President’s Staff Advisory Council
Meeting Minutes

January 28th, 2014
12:15 PM
Rockefeller Library

Present: Suzanne Alden, Elias Baalbaki, Joseph Browne, Emily Bruce, Karen Davis, Kim Departie, Ashley Dufour, Andrew Gammon, Christopher Gilbody, Carolyn Gridelli, Janice Hebert, Jessica Hodgdon, Jennifer Lane, Leah Lebel, Wendy McRae-Owoeye, Marcy Melanson, Lisa Noble, Anne Marie Ponte, Diana Richardson, Kimberly Roskiewicz, Sarah Screery, Celeste Thompson-Roach, Norma Hardy, Matthew Tsimikas

Absent:

Minutes: Kate Sembor

Agenda

- Approval of Minutes – No minutes available today
- Silver Level Green Compliance from Green Events
- Staff Input Workflow Recommendation
- Meeting Structure Recommendation
- Volunteer Recruitment
- Announcements / Reflections

Green Event Compliance at Silver Level
- Two Brown Green Events Consultants came to present information and answer any questions regarding having green events at meetings and the Green Events program in general.
- Green Events works with meeting planners to reduce waste and increase compostable matter so that PF Trading may take the majority of waste away from the landfill.
- A question is raised regarding where compost goes and who gets to use it?
- Green Events team answers that PF Trading is a composting company that takes our compost as well as other clients to a remote area, where
the materials can be reused. Local institutions use the compost; however Brown does not have a program currently that supports the need for compost.

- A question is asked “Do we have to pay for the transport of materials?”
- Green Events team answers that yes, we currently pay PF Trading to remove our waste and bring it to respective places either for composting or to the landfill. Faculties and Hillel are the main areas that budget for this cost.
- A question is asked: “What can SAC do for Green Events?”
- Green Events representatives say we can advocate for them at other meetings that serve food. You can invite them to your planning meeting one week in advance of the actual event so that they might schedule a volunteer to be present for you.

**Vote:** The council is in favor of making SAC meetings Green Compliant at the Silver Level

**Staff Input Workflow Recommendation**
- The Staff Input Workflow describes a process for handling ideas and issues submitted to the SAC in the way of a feedback page.
- The question is posed “Will the online form be anonymous?”
- Chris answers that Yes, the form can be anonymous or the person entering the information can submit their name and contact information if they choose. In addition, they can email the SAC chairs so that the chair can enter the issue as they see appropriate (can also be anonymous)
- This process will require 6 volunteers to monitor the sheet and investigate any issues as well as make sure a response is received.

**Vote:** The council is in favor of the Staff Input Workflow as a Google Form.

**Meeting Structure Recommendation**
- The current meeting structure is the same as last year.
- The question is asked “What types of announcements should be made at the meetings?”
- It is agreed that any announcement that appeals to the group can be heard during announcement time.
- It is suggested the council consider using Robert’s Rules of Order.
- Chris says that the council does not use this currently, but rather an alternate less structured version for our purposes. Implementing this method would require learning the Robert’s Rules of Order method and teach them to the group.

**Vote:** The council votes in favor of keeping the meeting structure as is.
• **Open Forums**
  
  o SAC started holding open forums in 2013 in order to promote SAC awareness and collect the concerns and thoughts of staff members across campus. Last year there were issues regarding attendance, especially as the year progressed. The council will discuss if they would like to continue the forums and in what way as well as how we can increase attendance.

  o Is there a way to gather this information that is less labor intensive than a forum?

  o The intent of the Staff Input Workflow online form will aid with this.

  o The suggestion is put forth that we can schedule specific topics when an issue is seen often on the online form.

  o It is suggested that anonymous meetings are not conducive for communication, so perhaps having anonymous meetings is not important.

  o It is suggested that perhaps the reason why there was poor attendance is that the committee did not drum up enough enthusiasm.

  o It is suggested that perhaps there were too many events so not enough people came to additional scheduled times.

  o It is suggested that we can approach different staff groups or types of staff and positions and target a forum for them.

  o A question is put forth “Do we have an official letter we can put forth to our buildings and departments letting them know we serve on SAC?”

  o Yes, there are letters and language that can be shared with the group. We can send this out to everyone, as it is encouraged that you share your role on the SAC with the community.

  o The question is asked “Is there some way to add the fact that we serve on SAC to our email signature?”

  o Yes, there is an official way to add this to the email signature and we can share that with the group.

  o The idea is put forth that the council should keep in our minds what they would like the outcome of the forums to be while planning to help guide our vision.

  **Vote:** The council will table this discussion, and a volunteer group will be assigned to discuss this issue.
• **Volunteer Recruitment**
  o A sheet will go out for everyone to sign up for a volunteer group. Groups include Civility Initiative, Communications and Outreach, Community Impact, Staff Events and Participation, Staff Orientation, and Staff Input Workflow. You can sign up for as many groups as you would like.

**Reflections:**

• It is put forth that the meeting structure is not too structured but still maintains a respectful atmosphere. Voices and opinions can be heard safely.
• It is mentioned that good ideas are informed, so bring your ideas to the table!
### Action Items

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<th>No.</th>
<th>Action Item</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sign Up For Volunteer Roles</td>
<td>All SAC Members</td>
<td>Available this week</td>
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<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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### Tabled Items

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<th>No.</th>
<th>Action Item</th>
<th>When</th>
<th>Other</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Open Forum Discussion</td>
<td>TBD</td>
<td>Open Forum Discussion Group is being created.</td>
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<tr>
<td>2.</td>
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