

The UMD Commission on Women

2003-2004 Annual Report

Prepared by Deborah Petersen-Perlman

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UMD Commission on Women

Mission

Our mission is to improve and enrich the working and learning environments for UMD women by providing direction, leadership, support and expertise to the UMD community.

UMD's Commission on Women has two primary objectives:

to remove obstacles and barriers limiting or having a negative impact on women's academic performance, productivity, or advancement, and

to create new programs, structures, and opportunities for women designed to enhance performance, productivity, and advancement. Projects for the year included:

GALLERY OF GRANTS: Deborah Petersen-Perlman and Judy Trolander received a Commission on Women grant to invite Pat Mullen as the featured speaker at the 2003 Gallery of Grants on November 7, 2003. Ms. Mullen had been the Director of Equal Opportunity and Affirmative Action for the University of Minnesota system during the years of the landmark Rajender pay equity case and settlement. The Commission sponsored a potluck for past and present UMD women to greet Ms. Mullen at Dr. Jane Maddy's home the night before her presentation.

MENTORING: Julie Westlund and Deborah Petersen-Perlman coordinated a year-long series of programs directed to Regents Scholarship winners. Due to a lack of participation, this program was abandoned in March.

CHILD CARE: Construction on the UMD Child Care Center neared completion toward the end of the school year. After the surprising withdrawal of the YWCA, Joy Michalicek, representing the Commission, participated actively in the selection of the Center's director. The Center should be open for business in the fall of 2004.

TAKE OUR CHILDREN TO WORK: Former Commission member Susana Pelayo Woodward and the Women's Resource and Action Center, coordinated the annual program wherein University employees invite children to campus to explore the variety of jobs available on campus. Dr. Lucia Barker of UMD's Medical School was the keynote speaker.

ANNUAL LUNCHEON FOR UNIVERSITY WOMEN: This year's luncheon featured LeAne Rutherford's program on valuing and appreciating each other, "The Magic Penny". Susana Pelayo-Woodward was named the 2004 Linda Larson Woman of the Year.

UMD Commission on Women

BYLAWS

Purpose: The UMD Commission on Women provides direction, leadership and expertise to the UMD community to improve and enrich the work and learning environments of women.

I. Name of Organization: The name of the organization is the UMD Commission on Women.

II. Membership

The Commission strives to reflect diversity in terms of race, age, sexual preference, disability and ethnicity.

Members serve two-year terms and are elected to represent the following areas:

- A. One faculty member from each of the six academic areas;
- B. One member from among the senior administrators;
- C. Two members from the Professional and Administrative staff;
- D. Nine members from the Civil Services staff (five from bargaining unit, four from non-bargaining unit);
- E. One graduate/professional student elected by the Commission on Women;
- F. The Student Association may appoint one female undergraduate student representative.

III. Election protocol

- A. Elections will be held every spring semester for all vacant positions.
- B. Elections will be conducted by the chair or the chair's designee.
- C. The Election process is as follows:

1. A written call for nominations will be sent two weeks prior to the election. For the voting groups comprised of University employees, this call will be sent to all women in these groups. For the graduate/professional student member, nominations will be solicited from department heads of all programs that offer graduate/professional degrees.
2. Willingness of the nominee to serve will be secured prior to listing on the ballot. For the graduate/professional student member the nominating department head will secure the willingness of the nominee. Nominees can only represent one voting group. *If a woman is nominated for more than one voting group then a nomination from one of the six academic areas, senior administration, the Professional and Administrative staff, or Civil Service Staff will take precedence over a system-wide nomination.*

3. Graduate/professional student nominees will be asked to submit a brief bio for the ballot.
4. If an election is uncontested (i.e. if the number of nominees for a particular area representation does not exceed the number of open seats for that area), nominees will be automatically appointed to the commission.
5. In the case of a contested election, ballots will be mailed to all women in their appropriate voting groups, with the date of return to be no more than five working days from the date of distribution. Graduate/professional student ballots, including bios, will be mailed to the current members of the Commission on Women for a vote with the date of return to be no more than five (5) working days from the date of distribution.
6. Ballots will be counted by two members designated by the chair.

IV. Replacing members

- A. Any member who misses three (3) consecutive meetings for reason other than sabbatical, semester leave, or prior arrangements will be subject to replacement.
- B. Upon recommendation of the Commission the member will be informed of status on the Commission in writing, by the Chair.
- C. The runner-up in a contested election may serve the remainder of a replaced/resigned member's term. In the case of a refusal by the runner-up or an uncontested election, Commission on Women representatives will put forth names of those willing to represent the replaced person's constituency. If more than one person is willing to serve out the term, Commission on Women members will vote for one representative. Voting may take place electronically.

