1. Call meeting to order; approval of May 2020 meeting minutes
   CFW co-chair Joan Heminway called the meeting to order. The first order of business was approval of the minutes of the May 2020 meeting of the CFW. Joan and Catherine will be changing the format for the meeting minutes going forward. Joan found some typographical errors in the May minutes and corrected them. She offered to go over the corrections with the commission, but no commissioners indicated a desire to hear them. She then proposed adoption of the minutes as corrected. There was no further discussion. The May minutes were unanimously approved by the voting members.

2. Welcome and introductions by the chairs and members
   Each attendee introduced themself, indicating their campus affiliation and their role with the CFW.

3. Commission priorities for 2020-21
   Joan introduced the CFW’s priorities for the 2020-21 academic year. She indicated that commissioners who did not receive a copy of the priorities and committee charges should reach out to her, CFW co-chair Catherine Luther, or CFW Graduate Assistant Kayla Irwin. The priorities are posted on the CFW website, https://cfw.utk.edu/.
   a. Continue and supplement work on salary equity, including by deepening the 2019-20 salary equity study to include race and other intersections
      i. Last year the CFW completed a faculty salary equity survey. The focus was on gender/sex issues for tenure-track and tenured faculty. Equity Issues Committee co-chairs Bonnie Ownley and Jamie Coble will work with the Provost’s office to follow up on potential changes based on the survey results and will conduct further data analyses.
      ii. Joan invited Bonnie to comment.
      iii. Bonnie asked whether the report will be available on the CFW website and Joan confirmed that it will be.
      iv. Bonnie noted that the findings of last year’s study demonstrate that gender differences exist across the university—not merely in certain departments or colleges and that the biggest difference in salaries were at the professor level.
   b. Assemble and deploy resources to centralize information regarding education and training opportunities on leadership and professional development for faculty and staff
i. Joan explained that this priority also represents a follow-up on work conducted during the 2019-20 academic year based on a forum hosted by the CFW for Women’s History Month in March 2019.

ii. Specifically, last year, the professional development and mentoring committee focused on relationship management. The consensus at the end of the year was that we need a “one-stop shop” for professional development resources, and that has become a priority this year.

c. Work with other campus leaders and groups to combat bullying and other inappropriate workplace behaviors that threaten personal safety
   i. Joan noted that the CFW and many of its members are engaged in a campus initiative managed through the Provost’s office that is focusing on the issue of workplace bullying.
   ii. This has been an ongoing issue over a number of years that touches on sex and gender questions but is not restricted to sex and gender difference. The CFW stands ready through its co-chairs and committee work to support this work during the current academic year.

d. Engage in programming and messaging on voting rights and the value proposition for voting in connection with the upcoming presidential election and the ongoing celebration of 100 years of voting for women
   i. Catherine explained that the CFW had a celebration of the 19th Amendment during the 2019-20 academic year. This celebration was ably and passionately led by former CFW chair Rachel Chen.
   ii. However, the CFW co-chairs acknowledge that systemic issues around voting continue to exist. Not everyone was granted the right to vote by the 19th Amendment. As a result, and in light of the upcoming presidential election in November, the CFW is interested in working on programming relating to voting rights and voting more generally. James Williams, co-chair of the Commission for Blacks, is also interested in this initiative, and Catherine and Joan have pledged the CFW’s support. The November elections are just around the corner, so we must work quickly to develop any programming we plan to offer.
   iii. Joan noted that the CFW Events Committee is already working on a voting initiative that will be described later in the meeting.

