

**President's Staff Advisory Committee
Annual Report**

**Brown University
2005**

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Acknowledgement

The President's Staff Advisory Committee (SAC) wishes to thank the diverse and talented staff of Brown University who help to advance the learning, research and scholarship of Brown community members each and every day. Special thanks are due to SAC's advisors, Walter Hunter and Roberta Gordon, for their dedicated support and ongoing belief in making the University the best possible place to work. Thank you, President Simmons, for your belief in staff and SAC. Through our collaborative work, we continue to build a community where each voice is heard and valued.

SAC Membership 2005

<p>Carin Algava, Chair Assistant Director Education Department</p>	<p>Jim Hutchison Financial/Business Manager Bio Med Animal Care Facility</p>
<p>Mary-Kim Arnold, Recording Secretary Asst. Director of Affinity and Grad. Programs Advancement</p>	<p>Deborah Moser, Past Chair Assistant Budget Director Budget Office</p>
<p>Gillian Bell Executive Assistant/Project Coordinator CIS</p>	<p>Eileen Palenchar Associate Director CIS</p>
<p>M. Elaine Butler Graduate Program Coordinator Bio Med</p>	<p>Vidal Perez Research & Development Specialist Education Alliance</p>
<p>Patrice Carroll Associate Director Office of Sponsored Projects</p>	<p>Ricardo Smith Network Manager Bio Med Alcohol & Addiction</p>
<p>Susan Dumas Senior Application Support Specialist Bio Med</p>	<p>Tabatha Smith Administrative Assistant Dean of the Faculty</p>
<p>Susan Farnum Associate Director Financial Aid</p>	<p>Diane Straker Annual Leadership Associate Advancement</p>
<p>Roberta Gordon, Ex-Officio Advisor Assistant Vice President Human Resources</p>	<p>Kisa Takesue Associate Dean of Student Life Office of Student Life</p>
<p>Debra-Lee Hagopian Director of Finance & Administration Advancement</p>	<p>Sharyn Whitney-Lennox Manager Cashiers' Office</p>
<p>Janet Hillier Food Service Manager Dining Services</p>	<p>Beverly Travers Department Manager Physics</p>
<p>Walter Hunter, Advisor Vice President for Administration</p>	<p>Christine Wood Payroll Manager Controller's Office</p>

Executive Summary

Mission

The mission of the President's Staff Advisory Committee (SAC) is to:

- Facilitate active and direct communication between University staff and the President
- Provide a forum for discussion and investigation of issues important to the staff and University
- Present formal recommendations to the President

2005 marked the seventh year of the Staff Advisory Committee's existence at Brown. By the completion of 2005, a total of eighty staff members have served on the committee.

SAC's three subcommittees clarified their roles and objectives during 2005. The mission of each subcommittee is:

- **Staff Participation Subcommittee (SPS)** – To investigate and make recommendations on staff participation in the University's governance and on appropriate staff involvement in decision-making processes; to increase staff involvement across campus and create opportunities for staff to share input and ideas about their experiences working at Brown.
- **Outreach and Communication Subcommittee (O & C)** – To actively facilitate two-way communication among Brown staff by seeking input in the form of surveys, polls and other forms of online discussion. O&C members promote SAC events and accomplishments by disseminating information via the website and email communications to staff. This subcommittee has responsibility for writing official communications on behalf of the broader group.
- **Events Subcommittee** – To plan and organize events and community service projects that bring together all constituents of the University in ways that build a greater sense of community within the University.

Key Issues

SAC embarked on a busy and fulfilling year to address the following goals:

- To add a second staff representative to the University Resources Committee
- To improve communication with staff via the SAC website and other modes of communication
- To ensure that staff members were represented on University advisory boards and committees
- To continue hosting a Staff Forum with the President
- To gather feedback through focus groups and other events and polls
- To create opportunities for staff to interact with members of the Brown community through community service projects and other events
- To apply insights from current and former SAC members to the committee's future work

Full Committee Sponsored Projects

Membership Recruitment

SAC members worked hard to reach out to staff across grade levels and departments throughout the University in an effort to increase applicants and to generate a more diverse pool of interested staff members. As a result, the class of 2006-07 represents a wide range of departments and includes staff of various grade levels, both exempt and non-exempt.

