President’s Staff Advisory Council
Meeting Minutes

12/3/13
12:00PM-1:30PM
University Hall, Corporation Room

Present: Carlen Adler, Renee Bolden, Joseph Browne, Karen Davis, Geralyn Ducady, Terry Durkee, Andrew Gammon, Christopher Gilbody, Carrie Gridelli, Jennifer Hadden, Norma Hardy, Phyllis Harris-Smith, Carrie Honeman, Jessica Hodgdon, Jennifer Lane, Jenna Legault, Ashley Lundh, Wendy McRae-Owoeye, Anne Marie Ponte, Diana Richardson, Celeste Thompson-Roach, Kimberly Roskiewicz, Matthew Tsimikas

Absent:

Minutes: Marcy Melanson

Agenda

- 12:00 Updates
- Staff Holiday Party (12/13)
- SAC Holiday Party & Meeting (12/17)
- 12:15 Working Group Progress Reports
- Staff Input, Meeting Structure, Operations Manual, Civility Initiative
- 1:00 Orientation Working Group Discussion and Vote

Updates/Check In/Staff Concerns

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Raised</th>
<th>Who</th>
<th>Notes</th>
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<tbody>
<tr>
<td>1.</td>
<td>Holiday Party - update and request for music groups</td>
<td>C. Adler</td>
<td>If anyone knows of a music group, please see Carlen</td>
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**Topic 1: Holiday Party (C. Adler)**

- Carlen provided an update for the Staff Holiday Party
- Catering, decorations, flowers, and facility are set
- Flyers are being distributed and one email will go out to the full Brown staff a week before the party
- Entertainment is coming together with the Brown Organist confirming – if anyone knows of another music group, please see C. Adler
- C. Honeman is managing the sign-up sheet and all SAC members are encouraged to sign up for a session

**Topic 2: SAC Holiday Party and Meeting (12/17) (J. Hodgdon)**

- December 17<sup>th</sup> – Last meeting of the year
- The structure will be to sit down and go over working group reports, including meeting structure, workflow/staff input, operations manual, new member orientation, and civility initiative
- The meeting approximately one hour at which time the group will break for celebration

**Topic 3: Campus Security Taskforce (J. Hodgdon)**

- The Campus Security Taskforce, under a time constraint and needing to do a focus group, asked if SAC can allocate time during the next Open Forum on 12/11
- Structure proposed: roughly a half hour of the open forum will be provided to the Campus Security Taskforce with the remaining time dedicated to any other staff concerns
- It was noted that, due to low attendance at the open forums, this could be a benefit
- The question was asked why they were not organizing their own focus group
  - In addition to the time constraint the Task Force faces, Russell Carey, who is charging the group, likes to have these types of things represented by SAC

**Topic 4: Minutes (C. Gilbody)**

- Beginning in January 2014, SAC will require a new note-taker
- When deciding between an open application to the full campus community (via Morning Mail) or asking alternates first, it was clear an open application was preferred
- It was noted that quality of minutes was an issue and that auditioning the note-taker would be a good idea
Topic 5: Working Group Progress Reports

- **Staff Input (J. Browne)** - Underway
- **Meeting Structure (J. Browne)** - Implement Robert’s Rules? How is our agenda prepared and topics chosen? Need to formalize voting procedure. This will not be finalized until the new year.
- **Operations Manual (C. Gilbody)** - Draft version up to date for this year and requires input from other groups. 75% completed by the 17th of December. It is organized and in good shape.
- **Civility Initiative (C. Gilbody)** – Met yesterday (12/2) to talk. A book was ordered that the group will read about civility. A staff-wide survey will be administered about what civility means @ Brown. This is a slow moving, long term goal that will pick up after break. Information is also being researched regarding local civility topics (URI has one).

Topic 6: Orientation Working Group Discussion and Vote (J. Hodgdon)

- The orientation working group provided the group with three options for a time-frame: regular meeting(s) orientation session; half day orientation session; full day orientation session.
- In order to proceed with planning January’s new staff orientation, the SAC group voted on the preferred time frame: **half day session won**
  - Regular meeting(s) – 0 votes “yes”
  - Half Day – 15 votes “yes”
  - Full Day- 1 vote “yes”
- Once a half day session was agreed upon, the time of day (morning or afternoon) was voted on by the SAC group: **afternoon session won**
  - Morning – 0 votes “yes”
  - Afternoon – 15 votes “yes”
- The orientation working group identified several important orientation session components for the group to discuss: team building, introduction to the process and how to be a good council member, mentor/mentee work sessions, sense of strategy/goals identified up to this point.
- SAC members noted the top components as: VIP stakeholders, overview of how to be an effective and engaged SAC member, teambuilding.
- The orientation working group will schedule VIP/Stakeholder Introductions to include the following administrators, depending availability: President Paxson; Kim Roskiewicz, Assistant to the President; Beppie Huidekoper, Executive VP for Finance & Administration; Russell Carey, Executive VP for Planning & Policy; Marisa Quinn, Director of Public Affairs & University Relations (PAUR).
# Action Items

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<th>No.</th>
<th>Action Item</th>
<th>Who</th>
<th>When</th>
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<td>1.</td>
<td>Dates for Orientation</td>
<td>Orientation Working Group</td>
<td>By next meeting (12/17)</td>
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<td>2.</td>
<td>Green Meetings for SAC next year - Students can take bottles - recycle. Take</td>
<td>D. Richardson</td>
<td>Next meeting (12/17); student group reps</td>
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<td>leftover food to homeless</td>
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<td>in January 2014 meeting</td>
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<td>3.</td>
<td>Survey to be circulated re: SAC meeting time: Change to 12:15 – 2:00 due</td>
<td>C. Gilbody</td>
<td>By end of 2013</td>
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