President’s Staff Advisory Council Meeting Minutes
November 8, 2011
11:30 a.m. – 1:30 p.m.
Horace Mann Conference Room

Present: Michelle Adam, Laurinda Custodio, Karen Davis, Mona Delgado, Bill Gaudet, Osiris Gonzales, Heather Hower, Chair, Christie Kilgus, Anika Profit, Diane Ricci, Christine Sarkady, Tanitia Sello, Kathleen Sousa, Leslie Stroller,
Absent: Eric Friedfeld, Joseph Gagne, Heather Goode, Wendy McRae-Owoeye, Jessica Smith, Debra Souza, Leslie Uhnak

Heather – General

• Next year we will have 2 meetings a month as needed.
• We will be enforcing the bylaws in regard to not missing more than 2 meetings per year. The point is to always try to attend the meetings.
• Subcommittees: Continue with Consortium. Events and Staff participation will remain as two separate subcommittees, but we will allow time for collaboration.
• Going forward, we encourage members to sign up for at least one Saturday event.
• Osiris has agreed to assist Heather in Anika’s absence.
• We now have 17 applications. The sub-committee Chairs will meet on the 17th to review the applications and begin contacting people. President Simmons will need to approve our selection. New member orientation will be on 12/13. We will pair people up with buddies (incoming members w/ existing members).

Karen - Advisors Report

• Reminders:
  o The Presidential Search Committee is sponsoring two forums tomorrow (11/9) at 12:00 and 1:00pm. The forums are aimed at staff. It’s a great opportunity to learn. Please try to come. See email from Russell Carey for additional info.
  o Benefits Fair – There’s a flu shot clinic tomorrow (11/9). Come and check out the vendors.

Open Discussion

• April Meeting with President Simmons:
  o We have an April 10 date scheduled. Maybe we can meet at the Faculty Club and have tea in the lounge with finger food and then photos in the Portrait Room.
  o Things to touch upon with President Simmons - What do you want us to accomplish going forward? What is your vision for SAC when you leave?
• President Simmons’ Holiday Party: Gift presentation ideas
  o Food donations from SAC. Heather H. will pick up a large gift basket and we can all contribute non perishable goods for the basket. First we need to confirm with Hanna to see if it’s acceptable to bring a basket to the holiday party. Karen will send her an email.
  o Present Ruth with a certificate showing that we have donated books to Segue on her behalf. Perhaps we can place a book plate inside the books noting the book donation.
• Gifts for SAC Members: Umbrellas for the outgoing SAC class and padfolios for remaining members.
• Thank you letters to those who have assisted SAC: We can update the template from the previous year and have the letters ready to sign next Tuesday. We will coordinate them so we can get them printed at the same time perhaps bring them to graphics and have them printed out on SAC letterhead.
• Changing SAC list serve to reflect new members and alums.

12:30 Subcommittees meet

1:00 Subcommittees reconvene with updates

• Events Subcommittee: We were approved for a university staff party on December 7th, Noon-2:00 at Sayles Hall. It will be an open event where staff can come and go. The Music dept will have students performing; possibly dancers, woodwinds, a chorus, a pianist, and Jeff Green, organ player. Flash mob perhaps. Angel Hilliard will help support us since she has experience with ype of event. Diane Ricci will talk to Catering about refreshments, desserts, infused water, coffee and hot chocolate.

• Staff Participation Subcommittee:
  o We might incorporate charitable giving into the holiday party such as food donations, a coat drive or the Segue book drive.
  o Volunteer opportunity - Paint the halls of the Early Learning Center at John Hope Settlement House the Friday after Thanksgiving.

• Outreach and Communication: A web-based staff concern form has been created and can be used anonymously.

• Consortium Subcommittee: Collecting data for database. Phone calls are ready to be made. We will task each other with goals to set up a conference in February leading up to SACapooza!

Agenda for next week

• Lunch, advisors report and subcommittees.
• We will order SAC stationary and thank you cards from Graphic Services.
• Will get a holiday card for President Simmons for us to sign.
• It was at our meeting at Med Ed, that we had a discussion about being thought of as a volunteer group. Let’s not forget about staff; possibly utilizing an old fashion suggestion box. At every SAC event we will take in suggestions. We will focus more on the needs of staff at Brown; let them know they are being listened to. Find out how in the past things were replied to, and how satisfied people were with our response.
• We will submit results of the conversation project to President Simmons before she leaves. We have 141 responses so far.

Meeting adjourned 1:30pm