e. Study and participate in responding to the differential gender impacts of the COVID-19 pandemic on both staff and faculty
   i. Catherine indicated that studies have shown that women, who often take on the heaviest burden in caring for family members (even when working full time), are being affected in different ways than men as the pandemic continues to affect all of our lives.
   ii. She and Joan are asking CFW’s committee chairs and co-chairs to focus attention on this as they suggest initiatives and plan events and programs.
4. Commission committees – our vision for how they will work
   a. Everyone has received their committee charges. Catherine and Joan reminded the
      commissioners of the key charges for each committee
   b. Awards Committee- will review the applications for our three Chancellor’s
      awards. Members might also participate in planning the awards ceremony
      (whether that be a virtual celebration or in person).
   c. Safety Committee- will work with the Commission for LGBT People on its
      planned climate survey, examine best practices among SEC schools on
      harassment and childcare support, research law enforcement effects to curtail
      sexual harassment and bullying, work with UTPD and UTK Title IX Office to
      investigate campus blue phones and LiveSafe app, and appoint a liaison to the
      campus bullying taskforce.
   d. Work and Family Committee- will research best practices regarding childcare
      support and employee benefits at SEC schools as well as navigating the needs of
      the primary caretakers of others while working at home during the pandemic and
      beyond.
   e. Communications Committee- will oversee website management with Kayla, work
      with her to develop plans for publicizing CFW initiatives, work with the Events
      Committee to develop promotional material as needed, and help relay programing
      information from other committees.
   f. Professional Development and Mentoring Committee- will work with the
      Chancellor and Vice Chancellor for Diversity & Engagement to publish and
      promote a webpage collecting professional development and training programs
      and resources and work with the Events Committee to design programs in the fall
      and spring semesters (in the spring, specifically for Women’s History Month).
   g. Co-chairs Advisory Committee: consisting of the committee chairs and co-chairs,
      will assist the CFW co-chairs generally with the CFW’s business and review
      policies or initiatives as necessary at the request of the Chancellor.
   h. Equity Issues Committee- will work with the Chancellor, Provost, and CFW
      co-hairs to address and expand the results of the 2019-20 salary equity study.
   i. Events Committee- as a broad-missioned, general service committee, will work
      with other committees and on their own to identify and execute on event-based
      programming, including by identifying locations and formats for CFW events and
      ensuring with the Communications Committee that the events are appropriately
      publicized. Joan mentioned that the committee already has begun work on a
      voting-related initiative designed to also meet needs of parents working from
      home who may be involved more deeply than before in educating their children.
      She invited Mia Pearson-Loomis and Abby Sherman, co-chairs of the committee,
      to share information about their work to date on this project.
i. Abby stated they are working on a read-aloud project to record at least two children’s/young adult books on voting rights. The committee members denoted the importance of instilling voting knowledge and history as early as we can in the lives of children. Susan Groenke (a full professor in Theory & Practice in Teacher Education in the College of Education, Health, and Human Sciences) and CFW plan to work together on this project. It is hoped that, with proper legal authorization, the CFW will host the files on our website.

ii. Arianna Banack, a member of the committee who brought this project to the CFW, noted a plan to provide additional resources to reach various audiences across all age groups.

iii. The committee and co-chairs are seeking guidance from the University General Counsel on legal questions relating to the initiative.

j. Catherine indicated that she and Joan will ask all of the committees to provide updates at each meeting on the status of their overall work and the projects they are working on.

5. The role of the Commission in campus governance – our relationship with the Chancellor’s office
   a. Joan described the general role of the CFW as a Chancellor’s advisory commission. She noted the close relationship with the campus Division of Diversity and Engagement (DDE), which works closely with the CFW and the Chancellor’s commissions and council in providing Graduate Research assistance and other support in its mission to coordinate campus diversity initiatives and programming. Joan invited Janelle Coleman, Executive Director for Diversity and Engagement, to expand on her overall description.
   b. Janelle stated that her role in CFW meetings is to act as a liaison to ensure productive communication between the commission and DDE. She announced that DDE will be adding a Chancellor’s Commission for Disabilities once formal approvals have been finalized.

6. The campus “Diversity Leads” initiative – how it relates to our work
   a. Joan and Catherine are on the Diversity Leads team, a new group that is meeting under the auspices of the DDE to increase focused action on campus diversity initiatives. Catherine asked Janelle to offer more information on that project.
   b. Janelle stated Diversity Leads is a collaborative effort with MSL (Multicultural Student Life). Many of the team members work in diversity within their role at the university. The purpose of creating a specific overarching team of this kind is to avoid working on diversity in silos and to allow collaboration on ideas.

7. Amending the Commission bylaws – a preview and a request
a. Joan plans to bring CFW bylaw amendments to the meeting for discussion in October. The impetus behind this project is outdated practices.

b. She noted that bylaw changes require both CFW member and Chancellor approval.

c. She asked all commissioners--voting or non-voting--to review the current bylaws and bring questions and issues to her attention.

The meeting was adjourned at or about 1:01 pm.