V. Voting methodology

- A. All elected members shall have one vote.
- B. Members who anticipate an absence during which time a vote is scheduled may submit a written proxy via letter or electronically.
- C. All issues which pertain to an alternation of the by-laws shall require a vote of the Commission on Women membership.
- D. All issues which pertain to the disbursement of the Commission on Women funds shall require a vote of the membership. A simple majority of the total membership will be necessary to decide such issues.

VI. Annual Report

- A. An Annual Report will be provided to the membership by the Chair.
- B. The report will include a summary of the year's accomplishments and plans for the future.

- C. A committee may be established to assist the Chair in preparation of the report.
- D. The Annual Report will contain an itemization of the budget, showing receipts and disbursements for the past year.
- E. The Annual Report may contain other pertinent information which the Chair or her committee deem appropriate.
- F. The Annual Report will be provided to the membership during the September meeting.
- G. The Annual Report may be distributed electronically. A paper copy of the report will be kept on file and will also be sent to the Chancellor and Vice Chancellors.

VII. Funding

A. Funds available for grants:

- 1. The Grants and Budgeting Committee, in concert with the Chair, will recommend at the outset of each academic year how Commission funds will be allocated.
- 2. If additional dollars remain near the end of the year, the Grants and Budgeting Committee, in concert with the Chair, will recommend how they will be allocated so as to minimize the amount of carryover.

B. Funding allocation procedures:

- 1. The Grants and Budgeting Committee, in concert with the Chair, will also recommend at the outset of each academic year:
 - a. The two application deadlines for major funding proposals (over \$300.00);
 - b. Small grant proposals (\$300.00 or less) will be accepted throughout the year and can be voted on at the same meeting.
 - c. An individual or group can receive only one award per semester.
- 2. The Commission, in concert with the Chair, will review only those proposals made on an official Commission application form and/or accompanied by an official presentation to the Board.
 - a. Official Commission application form will provide information about the nature of the project, the manner in which the project advances the mission of the commission and the amount of funds requested.
 - b. Applicants requesting major funding from the Commission may be required (and will always be permitted) to make a presentation to the Board.
- 3. The Commission, in concert with the Chair, will review the proposals in a timely manner.
- 4. Acceptance/Denial of funds will be made in writing by the Chair.

VIII. Officers

A. The presiding officer shall be called the Chair.

1. Duties

- a. Presides at meetings.
- b. Prepares an Annual Report.
- c. Issues budget status report each semester.
- d. Fulfills budgetary responsibilities defined in section III.
- e. Is an ex-officio member of all committees.
- f. Represents the Commission at formal campus and off-campus functions.
- g. May delegate members to represent her.

2. Election

- a. The election for chair will begin Spring Semester after the new members for the coming year have been elected and have started attending meetings.
- b. A call for nominations will be sent to on-campus individuals who are incoming, outgoing, former and continuing members.
- c. All of the above, excepting new members, are eligible to be nominated. Self-nominations are encouraged. All others must be with the consent of the nominee. A list of eligible nominees will be distributed with the call for nominations.
- d. If only one nominee comes forward to serve as chair, she is automatically appointed to the position.
- e. In the case of a contested election, ballots will be sent to incoming, outgoing and continuing members. The individual receiving the highest number of votes will be elected.

3. Term

- a. The term of office will be for one year.
- b. There is no term limit for the chair.
- c. The term of office begins July 1, but the incoming chair may begin to be involved immediately after being elected.
- d. The outgoing chair will remain as a voting ex-officio member for one year.

B. Vice Chair

1. Duties

- a. Preside at meetings when chair is absent.

- b. Serve as Interim Chair until next regularly scheduled election, should the chair be unable to complete her term.
- 2. Election: The Vice Chair will be elected by the sitting memberships of the Commission at the last meeting of Spring Semester.
- 3. Term: The term of office will be one year.
- C. Recorder: If there is no hired assistant to the chair, minute taking shall be rotated among the membership.

IX. Standing committees

A. The following standing committees shall be appointed:

- 1. By-laws and Policy Review: to review the by-laws annually and make recommendations or revisions as necessary; to review campus policies and procedures that address issues associated with women and make recommendations as necessary.
- 2. Publications and Programming: to review Commission on Women publications and make recommendations or revisions as necessary; to plan, prepare and promote ongoing Commission on Women events and activities.
- 3. Grants and Budgeting: as set forth in VII.
- 4. Others as deemed necessary by the Commission members.