Efforts included:

- Presented information and solicited nominations at the Administrative Leadership Group, and Academic and Administrative Department Managers meetings.
- Drafted a letter from President Simmons encouraging department chairs and managers to nominate outstanding staff, specifically targeting non-exempt employees.
- Encouraged current SAC members to submit nominations and to promote the benefits of serving on SAC.
- Invited staff to attend a SAC meeting to increase interest in committee membership.
- Revised application and streamlined application process by allowing staff to submit online or paper nominations and applications.

Staff Forum with the President

Over 125 staff members attended the Staff Forum with the President on October 14, 2005. The forum focused on staff involvement in the Campaign for Academic Enrichment.

New Employee Orientation

In an effort to inform new employees at Brown about SAC's work, committee members attended all new employee orientations to present information about current projects and events, and ways that staff can participate. SAC brochures were distributed at the meetings and time was provided for questions.

Staff Concerns

A portion of each SAC meeting was dedicated to addressing concerns raised by members of the community. This provided a vehicle for SAC advisors to hear about issues important to staff and for the committee at large to follow up by connecting individuals with appropriate resources.

Smith Staff Council

As part of SAC's ongoing relationship with the Smith Staff Council, nine SAC members visited Smith to engage in a dialogue about each committee's objectives and current projects.

Hurricane Katrina Fundraising Efforts

In response to Hurricane Katrina, SAC organized a fundraising drive for the American Red Cross with collection sites on and off campus. The 2004 Chair and 2005 Co-Chairs also served on Hurricane Katrina Benefit Planning Working Groups.

Subcommittee Accomplishments

Staff Participation

- **University Advisory Boards and Committees** – Recommended 24 staff members to serve on the following boards and committees: Community Council, University Resources Committee, Computing Advisory Board, Staff Development Day Committee, and Excellence Awards Selection Committee (see appendix A).
- **Focus Groups** – Conducted a series of five staff focus groups to offer staff members an opportunity to share ideas about the work climate at Brown. A total of 35 exempt and non-exempt staff attended the sessions. The summary of the feedback from focus group participants was sent to the President and posted on the SAC website (see appendix B).

- **SAC Survey** – Conducted a web survey of current and former SAC members to solicit input on their experiences to better inform SAC’s future work. The survey, consisting of 24 questions, was distributed to 58 former and current SAC members focusing on SAC member satisfaction. Forty-seven people completed the survey for an 81% response rate. The majority of respondents “strongly agree” that serving on SAC is a worthwhile experience.

Outreach & Communication

- **SAC Website** – Maintained and updated the SAC website.
 - Improved website content and organization
 - Promote awareness of staff talents and commitment to Brown by publishing staff profiles of 2004 Excellence Award recipients on SAC website
- **Communication** – Worked to provide a forum for two-way communication between staff and senior administration, and to inform the Brown community about SAC’s work and events.
 - Clarified the process for providing information about discount opportunities from local businesses
 - Worked with Human Resources staff to update the “Hidden Benefits of working at Brown” web content and to share information with employees
 - Developed PowerPoint presentations to showcase SAC’s work. The presentations were shared with the Smith Staff Council, President Simmons, and staff who attended the SAC Ice Cream Social/Idea Swap.
 - Corresponded with various campus constituencies through letters, emails and reports
 - Sent a letter thanking the president for the Winter Break
- **Polls and Surveys** – Utilized polls and surveys as a means of getting feedback from a broader group of staff.
 - Published opinion polls and surveys focusing on such topics as: Staff Development Day, reward and recognition, and transportation
 - Gathered information via a survey about staff who are willing to assist with SAC events on an ad-hoc basis
 - Explored ways to expand interactive communication among staff, particularly targeting staff who do not currently have ongoing computer access

Events

- **Rebuilding Together Providence** – In conjunction with Facilities Management, approximately 35 staff, faculty and students helped refurbish the Women’s Center of Rhode Island.
- **Staff Development Day Projects**
 - Rhode Island Community Food Bank: SAC collected over 300 pounds of nonperishable food items.
 - Books are Wings: SAC collected 11 boxes of new and used children’s books to donate to local schools and libraries.

