

Staff Advisory Committee Meeting

June 3, 2008

11:30am – 1:30pm – Dining Rooms 8&9

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, Joe Sarno, Lisa Sheehan, Lea Snyder, Kristen Soule, Alfred Tente, Steve Tompkins, Amy Umstadter, Courtney Wuethrich

Guest: Bert Gordon

Absent: Sarah Peri

Announcements

Karen welcomed group and thanked all the SAC members who volunteered at Commencement. She also asked for a motion to pass the minutes from the 5/13 meeting; Nancy made the motion to pass the minutes, and it was seconded by Chris.

Angel updated SAC members on Staff Development Day and Karen mentioned the ABCs of Volunteering at Brown session that she coordinated.

Karen informed SAC members that she created 2 surveys to send to staff who have been at Brown for 2 years and 5 years, respectively. The goal of these surveys is to determine how SAC is perceived. The surveys will be open until June 20th and she will bring the results back to the full SAC committee. Thus far, about 20% of survey recipients have responded.

Karen also reviewed the process for nominating the SAC Chair for 2009. Once Karen receives the nominations, she will contact all nominees. There will be candidate interviews at the July 15th meeting at the Watson Institute. Each SAC member will have the opportunity to ask questions at the interviews and the voting will be done anonymously through campus mail. June 10th is the nomination deadline.

Subcommittee Reports

Pam DeSimone – Staff Participation Subcommittee

Pam reported that Micaela Hester has been selected for the Campus Planning Advisory Board (CPAB) and Jim Hutchison and Phyllis Hudek were selected for the Human Resources Advisory Board (HRAB). She also informed SAC members that the candidate for the Computing Advisory Board, chaired by Mike Pickett, needs to have an IT background.

Jeff Fitton – Events Subcommittee

The Staff Development Day collection drive was posted on the banner page on 6/3; the collection information is also posted on both the SAC website and the Staff Development Day website. Jeff passed around a sign up sheet for volunteers and the collections will be at Sayles Hall and Wayland Arch (or inside the Sharpe Refectory in case of rain). The Events subcommittee has picked 2 dates for Spooky Skate: October 26th and November 2nd. Events is also working on the 10-year celebration and will be looking at the Nightingale-Brown House and Rochambeau House as possible venues.

Lea Snyder – Outreach & Communications Subcommittee

O&C will make updates to the SAC webpages for events.

Staff Concerns

Bert informed SAC members that the bi-weekly payroll conversion will not take place until the new HRMS system is purchased and installed (scheduled for 2011)

A SAC member reminded the group that staff, as well as students, may access Ruckus, the program that provides music downloads for \$5.99/month.

There was a discussion regarding the selection process for sub-committee co-chairs. Ruth informed the group that there were no set rules and chairs are selected informally through meetings or email communications. It is up to each sub-committee to determine the appropriate method and new co-chairs may be selected before or after the new SAC chair is elected.

There was also a discussion regarding the frequency of SAC meetings and Karen reviewed the frequency of other University committee meetings. SAC will review its meeting format in the upcoming months and consider options for reducing the twice/month model. It was decided to table this review until a new SAC chair is chosen.

Advisor's Report

Joe Sarno discussed signage on campus with Mike McCormick, Assistant Vice President for Planning, Design & Construction in Facilities Management. Mike would like feedback from SAC members on the new signage in place around construction sites. One member noted that the mounted maps have been helpful when navigating around campus.

The meeting adjourned at 12:45pm.