

**Staff Advisory Committee Meeting**  
**April 29, 2008**  
**11:30am – 1:30pm – Faculty Club, Portrait Room**

**Present:** Doreen Burgers, Ruth Crane, Ron Dunleavy, Pam DeSimone, Heather Dominey, Jeff Fitton, Deborah Healey, Walter Hunter, Angel Hilliard, Karen Leonard (Chair), Nancy Magers, Lori Maguire, Maritza Marti, Beth Murphy, Chris O'Neil, Sarah Peri, Joe Sarno, Lisa Sheehan, Lea Snyder, Kristen Soule, Alfred Tente, Steve Tompkins, Amy Umstadter, Courtney Wuethrich

**Announcements**

Karen welcomed group and thanked all the volunteers who participated in Rebuilding Together at School One. She recognized the Events Subcommittee who organized the event and thanked Ruth Crane for taking pictures and coordinating the shuttle transportation. Ruth is working on a slide show for SAC members.

Karen was contacted by Rosario Navarro of Campus Life to help plan Worker Appreciation Day, tentatively scheduled for May 7<sup>th</sup>. Karen passed around a sign up sheet looking for volunteers to staff tables on the main green and in the Sharpe Refectory.

Karen asked for motion to pass the minutes from the 4/15 meeting. Joe Sarno noted that he made some additions to the minutes regarding auto adjudication and asked SAC members to review it. Sarah made the motion to pass the minutes, and it was seconded by Ruth.

**Subcommittee Reports**

**Pam DeSimone – Staff Participation Subcommittee**

There was no report from SPS.

**Jeff Fitton – Events Subcommittee**

Jeff reported that 80-100 people participated in Rebuilding Together and recognized all SAC members who volunteered. The Christian Science Monitor covered the event. Karen will send a thank you to University Shuttle who donated 6 round-trips between Brown and School One during Rebuilding Together. Events is planning upcoming events including the Staff Development Day community service drives and SAC's 10-yr anniversary party.

**Steve Tompkins – Outreach & Communications Subcommittee**

O&C posted staff discount for Brown Dance in Morning Mail. They have also updated the SAC website with Rebuilding Together information and will post the video when it's ready. O&C continues to work on SAC taglines for the bottom of SAC member's emails. They have narrowed it down to four choices, which Steve reviewed. Members voted on their favorite, but tag lines are optional.

**Guest Presenter: Mary Hogan, General Manager, Brown Faculty Club**

Karen introduced Mary Hogan. Mary began by mentioning that the main goal for the Faculty Club is to have all 7 rooms full everyday and their mission is to provide good service for all members of the Brown community. She suggested that SAC members can help the Faculty Club achieve their main goal by spreading the word. The Faculty Club is open seven days a week for personal and work functions.

Mary explained that all membership forms are now online and there are all categories of memberships and all members of Brown community are welcomed to join. She reviewed some hidden benefits of membership which included: affordable dues of \$60-100/year, payroll

deduction for dues, no cash transactions, new member listing in the newsletter, and reciprocal memberships with more than 100 clubs locally (i.e., The Hope Club, Providence Art Club) and nationwide. She reminded the group that reservations are suggested and there is no need for members to carry their cards because member numbers are on file.

The Faculty Club has 10 production and service staff led by David Chabot, the Club's chef, and 4 management staff. There are 1100 active members. Mary invited SAC members to the open membership meeting on Monday, May 12<sup>th</sup>, open to all members of the Brown Community.

Mary reviewed the Club's facilities and website and also promoted the Mothers' Day brunch and May take-away special of strawberry rhubarb tarts (The Faculty Club prepares and packages them).

**Questions:**

**Q:** Is there minimum spending?

**A:** No, dues haven't been raised and there is no minimum amount to spend each month

**Q:** How is the Faculty Club doing?

**A:** Sales greater than \$1 million/yr

**Q:** A SAC member has heard feedback that the service at the Faculty Club is slow and suggested advertising lunches as 1hr quick meals.

**A:** Mary has heard the same feedback and is looking to do more buffets in fall season to make service go more quickly; she reminded SAC members that reservations are important when planning.

**Q:** Could vendors come for meetings?

**A:** If it is arranged through a department, the vendor can pay with a credit card and the Faculty Club will make a note of that.