- Community Service Session: SAC members led a session in which participants assembled gift bags containing personal care items. The gift bags were donated to Sojourner House, a resource for survivors of domestic violence.
- ***Ice Cream Social/Idea Swap*** – This event served as a forum to share ideas and set goals for SAC’s future projects, and provided an opportunity to come together in a social environment.
- ***Theatre Night*** – Partnering with the Theatre Department, SAC planned a first annual Theatre Night in which staff attended a summer play and a cocktail reception.
- ***Health and Wellness Fair*** – SAC members helped plan and organize the fair with the Benefits Office. In addition, members distributed a survey to staff to gather feedback on Brown’s health and wellness promotions.
- ***Football Game vs. Dartmouth*** – Along with the Faculty Executive Committee and the Medical Faculty Executive Committee, SAC promoted this event sponsored by the President’s Office.
- ***Holiday Bazaar*** – SAC sponsored a book drive for the Learning Community Charter School in Central Falls and also collected eight boxes of personal care items for the residents of the Women’s Center of Rhode Island, a shelter for women and children in crisis.
- ***Thayer Street Food Drive*** – Through the annual food drive, the Brown University and College Hill community makes significant past contributions to support the RI Community Food Bank. Each year the Bookstore and SAC partner to lead this effort.
- ***David Marcus ’82 Book Talk/Signing at the Brown Bookstore*** – SAC helped promote this book signing event along with the Bookstore.
- ***Events Protocol Policy*** – The Events Subcommittee began creating a set of written guidelines for coordinating and financing staff and community activities that adhere to University policy.

Meeting Highlights

January 25, 2005

Scott Thacher, Dean of the College – Computing Advisory Board Representative
Ron Fark, University Library – Human Resources Advisory Board Representative
Topic: University Advisory Boards and Committees

February 8, 2005

David Greene, Campus Life & Student Services
Joan Taylor, Athletics & Physical Education
Brian Gaston, Theatre, Speech & Dance
Topic: Staff Participation in Athletic and Performing Arts Events

March 8, 2005

Brenda Allen, Institutional Diversity
Topic: Nondiscrimination and Harassment Policy

March 8, 2005

K. Tracy Barnes, Institutional Diversity – University Resources Committee
Michelle Nuey, Public Safety – Diversity Advisory Board
Topic: University Advisory Boards and Committees

April 5, 2005

Mary-Kim Arnold, Advancement
Topic: Leadership Rhode Island

April 27, 2005

Beppie Huidekoper, Executive Vice President of Finance & Administration
Topic: Table of Needs

May 17, 2005

Richard Spies, President's Office
Darrell Brown, Community & Government Relations
Michael McCormick, Facilities Management
Topic: Brown's Master Plan

June 14, 2005

Wendy McRae-Owoeye, Human Resources
Topic: Performance Development and Planning

June 28, 2005

Michael Goldberger, Athletics & Physical Education
Joan Taylor, Athletics & Physical Education
Matthew Tsimikas, Athletics & Physical Education
Topic: Summer Use of Athletic Facilities

June 28, 2005

Ruth J. Simmons, President
Marisa Quinn, President's Office
Topic: SAC

August 30, 2005

Betsy Warner, Human Resources
Judy Nabb, Human Resources
Topic: Training & Development

September 13, 2005

Neil Steinberg, Advancement
Bruce Keeler, Advancement
Topic: The Campaign for Academic Enrichment

October 11, 2005

Dorothy Hitt, Bio-Med – Community Council Representative
Tovah Reis, University Library – Community Council Representative
Topic: Community Council

October 25, 2005

Mark Porter, Public Safety
Topic: Public Safety Update and Arming of Brown Campus Police Officers

November 8, 2005

K. Tracy Barnes, Institutional Research – University Resources Committee
Representative
Dorinda Williams, Human Research Protections Office – University Resources
Committee Representative

Conclusion

The possibilities for SAC and staff at Brown are rich and vast. SAC's journey in 2005 built upon its past and set a stage for its promising future. The committee will continue to create and identify new ways for staff to engage in the life of Brown University. Staff have demonstrated their commitment to community service and involvement in advisory boards, committees and other significant areas. Through ongoing communication and thoughtful partnerships, SAC, senior administration and staff will strengthen their dedication to challenging and rewarding staff for their contributions to Brown University.