B. Committee chairs shall be appointed by the Commission chair annually, and can be removed for cause at her discretion.

X. Amendments

Proposed amendments to these by-laws shall be presented in writing at a meeting and distributed by mail to all absent members. Voting on amendment(s) to the by-laws shall take place at the following regularly scheduled meeting.

Absent members can participate with a written proxy vote to be counted at the meeting. Passage of an amendment requires a two-thirds majority of membership.

Adopted 12/21/94

Amended 4/26/95

Amended 5/1/96

Amended 1/14/98

Amended 2/25/98

Amended 5/12/99

Amended 10/11/00

Amended 12/9/02

Amended 2/5/03

Amended 5/14/03

Amended 1/13/04

Amended 4/14/04

Amended 4/28/04

UMD Commission on Women
 Final Budget Report
 2003-2004

Revenues	Budgeted	Actual
2003-2004 UMD CoW budget	\$18,587	\$18,587
Carry forward	\$ 1,255	\$ 1,255
136-1501	\$19,842	\$19,842

Expenditures

	Budgeted	Actual
Administration		
Chair buy-out	\$ 4,000	\$3,000
Fringe		\$1,209
Web site costs (software)	\$ 31	\$ 31
Printing and Copying	\$ 350	\$ 568
Miscellaneous (postage)		\$ 5
Office Supplies		\$ 30
Programs		
Gallery of Grants		
Speaker costs	covered by grant	(\$2,800)
Refreshments	\$ 110.00	\$ 110
General Operating Services		\$ 14
Promotion/publicity		
Admin Fees		\$ 48
Leadership refreshments		\$ 124
Retreat (Payment to LeAne Rutherford)		\$ 300
Spring luncheon	\$1,800.50	\$ 1800
Dinner	\$ 65.00	\$ 65
Speaker costs		\$ 500
Flowers		\$ 93
(Sam's mbrshp)		\$ 25
Grants (allocated)	\$ 7000	\$ 6900

(encumbered for Student Association)		\$ 300	
Take our Children to Work	\$ 1000	\$ 1351	
food			\$742
gift bags			\$539
Ballroom rental			\$ 70
Reserve			
Total		\$16,173	
not counting SA grant encumbrance of \$300			
Carryforward		\$ 3669.00	

Members for Academic Year 2003-2004

Chair:

Deborah Petersen-Perlman	Communication	407 ABAH	dpeters1	7528
	Office of Equal Opportunity	273 DAdB	equaloo	6849

Bargaining Unit Civil Service Representatives:

Joy Michalicek	Facilities Management	241 DAdB	jmichali	8244
Nancy Damberg	Business Office	209 DAdB	ndamberg	6966

Non-bargaining Unit Civil Service Representatives:

Lori Johnson	Physics Dept.	371 MWAH	ljohns10	7123
Linda Johnson Gange	Campus Police	287 DadB	ljohns27	7374

Professional/Academic Staff Representatives:

Mary Cameron	Human Resources	255 DAdB	mcameron	7912
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Labovitz School of Business and Economics Faculty Representative:

Jannifer David	Management Studies	112 SBE	jdavid	8692
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College of Education and Human Service Professions, Faculty Representative:

Amy Meredith	Comm. Sci. & Disorders	221 BoH	ameredit	7029
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School of Fine Arts Faculty Representative:

Lisa ZumHofe	Music	231 H	lzumhoff	8672
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College of Liberal Arts Faculty Representative:

Stacey Stark	GIS Lab	329 Cina	slstark	7438
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Senior Administrative Representative:

Julie Westlund	Career Serives	21 Cctr	jwestlun	8964
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Undergraduate Student Representative:

Emily Kroening	Biology		kroe0056	
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UMD Commission on Women Committee Reports, 2002-2003

Grants & Budgeting

Nancy Damberg* 6966
Stacey Stark 7438
Julie Westlund 8964
Martha Eberhart-Galinski 8733
Amy Meredith 7029

Members of this committee put out the call for proposals for large and small grants in the fall and spring. They reviewed all submissions and made recommendations to the Commission. The Commission awards both small (\$300 or less) and large (more than \$300, up to \$1000) grants each semester. The following recipients will make a presentation at the Gallery of Grants in November 2004:

Small Grant Recipients, Spring 2003:

Jeanne Doty, \$300 to support performance of Pianist Anna D'Errico, 3/1/04
Beth Bartlett, \$300 to support a presentation on History of Feminism in the Twin Ports, 3/04
Joe Marty, \$300 to support the Free Democracy Summit, 4/23-24/04
Maribeth Overland, \$300 to attend the Enneagram Institute, Summer 2004

Large Grant Recipients, Spring 2003:

Beth Bartlett, \$1000 to support Greta Gaard's lecture, 4/04
Ken Mello, \$1000 to support the Native American Storytelling Conference, 3/26-27/04

Additionally, those recipients of grants for the Fall of 2003 will also be asked to present at the Fall 2004 Gallery of Grants.

