PRESIDENT’S STAFF ADVISORY COUNCIL
MEETING MINUTES

Tuesday, February 7th, 2017
12:00 PM - 2:00 PM
Sharpe Refectory

Attendance:

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<tr>
<th>Present</th>
<th>Absent</th>
<th>2016-17 Members</th>
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<th>2017-18 Members</th>
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<td>☒</td>
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<td>Michele Calnan – Co-Chair</td>
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<td>Eric Ferrara</td>
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<td>Anthony Mam – Co-Chair</td>
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<td>Amanda Figgins</td>
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<td>Shannon Benjamin</td>
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|☐        | ☒      | Drake Douglas             | ☒      | ☐      | Purvang Patel  | ☒      | ☐      |
|☐        | ☒      | Kathleen Gerlach          | ☒      | ☐      | Jessica Pontarelli| ☒      | ☐      |
|☐        | ☒      | Heather Giannillo         | ☒      | ☐      | Samuel Sumracki| ☒      | ☐      |
|☒        | ☐      | Shaira Kochubaeva         | ☒      | ☐      | Andrew Sutherland| ☒      | ☐      |
|☒        | ☐      | Michael Leitao            | ☒      | ☐      | Holly Tran     | ☒      | ☐      |
|☐        | ☒      | Emily Nolan               | ☐      | ☒      | Beth Travers   | ☒      | ☐      |
|☒        | ☐      | Josephine Okunola         | ☒      | ☐      | Sarah Vitale (Note taker)| ☒      | ☐      |

Ex-Officio Advisors

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<tr>
<th>Present</th>
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<th>Past Co-Chairs</th>
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<td>☒</td>
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<td>Joie Steele</td>
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<td>Kimberly O Roskiewicz</td>
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Guests: N/A
Minutes: Sarah Vitale

Agenda:

12:00 PM Call to order/Approval of minutes/Welcome Sarah
12:15 PM Housekeeping
  - Volunteer Committee: Blessing Bags – Collect on 10th or 13th?
    - Follow up lunch coordination
Next Meeting: 2/21 CANCELLED
Bear Day: Also 2/21
  ○ Reserved Seats – RSVP by 2/24

Meet & Mingle sign up
  ○ 2/22 @ Grad Center Bar

12:30 PM Discuss any staff issues/concerns
12:45 PM Committee Discussions
1:00 PM Committee Presentations on Goals for 2017
  • Diversity & Inclusion
  • Volunteer
  • Events & Participation
  • Outreach and Communication
1:45 PM Staff Development Day Involvement
2:00 PM Adjourn

• 12:00 PM Call to order/Approval of minutes
  ○ Approved February 10th pick up of blessing boxes
    ▪ Last blast to go out with pick up locations
    ▪ Single items are an option for those wanting to donate
    ▪ Stephanie to pick up / 50 bag goal
    ▪ Donation box will be placed at the SAC table on BEAR Day
  ○ New SAC flyers are needed. Joie may have an existing supply.
  ○ Suggestions of signs giving directions leading to the next Meet & Mingle at the Grad Bar on February 22
    ▪ Anthony to set up balloons and signage
    ▪ Greeters please remember to wear name tags
    ▪ Please remember to take photos for SAC’s Facebook page

• 12:30 PM Staff issues and concerns
  ○ It has been brought to the attention of SAC members that the crosswalks in the Jewelry District are rather dangerous and signage is needed
    ▪ In inquiry was sent to Russell Carey and Al Dalberg
  ○ Staff members have shown concern regarding the recently announced parking rate increases and how those decisions are made & communicated
    ▪ Going forward, how will this be addressed with staff?
    ▪ The preliminary parking plan was created by a committee that was organized by Barbara Chernow and Rick Lock
    ▪ Can we better communicate this information with staff by ongoing updates rather than the one final announcement that was made in this instance so staff may feel better prepared for any changes?
Could we arrange for Beth Gentry or someone involved in the planning process to speak to help staff better understand the sliding scale & the process used to make these decisions

Were there any alternatives?

- **1:00 PM  Committee Presentations on Goals for 2017**
  - **Diversity & Inclusion Committee**
    - **Piggy back off Brown Bag Lunches**
      - Make them more frequent to incorporate them into Brown culture
      - A goal is set for 6 per year with additional lunches to address topics for those with disabilities, staff of color and other Brown Affinity Groups
      - Plan to set dates, advertise and arrange for food, etc.

    - **Bear Talks / Goal of 3 per year with a possible 4th**
      - Topic – Staff Climate Survey and data on the social issues brought to light
      - Topic – Activism on Campus / Brown’s history of activism and how to participate
      - Topic – Systems & Structures / HR’s push for training on Implicit Bias for staff
      - Possible additional Topic – The hope to put something together for the LGBTQ community at Brown to discuss social issues and needs

      **Note:** When dates are chosen, please be sure to email so they can be added to the Brown Calendar

  - **Volunteer Committee**
    - **Blessing Bag Drive – Complete**
    - **American Lung Association**
      - Fight for Air / Stair Climb
      - Taking Place March 5th
    - **Hasbro Radiothon**
      - April 5th and 6th
    - **Volunteer Day / Whole dedicated Departments**
      - How should it be structured?
      - Where will the man/woman power come from?
      - How can we get feedback and suggestions?
      - Can we get reminders on what past ideas were?
- It was proposed at one time that all full and part-time staff members would do one volunteer day per year and it did not seem to be feasible
- Last year, it was proposed that departments would be responsible for their volunteer day and this option did not work well for small departments
- Not every department would want to do something
- The hardest parts are organizing and executing
- Purvang suggests that we possibly set aside three dates per year. This option would be more structured and give staff a chance to plan in advance
- It was also suggested that there be more campus volunteering opportunities, as some staff members may not want to leave campus
- Government & Community Affairs will be contacted to discuss potential options & ideas
- The goal is to come up with a list of 25 opportunities to volunteer along with 20 other potential options. The group will also be discussing goals for frequency of events & collections.

**Events & Participation Committee**

- **Meet & Mingle**
  - February 22nd @ Grad Center Bar
  - March 30th @ Rick’s Road House
- **Field Day** – June
  - Contact Shannon for Athletics
  - Looking for suggestions & ideas
- **Family Events** – Can we do them?
  - Family Bowing?
  - Encourage family to come to staff football day Oct/Nov?
  - Talents/Raffles/Gimics?
- **Coffee & Conversation**
  - March / Professional Development
  - April / Education Benefits
  - May / South Street Landing??

**Outreach & Communication**

- **Process for Requests**
  - Google form to be used for all requests. If this
form is not used, it will be difficult to process requests in a timely manner.

- Planning to test new form by the end of week ending 2/11/17.

- **Archiving of past minutes**
  - What should the process be?
  - Should SAC Alumnae be archived after a certain point?
  - 3 years then archive?
  - 1 year then Archive?
  - News Letters?
  - There is currently no policy in place and one should be created

- **Goal to re-do the SAC brochure by the end of the year**

- **Promoting Facebook**
  - There is no blanket policy for posting.

- **Times**
  - 1:45 PM  Staff Development Day Involvement
  - 2:00 PM  Adjourn