Appendix A

Staff Representation on University Advisory Boards and Committees

New Advisory Board and Committee Members

Campus Planning Advisory Board

- Peter Neivert, Planetary Sciences

Community Council

- Stephanie Birdsall, CIS
- Virginia Dunleavy, Dining Services
- Geoffrey Greene, CIS
- Dorothy Hitt, Bio-Med
- David Kanig, Language Resource Center
- Tovah Reis, University Library
- Kisa Takesue, Office of Student Life

Computing Advisory Board

- Meghan Kass, Controller's Office
- Scott Thacher, Dean of the College (extended term)

Excellence Awards Selection Committee

- Nancy Adams, Dining Services
- Mary-Kim Arnold, Advancement/SAC
- Patricia Balsiore, Center for the Study of Race & Ethnicity in America (CSREA)
- Kathleen Bennett, Center for Alcohol and Addiction Studies (CAAS)
- Pamela DeSimone, Environmental Change Initiative
- Dana Devoe, University Events
- Nancy Fjeldheim, Geology
- Jean Miller, Physics
- Paul Murray, Dining Services
- Mark Shelton, University Library
- Kisa Takesue, Office of Student Life/SAC
- Steve Tompkins, CIS
- Sharyn Whitney-Lennox, Cashiers' Office/SAC

Parking Violations Appeals Board

- John Cooke, Facilities Management

Staff Development Day Committee

- Debra-Lee Hagopian, Advancement

University Resources Committee

- Dorinda Williams, Human Research Protections Office

Staff Representatives Recommended/Appointed by SAC to Serve on University Advisory Boards and Committees

Board/Committee	Chair	Staff Member(s)	Department	Term	Start Date	End Date	Replacement Process	Comments
Ad Hoc Transportation Committee	Abigail Rider	Jennifer Hodshon	Health Services	TBD	Oct-03		SAC recommends members to chair	
		Marisa Schasel	ORA	TBD	Oct-03			
Arming Oversight Committee	Walter Hunter	Patrice Carroll	ORA	TBD	Sep-04		SAC recommends members to chair	
Campus Planning Advisory Board	Richard Spies	Peter Neivert	Geological Sciences	2 yrs	Oct-05	Oct-07	SAC recommends members to chair	
		Nancy Congdon	Engineering	TBD	Sep-03			
		Ann D'Abrosca	Education		Sep-03	Jul-05		
Campus Community Public Safety Committee	Walter Hunter	Chris Harwood	Environmental Health & Safety	TBD	Sep-04		SAC recommends members to chair	
Community Council	Ruth Simmons	Geoffrey Greene	CIS	3 yrs	Jan-05	Jan-08	SAC appoints	Staggered 3 yr terms (1st cycle): 2 (3) yr; 2 (2) yr; 2 (1) yr
		Kisa Takesue	Student Life	3 yrs	Jan-05	Jan-08		
		Virginia Dunleavy	Food Services	2 yrs	Jan-05	Sep-05		Left Brown
		Tovah Reis	Library	2 yrs	Jan-05	Jan-07		
		Stephanie Birdsall	CIS	1 yr	Jan-05	Jan-07		Membership extended 1 yr
		Dorothy Hitt	Bio-Med	1 yr	Jan-05	Jan-07		Membership extended 1 yr
		David Kanig	Language Resource Center	2 yrs	Oct-05	Jan-07		Alternate - replaced Virginia Dunleavy
Computing Advisory Board	Ellen Waite-Franzen	Meghan Kass	Controller's Office	2 yrs	Sep-05	Sep-07	SAC recommends members to chair	Staggered 2 yr terms
		Scott Thacher	Dean of the College	2 yrs	Oct-03	extended term		

