President’s Staff Advisory Council  
Meeting Minutes  
May 28, 2013  
11:30 a.m.  
Watson Institute

Present: Carlen Adler, Joseph Browne, Karen Davis, Paul Deissler, Andrew Gammon, Christopher Gilbody, Carrie Gridelli, Norma Hardy, Jessica Hodgdon, Carrie Honeman, Jennifer Lane, Jenna Legault, Ashley Lundh, Wendy McRae-Owoeye, Anne Marie Ponte, Anika Profit, David Shogbon, Celeste Thompson-Roach, Mathew Tsimikas

Absent: Renee Bolden, Geralyn Ducady, Terry Durkee, Jennifer Hadden, Phyllis Harris-Smith, Diana Richardson

Minutes: Note Taker

Agenda

- Staff Development Day
- Strategic Planning (continued)
- Advisor’s Report & Updates
- Elections
- Thank You
- President’s Town Meeting
- Miscellaneous

Topic 1

- Staff Development Day (SDD)
  - Jessica spoke with Angel Hilliard regarding SDD plans and raffle
  - Jessica asked for volunteers to help out with SAC table and President’s Town Meeting
  - SAC SDD session (CIT 165) (3 employees registered to date)
  - Ashley requested a Morning Mail submission to help advertise for SAC SDD session
  - Jessica suggested promoting SAC event as a monthly series of events with SDD being the first event
  - Jessica asked what else can we do to promote the SAC event at SDD?
  - Jennifer said SAC should be prepared to answer what are the major things SAC has done?
Karen said SAC should be prepared to reference the mission
Anika said a good prize question would be to ask: “do you know what SAC’s mission is?”
Andrew said, we should ask: “what do you need from SAC?”
Mathew reminded us of SAC’s motto and also asked if we needed some raffle prizes
Jessica asked Anika for raffle baskets; also, volunteers were asked to help Anika prepare raffle baskets based on a particular theme
Anika expressed concern of only having 3 people registered for SDD; therefore, promoting the SAC SDD session is important!
Jessica requested volunteers to help out with the SDD table; Andrew requested name tags for all SAC members, especially those sitting at the raffle table
Karen mentioned that Angel Hilliard has diversified the SDD course selections in support of feedback and Brown’s 250th anniversary
Jessica requested all SAC members to attend SDD SAC session
All SAC members are encouraged to bring their phone to take pictures of the SDD session
Norma asked if we were still doing the “clothes drive”; Carrie is doing the drive and requesting business attire for women and men; the project is being presented in partnership with Dorcas Place

Topic 2

- Strategic Planning (continued)
  - Task list was discussed and Jessica encouraged SAC members to review the list
  - Also, Jessica asked for promotional items to include on the list

Topic 3

- Elections
  - January through late spring/early summer
  - Soliciting nominations for anyone interested in running for Chair
  - Nominations due by the end of the week
  - Presentations are made in SAC meeting

Topic 4

- Thank you to Gloria
  - The group thanked Gloria for all of her support and note taking for 5 years on SAC
  - Cupcakes were provided to thank her from SAC

Topic 5

- President’s Town Meeting
  - SAC questions identified and presented to President before meeting
  - Questions are summarized on a Google Drive document
  - Questions are presented anonymously
SAC members were asked to add questions to the Google Drive document

**Topic 6**

- **Miscellaneous**
  - SAC's Brown Bags - Karen mentioned we have been to CIS and Continuing Education (events were advertised as a Morning Mail and Brown Bag Lunch); issues were addressed in the moment and every question was fair game; most questions involved sense of community
  - Q&A - Ashley suggested identifying common questions and answers from SAC Brown Bag Lunch forums and post on the SAC website
  - SAC Handouts - Identified handouts and other trinkets to hand out
  - SAC and HR - Jenna asked about SAC's relationship with HR and how SAC can better support?; Jessica responded by saying that J. Nabb from CLPD requested SAC support in promoting various training programs and sessions
  - SAC Volunteers at meetings – Jessica asked SAC members to visit the SAC Google document and become volunteers to requested task and attendance at meetings
  - Next meeting – Jessica recommended that we talk about Professional Development with Judy Nabb in June/July; then focus on the website information, then focus on communications with PAUR (M. Quinn); Jenna asked if there was a staff contact person; Karen mentioned the information is identified by topic and that we should ask about national vs. local (community) communications and focus for the University
  - SAC Brochures – Jessica asked if we could consider creating a SAC brochure; Karen mentioned Joe or Heather may have already started a 1 page document; a request was made to Karen and Wendy for a monthly report of new hires so that SAC could contact them
  - SAC Website – Jessica requested members to review other school’s websites for SAC like organizations. A request was made for recommendations and guidelines for determining content and format for new information considered for SAC website; Jennifer suggested that we should keep a balance of website information and Facebook information; the guidelines will be identified by Mathew, Andrew, Jenna, and Jennifer
  - Facebook – Jennifer emphasized the usefulness of SAC having a Facebook page as a place to build community and post items not appropriate for the SAC website; she also indicated that it is easy to update; therefore, we should maintain the Facebook
  - Commencement (Staff Award made by students) - Janet Peters from the Writing Center received the award this year
  - Promotable items suggested: car charges, screen wipes ($.45/each), candy with SAC name on it, magnets, water bottles, etc.
  - SAC and Staff Thank You! – Anika made the suggestion of finding a way for staff and students to tell each other “thank you”
  - Morning Mail – Jessica mentioned we need to explore posting Morning Mails and making sure everyone knows how to do so
  - Best of Brown Series – Jessica asked for SAC volunteers
SAC “summer stroll” – Ashley encouraged SAC members to attend events and Jessica asked if SAC members would take pictures at events they attended

Forums – Ashley asked SAC members to attend to help facilitate and take notes – two people are needed

CLPD (Center for Learning and Professional Development) – David provided an update from a meeting with Judy Nabb about University needs for professional development and resources available for staff; David mentioned it may be possible to have a professional development mandatory requirement and have a travel fund; Karen mentioned that we should consider using language: “strongly encouraged and use funds up to a specific amount”- many nuances and solutions to this issue with continued discussion and progress

**Action Items**

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<th>No.</th>
<th>Action Item</th>
<th>Who</th>
<th>When</th>
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<tbody>
<tr>
<td>1.</td>
<td>Staff Development Day Table</td>
<td>Staffing</td>
<td>Jenna, Jessica</td>
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<td>3.</td>
<td>President’s Town Forum</td>
<td>Prepared to ask questions</td>
<td>All SAC members who can attend</td>
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<td>4.</td>
<td>HR New Staff Orientation Sessions</td>
<td>Sign up to represent SAC at a new staff orientation session (1-2 per month scheduled) – see Task List</td>
<td>All SAC members</td>
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