Large Grant Recipients, Fall 2004:

Susana Pelayo-Woodward, \$1000 to support a lecture by Marjorie Agosin, Fall 2004
Lori Dewald, \$500 to provide start up funds for the Twin Ports Hall of Fame for Girls and Women, Fall 2004
Cheryl Reitan, \$1000 to support Lynn Miller's participation in three events, 10/13-14/04
LeAne Rutherford, \$500 to support a workshop by Mary Bridget Lawson called "Nurturing Inclusivity and Diversity," Fall 2004

Larry Knopp, \$500 to support a presentation by Sarah Elwood, November 2004

Angela Nichols, \$500 to support a presentation by Abigail Garner, October/November, 2004

Programming & Publicity

Joy Michalicek* 8244

Deborah Petersen-Perlman 6849

Mary Cameron 7912

Lisa ZumHofe 8672

The Commission voted to combine the Programming and Publicity committees. This committee planned and promoted the fall Gallery of Grants, featuring former University of Minnesota Equal Opportunity and Affirmative Action Director Pat Mullen. Ms. Mullen spoke on “The Power of Numbers: Reflection on Rajender” in the Griggs Center, Thursday, November 6, 2003.

The committee also promoted the Linda M. Larson award and organized the Spring Luncheon on May 5, 2004. LeAne Rutherford presented a program called “The Magic Penny” which was very well received. A box lunch was available for those women with later shifts.

By-Laws and Policy

Jannifer David 8692

Linda Johnson-Gange 7374

Emily Kroening

Lori Johnson 7124

This committee proposed changes to the by-laws to reflect the changing reality of the commission’s membership and functions.

2003-2004 Subcommittees

Child Care

Joy Michalicek* 8244

Linda Johnson-Gange 7374

This committee continued to monitor the progress of the Child Care Center construction throughout the 2003-2004 school year. Joy Michalicek maintained a list of potential clients and was the liaison with the YWCA until they withdrew their request to run the center in January 2004. Joy Michalicek later worked with the College of Education and Human Services Professions which assumed responsibility for the Center after the Y’s withdrawal. Joy was on the search committee for the new director who was named at the end of spring semester.

Leadership (formerly Mentoring)

Emily Kroening
Deborah Petersen-Perlman 6849
Julie Westlund 8964*
Stacey Stark 7438

This committee organized a series of workshops on behalf of Regents Scholarship Winners featuring advisors, librarians and faculty members. Participation at these sessions dwindled as the year moved on, prompting the committee to terminate the program. The group then redirected its focus to leadership opportunities for women on the UMD campus. The first event featured Dee Anne Bonebright and Anita Rios of the Twin Cities Campus who shared ideas from the UMTC Women's Leadership Institute program. The group will organize additional programs for the coming year.

Student Outreach

Emily Kroening
Nancy Damberg 6966
Deborah Petersen-Perlman 6849
Lisa ZumHofe
Joy Michalicek*

This committee had planned a program from freshman students which never transpired. The dessert reception will be launched at the Dorms in the fall of 2004.

2004 Linda M. Larson Award

Dr. Beth Bartlett, chair of UMD's Women's Studies Department, nominated Susana Pelayo Woodward as the 2004 recipient of the Linda M. Larson Award. What follows is an excerpt of her nomination letter:

I know no one at UMD who better exemplifies its ideals of going above and beyond to benefit women at UMD, to make a difference in the lives of women at UMD and the community, and to have a long-lasting impact on favorable climate change.

In her position as the Director of the Hispanic/Latino/Chicano Learning Resource Center, Susana has had a tremendous impact on the lives of women, especially women students of color, on this campus. In every aspect of that job – counseling, advising, recruiting, advocating, educating – she goes above and beyond to reach out to and provide support for women students of color, as well as to educate the campus community on issues of race, ethnicity and gender. I have no doubt that she is personally responsible for the recruitment and retention of many of the women of color on this campus, which enhances the campus climate for all of us. In addition, the films, speakers and events that Susana arranges for Latin American Awareness activities and other MLC events often highlight women's issues.