**Q:** Walter asked SAC members for feedback on the Faculty Club

**A:** Members agreed that food has come a long way in past 5 years

**Advisor's Report – Walter Hunter**

Walter reported that fewer than 100 students signed up for off campus parking. Karen Leonard asked if the College Hill Parking Task Force is still intact – she is drafting a letter to Beth Gentry regarding transportation and parking.

Walter also read Beppie's email to SAC members announcing Karen Davis as Brown's new VP for Human Resources. Of note, Ms. Davis has more than 20 years of HR experience in higher education, medical schools and medical health centers. She currently serves as the #2 person in Harvard's HR Department and will start here at Brown on July 7<sup>th</sup>.

**Staff Concerns**

A SAC member mentioned that someone who attended yesterday's retirement program indicated that there is a discrepancy between MA and RI retirement benefits. The staff member suggested that the Benefits Office contact Massachusetts Blue Cross/Blue Shield to ask if Brown can mirror the benefits for MA residents. The staff member also sent an email to Drew Murphy. Joe Sarno will follow up with Drew.

Karen mentioned that she would like to discuss Brown First with someone – she will be in contact with Doreen Burgers.

### **SAC Recruiting Discussion**

Karen reviewed SAC's recruitment process. SAC officially begins recruiting new members in September and members are selected in October. The membership selection subcommittee meets and agrees on list of 10 new members and alternates. This list is brought before the full SAC committee who vote for or against.

Recruitment, however, occurs throughout year: as one example, Karen sends new employees emails about SAC, encouraging them to apply when they reach their 2 year anniversary. The President's Office wants SAC to attract a diverse group of staff, representing a variety of departments, grades, etc.

Karen asked SAC members, in a Round Robin format, how they first become aware of SAC and how they applied. The following answers were recorded:

- Always had CIS representation on SAC
- Learned about SAC from former SAC members and then talked to her supervisor
- Heard about it from colleague- likes being part of solution as University grows
- Former manager was chair of SAC
- CIS members always on SAC and was encouraged by a colleague
- Heard about SAC from colleagues- several members said this
- Wanted to meet a broad group of people
- Supervisor was supportive and several department colleagues were on SAC
- Wanted to be a voice for all the centers in Public Health
- Learned about SAC from her supervisor
- 1<sup>st</sup> became aware of SAC at Staff Development Day- saw it as a way to give back
- Wanted to learn about inner workings of University
- Bert contacted her supervisor who supported her membership
- Learned about SAC through administration managers meeting and was nominated by a colleague
- Interested in having a campus connection and learn about Brown
- Important to give back to Brown and interacting with others

Karen asked for ideas on how SAC can communicate its importance to the University and the following answers were recorded:

- Have SAC attend department manager or FEC meetings
- Do 1 on 1 or 1 on group communications
- SAC advisor can help with non-supportive supervisors (Joe will work with Karen on this)
- Have supervisors ask their SAC staff member for briefings on all SAC meetings
- Be proactive with non-supportive supervisors
- Find a solution to have office coverage to encourage lower level staff to apply (borrow staff from other departments)
- Ask department managers why they haven't had representation on SAC
- Concern that perception of SAC is negative; would like to put a positive spin and focus on actions and results
- Lead some education effort with cabinet/executive committee. Let them know what SAC does
- Testimonials from faculty members about positive results of having staff serve on SAC. Touting the visibility of your department at SAC meetings is another opportunity. SAC members need to think about what a supervisor would see as a benefit (expand skill set, professional development opportunity).

- Maybe create an informational video of SAC that focuses on the benefits to your department of having a staff member serve on SAC (What can SAC do for you?)
- Have Karen and Joe Sarno speak at an Executive Committee meeting; should inform Executive Committee members about the number of SAC members in their divisions.
- Walter mentioned that SAC has been a beneficial sounding board for the University when it has considered implemented initiatives and has been a very valuable forum for discussing staff issues.

Karen mentioned that June 17<sup>th</sup> is tentatively scheduled as "Bring a Friend to SAC Day." Ruth will provide a list of current and past membership, and a subset of SAC will determine divisional representation. She also asked SAC members to think about how often SAC meets and suggested that SAC may want to consider fewer meetings. This may be an issue to raise with Karen Davis. There was a discussion about the frequency of meetings.

Lea announced that there will be a panel of Brown staff members who have served on SAC and other Brown committees on Staff Development Day. Pam DeSimone will help coordinate this session and Karen will facilitate it.

The meeting adjourned at 1:30pm.