PRESIDENT'S STAFF ADVISORY COUNCIL
MEETING MINUTES

Tuesday, April 4th, 2017
12:00 PM - 2:00 PM
Watson Institute, The Birkelund Board Room, Room 140

Attendance:

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<th>2016-17 Members</th>
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<td>Michele Calnan - Co-Chair</td>
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<td>Anthony Mam - Co-Chair</td>
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<td>Shannon Benjamin</td>
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<td>Eric Ferrara</td>
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<td>Amanda Figgins</td>
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<td>Katie Grasso</td>
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<td>Stephanie Romano</td>
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<td>Sarah Vitale (Note taker)</td>
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Ex-Officio Advisors

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<td>Karen Davis</td>
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Past Co-Chairs

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Guests:

Minutes: Steve Nelle

12:00 call to order/approval of minutes

12:07 Welcome
• Housekeeping – Co-chairs reminded committees to put events on SAC events calendar.
• Karen Davis– Pedestrian Crossing Update. Brown is working with city of Prov.
• Wendy McRae-Owoeye – D&I luncheon series had between 72-75 in attendance.
• OID is planning 8 more in spring and 8 in fall, check Institutional Diversity website for dates.

12:15 **Committee Meetings**

12:40 **Committee Updates**

**Volunteer:**
• The T-Shirt signup form passed around for anyone who doesn’t have a t-shirt.
• April 21 event: Roger Williams National Park from 9-11:30
  Karen can write letter to managers to all you to go. They do have parking.
• Saturday 3/30: Pass the bucket challenge at Prov Civic Center with Harlem Globetrotters.

  **Potential Vol Opportunities:**
  • Think of a way to get people vested in the organizations. The Vol committee will see if an organization will come out and talk about what they do.

  • DORCAS International (Refugees). Late April or Mid May.

  • Holly and Anderw went to Product Launch (Beautiful Day). A company that employs refugees.

  **Upcoming Volunteer Opportunities:**
  • RI Nat Guard Air Show. Kids and 14+ can attend.
  • Special Olympics (1st weekend in June) – Stephanie is checking.

  **Implementing the Staff Volunteer Day.** There were a few different suggestions. Karen suggested to discuss at upcoming meeting for 10-15 minutes and “just pick one”.

12:50 **D&I:**
• Bear talks – Chaplin will discuss international students in July. Dates will be set within next two weeks.
• For next Bear Talk:
  o How many people: 30ish.
  o Format: Small Auditorium/classroom.
• Brown Bag Affinity lunch last week – 3/23 LGBTQ staff.
• Tomorrow (4/5)- staff of color
• Friday (4/7)- LGBTQ Staff
• They are looking into Lunch for staff with Disabilities
• Think about 1st generation students/staff topic discussion.
• Bias training: HR and D&I are looking for online trainings.
  o Wendy is looking into trainings.

1:00 O&C
• Morning Mail form is working well
• They are Waiting for Brownie Points nominations to come in for staff.
• Brownie Points can highlight departments or other organizations/services for staff at Brown.
  o EX:
    ▪ Lynda.com is a good set of online training and tools.
    ▪ There is a lot to highlight. Programs that are available to staff.
  o Coffee and Conversations: What is available to staff.
  o Brown Bag affinity series could have fliers to help get the word out.

1:06 E&P
• March 30th Meet & Mingle at Ricks Roadhouse.
• Meet & Mingles are set for next 6 months.
• Commencement is May 28th.
  o Have Russell Carry do a session on it.
• Working on dates for field day
• Bingo – April 25th.
• Suggestion: Have Coffee & Conversation outside during spring/summer.
• Coffee & Conversation – South Street Landing should be after commencement.

1:15 Staff Development Day Updates
• SDD is June 8th:
• Anthony met with Angel yesterday about how staff can be involved.
• This year it will be on guidebook.
• Last year senior level admins submitted recipes for lunch. This year all staff can submit recipes.
• There is a call for programs.
• Volunteer: Find five community service opportunities. Only half day. No full day. Angel already has 2. There will be 7 total.
• Donations: Books are wings and clothing
• President has the town hall in the morning
• Summer party and lip-sync battle.
  o Lip-sync: will it become stale? This year might be the last year. What else could they do for next year? Maybe it could be a talent show.
• Everyone (SAC): needs to market the event.
• Volunteering will make a teaser video. (Holly and Heather.)
• Can we get a celebrity MC?
  o MCs – Jeff Green from CIS could be an MCs.
• How is the lip-sync battle going to be judged?
• D&I: Outreach to people who are knowledgeable
  o Focus on career advancement.

1:38 Adjourn