on Pitt’s student TV channel, Student Affairs TVs across campus, during student and faculty orientations, on schools’ TV screens, and identifying a sound bite from the videos for easy promotion.

PACWC members also wish to proceed with some type of spring event including a panel discussion around leadership. Tenecia Ross suggested that the names of the women who are selected for this year’s Spotlight on Women Leaders program could be announced at the spring
Panel discussion. PACWC members agreed that this could bring more awareness to the Spotlight program and make PACWC’s work more visible to the Pitt community. PACWC members noted they should discuss who should be invited to the panel discussion and lunch, and Maddie Guido suggested that the panel could have a larger audience but to limit the lunch invitees.

Pam noted that she will begin working on logistics for the Spring panel discussion, schedule the key players, and will ask for volunteers from the committee for assistance with planning. Brittany Witoslawski will send an email out to the committee asking for volunteers.

**Upcoming PACWC-sponsored Events**

Laurie announced that in the Spring PACWC will sponsor the “Celebration of Newly Promoted Women Faculty,” which was designed to complement the annual lecture and reception for new women faculty held annually in the Fall, and was initiated by the IDEAL-N (Institutions Developing Excellence in Academic Leadership – National) project. Laurie asked that PACWC save the date for this event, which will be held on March 1, 2018, from 3:00 – 5:00 p.m.

Brittany provided an update on planning the TIAA financial planning for women sessions with the Office of Human Resources. Brittany reviewed the sessions that were sponsored by PACWC in 2014 and 2015, noting that these sessions were very well-received, and were highly attended, with attendance ranging between 47 and 106 for these sessions. A total of five sessions were held, with two in 2014 and three in 2015. Of these sessions, four were offered in person and one was offered as a webinar. Brittany noted that some of the sessions focused on early career women, others on late career women, and some on general financial planning. Brittany is working with Human Resources to hold at least one financial planning session in the Spring, and will provide another update as details are being worked out. Laurie asked PACWC members for suggestions on what the session should focus on. PACWC suggested that the session should have a positive focus, that the presenters should be prepared to give information on retirement issues and on tax questions, that the session should raise awareness on financial planning, and also provide a support system.

**Announcements**

Megan Heintz announced that the Campus Women’s Organization is holding a toiletries drive for Proud Haven, an organization that is helping LGBTQ+ youth experiencing homelessness and housing instability in the Pittsburgh Region find resources and housing options. Megan noted that there will be drop-off boxes around campus to collect toiletries, or individuals can drop off toiletries at 635 William Pitt Union. Pam noted that a flyer for an upcoming training on preventing domestic abuse was circulated to PACWC via email.

**Adjournment**

The meeting was adjourned at 12:55 p.m.