Board/Committee	Chair	Staff Member(s)	Department	Term	Start Date	End Date	Replacement Process	Comments
Computing Advisory Board		David Kanig	Language Resource Center	2 yrs	Oct-03	Sept-05		
Diversity Advisory Board	Brenda Allen	Ricky Gresh	Student Activities	2 yrs	Oct-04	Oct-06	SAC recommends members to chair	Need to determine how to stagger terms
		Kerri Hicks	CIS	2 yrs	Oct-04	Oct-06		
		Gwendolyn Jordan	Education Alliance	2 yrs	Oct-04	Oct-06		
		Michelle Nuey	Public Safety	2 yrs	Oct-04	Oct-06		
Environmental Task Force	Kurt Teichert	Michelle Moniz-Dotzenrod	ORA	TBD	Oct-04		SAC appoints	Need to decide length of term
Excellence Awards Selection Committee	Roberta Gordon Wendy McRae-Owoeye	Nancy Adams	Dining Services	1 yr	Dec-05	Dec-05	annual selection	
		Mary-Kim Arnold	Advancement/SAC	1 yr	Dec-05	Dec-05	annual selection	
		Patricia Balsiore	CSREA	1 yr	Dec-05	Dec-05	annual selection	
		Kathleen Bennett	CAAS	1 yr	Dec-05	Dec-05	annual selection	
		Pamela DeSimone	Environmental Change Initiative	1 yr	Dec-05	Dec-05	annual selection	
		Dana Devoe	University Events	1 yr	Dec-05	Dec-05	annual selection	
		Nancy Fjeldheim	Geology	1 yr	Dec-05	Dec-05	annual selection	
		Jean Miller	Physics	1 yr	Dec-05	Dec-05	annual selection	
		Paul Murray	Dining Services	1 yr	Dec-05	Dec-05	annual selection	
		Mark Shelton	Library	1 yr	Dec-05	Dec-05	annual selection	
		Kisa Takesue	Student Life/SAC	1 yr	Dec-05	Dec-05	annual selection	
		Steve Tompkins	CIS	1 yr	Dec-05	Dec-05	annual selection	
		Sharyn Whitney-Lennox	Cashiers' Office/SAC	1 yr	Dec-05	Dec-05	annual selection	

Board/Committee	Chair	Staff Member(s)	Department	Term	Start Date	End Date	Replacement Process	Comments
Excellence Awards Selection Committee	Roberta Gordon Angel Hilliard	Nancy Adams	Dining Services	1 yr	Dec-04	Jan-05	annual selection	
		Barbara Cloxton	Payroll	1 yr	Dec-04	Jan-05	annual selection	
		Ruth Crane	Geology	1 yr	Dec-04	Jan-05	annual selection	
		Pamela DeSimone	Education	1 yr	Dec-04	Jan-05	annual selection	
		Meghan Kass	Controller's Office	1 yr	Dec-04	Jan-05	annual selection	
		Cheryl Moan	Loan Office	1 yr	Dec-04	Jan-05	annual selection	
		Paula Penelton	Facilities	1 yr	Dec-04	Jan-05	annual selection	
		Karen Rathbun	Cognitive Science	1 yr	Dec-04	Jan-05	annual selection	
		Mark Shelton	Library	1 yr	Dec-04	Jan-05	annual selection	
		Diane Straker	Advancement	1 yr	Dec-04	Jan-05	annual selection	
Health Promotion Committee	Drew Murphy	Lynn Dupont	Health Services	TBD	Jul-03			
Human Resources Advisory Board	Walter Hunter	Dionne Gomez	Bio Med	2 yrs	Oct-03	extended term	SAC recommends members to chair	Staggered 2 yr terms
		Ronald Fark	Library	2 yrs	Oct-03	extended term		
Nelson Fitness Center Users Group	Paul Young Michael Goldberger	Carin Algava	Education	TBD	July-05			
Parking Violations Appeals Board	Abigail Rider	John Cooke	Facilities Management	1 yr	Oct-05	Oct-06		
Reward and Recognition Advisory Committee	Angel Hilliard Jan Phillips	Blanca Del Cid	Student Life	TBD	Jan-04			Formed in Jan 2004 as a subcommittee of the HRAB