Five years ago, Susana also assumed the position of Director of the Women's Resource and Action Center, which in many ways made official many of the responsibilities that Susana had already taken upon herself as a long-term member and chair of the WRAC Board. As Director, she has revitalized the Women's Resource and Action Center, making it indeed the campus center for education and awareness of women's issues—ranging from sexual assault to eating disorders to domestic violence. Since she has become director, WRAC has become much more active in providing programming, education and support in all areas of concern to women on campus, bringing speakers as well as projects and exhibits such as Silent Silhouettes and the Clothesline Project to campus. She has been invaluable in making Take Your Children To Work Day a reality. She has partnered WRAC with the Women's Studies Department in sponsoring weekly Brown Bags on women's and feminist issues. Even before she was the director, Susana brought together WRAC, the Commission on Women and the Women's Studies department to be co-sponsors of Women's History Month events on campus, and for several years coordinated these activities. As part of this, she has for the past few years taken on the responsibility for the campus celebration of International Women's Day. In all of this, she has made long-lasting impacts on improving the campus climate for women.

Susana has taught in the Women's Studies Department for several years, teaching courses in

Latin American Women; Women, Race and Class; and Women and Film. In this capacity, Susana has made a positive difference in the lives of hundreds of students – educating, informing, raising their awareness of issues of great importance to women and men and empowering them to make a difference in the world. Students in Women’s Studies often talk about what a wonderful teacher and mentor Susana is for them, and they regularly seek her counsel and advice. Susana has also been an active member of the Women’s Studies Department and the Women’s Studies Advisory Board for many years, and has contributed her time, energy and creativity to endeavors of both, and has enhanced the entire Women’s Studies program. I often tell her I don’t know what I’d do without her, and I don’t. From taking care of last minute details for speakers and being available to speak to classes to being a wise counsel and offering just the right insight at just the time, Susana is there.

Susana has also served as the advisor for UMD Amnesty International for six years. In this capacity she has made a tremendous difference in the lives of so many students, particularly those who have a great concern for social justice. She inspires them and supports their efforts. Amnesty has been a very effective organization on campus, largely due to her efforts and the energy she inspires. In addition, because of her and her students’ efforts, the lives of women around the world have been benefitted.

Susana served on the Commission for Women for six years, serving as Vice Chair from 1997-1998. While I don’t know all of Susana’s contributions to the Commission, I know she was a very dedicated and involved member, and through her work on the Commission undoubtedly made significant contributions to the campus climate for women.

In addition to these direct contributions to women’s lives on campus, she has also served women students, faculty and staff through her service on the UMD Commission on Human Diversity (1992-present; co-chair 1992-93, 1997-1999), the UMD Teachers of Color Committee (1995-1999), and the UMD Students of Color Committee (1994-present).

Susana’s contributions to women are not limited to UMD. Susana is dedicated to serving women in the larger community as well. She served on the Board of Directors for Women’s Transitional Housing from 1993-1999, on the Desegregation Committee for the Duluth School District from 1992 to the present, and is currently serving on the SMART Team with PAVSA, the planning committee for a community organizing workshop for young women activists, and will participate in the Feminism Mentoring Network for young women in the community. Susana’s efforts on behalf of the community, the effectiveness of her work and the depth of her compassion are widely recognized in our community, for which she was awarded a City of Duluth Peacemaker Award in 1998.

Susana’s contributions have also been recognized by the University community, testifying to the significance of her gifts to the university. These recognitions include Black Student

Association Woman of the year (1997), UMD Outstanding Service Award (1999), UMD Gay Lesbian Bisexual Transgender Ally of the Year (2001), and the President's Award for Outstanding Service (2002). The time seems long overdue to recognize as well Susana's significant and long-standing contributions to women at UMD and the larger community. I can think of no one more deserving of the Linda Larson Award than Susana, and it is a great honor for me to nominate her for this award.

Sincerely,

Beth Bartlett
Professor and Head

UMD Commission on Women
Election, Spring 2004

The following representatives' terms expired in May, 2004:

Nancy Damberg
Lori Johnson
Jannifer David

The following were elected to two-year terms on the Commission:

Linda Klint
Linda Knutson
Cindy Christian
Maribeth Overland
Thilagavathi Murugesan

The following were reappointed to two-year terms on the Commission:

Julie Westlund
Emily Kroening

Officer Elections:

Deborah Petersen-Perlman was elected for a second term as CW chair for 2004-2005.

Linda Johnson-Gange resigned in the summer of 2004.