President’s Staff Advisory Council
Meeting Minutes

May 14, 2013
12:00 PM
McKinney Conference Room, Watson Institute

Present: Joseph Browne, Karen Davis, Paul Deissler, Terry Durkee, Christopher Gilbody, Carrie Gridelli, Jennifer Hadden, Norma Hardy, Phyllis Harris-Smith, Jessica Hodgdon, Carrie Honeman, Jennifer Lane, Jenna Legault, Ashley Lundh, Wendy McRae-Owoeye, Anne Marie Ponte, Anika Profit, Diana Richardson, David Shogbon, Celeste Thompson-Roach, Matthew Tsimikas

Absent: Carlen Adler, Renee Bolden, Gerayln Ducady, Andrew Gammon

Minutes: Marcy Melanson

Agenda

• Strategic Planning
• Advisor’s Report & Updates

Updates/Check In/Staff Concerns

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<thead>
<tr>
<th>No.</th>
<th>Item Raised</th>
<th>Who</th>
<th>Notes</th>
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<td>1.</td>
<td>Communications</td>
<td>Jessica Hodgdon</td>
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<td></td>
<td>What should the role of SAC be? (more advisory?)</td>
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<td></td>
<td>How do we communicate?</td>
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<td>2.</td>
<td>Website</td>
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<td>How do we attract people to our website and use it as a resource?</td>
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<td>3.</td>
<td>Is SAC running business as usual?</td>
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<td>What are we keeping/continuing, what are we doing away with?</td>
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**Topic 1**

- **Communications**: Focus was on the way SAC communicates, with the realization that SAC is too big to communicate everything through meetings. The goal is to make communication very accessible and push it out through the correct vehicle (website/use of technology). The following questions were raised:
  - How do we communicate staff concerns?
  - How do we obtain information from staff?
  - Does information reach the right people?
  - Does information get communicated effectively and properly?

**Topic 2**

- **Website**: Focus was on increasing traffic to our website and creating a tool that staff will use as a resource for information.
  - Advertise @ Staff Development Day
  - Put a separate section in the Brown Morning Mail devoted to SAC and advertising our website
  - Bring in SAC alums to help maintain the website (as well as assist as needed with other tasks)
  - Define what is website worthy
  - Generate more news/traffic to website with focus on the advisory role of SAC

**Topic 3**

- Is SAC running business as usual? Will we keep all events and outreach efforts? What needs to change? Has the president identified what is important?
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<th>No.</th>
<th>Action Item</th>
<th>Who</th>
<th>When</th>
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<tr>
<td>1</td>
<td>Website *Look @ old items &amp; archive in chronological order *Categorize (e.g. news items) *Need and define concerns *Feed content (all members) *Roving assignments? *Position Facebook (staff outside of Brown-use this format) *Consortium to merge their website and documents- fold entire website into SAC *Write paragraphs about events- put up on website with picture(s)</td>
<td>All SAC members</td>
<td>Current</td>
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<td>2</td>
<td>Tasklist Joseph and Ashley to share tasklists? (save via the shared drive) (What works/what does not work/ feedback from events) This will help with volunteer work (volunteer work to go on a Google doc)</td>
<td>Joseph and Ashley</td>
<td>Current</td>
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<td>3</td>
<td>Giving up holiday party? Events committee to decide on placing holiday party back to the President’s Office due to effort required to plan and execute such a large event. Budget concerns exist but are secondary.</td>
<td>Ashley</td>
<td>To be determined</td>
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<td>4</td>
<td>Guest speakers Speakers to provide guidance on communication efforts (Angel Hilliard, Marisa Quinn?), professional development (Judy</td>
<td>Jessica Hodgdon</td>
<td>To be determined for next meeting</td>
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<td>Nabb?), HR panel (Toni Tinberg, Paul Mancini, Ruthy Rosenberg)</td>
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