Board/Committee	Chair	Staff Member(s)	Department	Term	Start Date	End Date	Replacement Process	Comments
Search Committee for Brown University's 18th President	Stephen Robert	Perry Ashley	Dean of the College		Feb-00	Nov-00		
Search Committee for the Executive Vice President for Finance and Administration	Richard Spies	Ann Rockwell Roe	Alumni Relations		Jun-02	Aug-02		
Search Committee for the University Provost	Ruth Simmons	Michael Bartini	Financial Aid		Oct-01	Feb-02		
Staff Development Day Committee	Roberta Gordon Angel Hilliard Wendy McRae-Owoeye	Debra-Lee Hagopian	Advancement/SAC		Feb-05	Jun-05	SAC recommends members to chair	Formed in 1993
	Angel Hilliard Jan Phillips	Kisa Takesue	Student Life/SAC		Mar-04	Jun-04		
Stories of Brown Screening Committee	Neil Steinberg	Beverly Travers	Physics		Sept-05	Sept-05		
Task Force for Campus Planning	David Greene Richard Spies	David Barsamian	Mail Services	1 yr	Jun-03	May-04		Not ongoing
University Resources Committee	David Kertzer Robert Zimmer	Dorinda Williams	Human Research Protections Office	2 yrs	Mar-05	Jan-07	SAC recommends members to chair	
		K. Tracy Barnes	Institutional Research	2 yrs	Mar-04	Jan-06		
		Gail Goodness	Controller's Office	2 yrs	Feb-02	Feb-04		

Appendix B

Focus Groups Summary

Introduction and Background

The President's Staff Advisory Committee (SAC) Staff Participation Subcommittee conducted a series of focus groups during the month of November 2005 to provide an opportunity for staff to explore morale and climate issues, and to generate action ideas to share with Human Resources and Senior Administration.

Five focus group meetings were held from either 12-1 pm or 1-2 pm in locations across campus in an effort to accommodate as many staff as possible. The locations included the following sites:

- Davol Square
- 110 Elm Street
- Brown Office Building
- Education Department
- Office of Student Life

Representing a wide variety of departments, a total of 35 exempt and non-exempt staff members attended the sessions. The attendees represented the following grade levels:

<i>Grade levels</i>	<i>Percentage</i>
3-7	26%
8-10	37%
11-13	37%

Of the 35 participants, 23% hold information technology positions.

All of the participants were asked the following questions:

1. What do you like about working at Brown?
2. How would you describe staff morale at Brown right now?
3. What kind of work climate currently exists?
4. What ideas do you have for improvement?

Focus Group Themes

1. What do you like about working at Brown?
 - Benefits/hidden benefits – health plans, summer hours, winter break, library and athletic facilities access, bus pass discount, computer training
 - Community climate, involvement and participation
 - University Mission
 - Campus environment and geographical location of Brown
2. How would you describe staff morale at Brown right now?
 - Morale has decreased over past few years
 - Dissatisfaction regarding staff salaries and raises, health insurance costs, parking
 - Positive feelings associated with Brown's growth and change
 - Staff working at remote locations feel disconnected from campus community
3. What kind of work climate currently exists?
 - Reactive rather than proactive work culture
 - Shifting towards a more corporate model
 - Expectation that staff do more with less resources
 - Change management needs to be improved – communication, advance notice, and staff vacancies
 - AEI has impacted staff/departments differently – some have benefited and some have faced increased demands
 - Ongoing divisions between union and non-union staff/technical/professional staff and faculty
 - Positive office climate with room for professional development, staff camaraderie, great customer service
4. What ideas do you have for improvement?
 - Continue and expand community building opportunities amongst all campus constituents
 - Increase compensation, improve benefits and recognition programs, and enhance staff retention efforts
 - Reexamine benefits sliding scale and athletic facilities summer fee
 - Expand opportunities for staff to offer input on departmental and university decisions
 - Increase training for staff on form processing and other administrative duties
 - Better articulate staff's role in AEI and how staff can contribute to and benefit from this initiative
 - Improve handicap accessibility to buildings, facilities, and events