Present: Suzanne Alden, Elias Baalbaki, Joseph Browne, Emily Bruce, Karen Davis, Kim Departie, Ashley Dufour, Andrew Gammon, Christopher Gilbody, Carolyn Gridelli, Janice Hebert, Jennifer Lane, Leah Lebel, Wendy McRae-Owoeye, Marcy Melanson, Diana Richardson, Kimberly Roskiewicz, Norma Hardy, Sarah Sceery, Matthew Tsimikas

Absent: Jessica Hodgdon, Lisa Nobel, Anne Marie Ponte, Celeste Thompson-Roach

Minutes: Kate Sembor

Agenda:
- Approval of Minutes
- Advisors Report
- Chairs Report
- Subcommittee Chair’s Report
- Ad-hoc Committee Chairs’ Report
- Scheduled Items
- Outreach and Communication Strategy
- Events and Participation Schedule
- Announcements

Staff Issue #03-01
- Staff members expressed desire to see an increase in the Tuition Aid Program for staff with eligible dependents.
- The President and Provost have announced that the Tuition Aid Program would be indexed each year based on Brown's tuition increase effective July 1st, 2014. Brown's tuition will increase by 3.8% at this time, so the maximum TAP benefit will be 10,380.
- SAC will take no action as the increase has already been approved.
• **Staff Issue #03-02**
  - A staff member expressed concern with smoking on campus.
  - The attachment was not included in the packet for this issue, so this topic will be continued at the next meeting.

• **Outreach and Communication Subcommittee Strategy Document**
  - The Outreach and Communication Subcommittee submitted a draft of their plans for the remainder of the academic year.
  - Collaboration amongst the subcommittees will be important in order to achieve the best promotional and attendance results.
  - It is requested that the Events and Participation Subcommittee provide a time table of events planned so that the Outreach and Communications Subcommittee can have time to promote online and via posters.
  - It is suggested that SAC Alumni be leveraged to further promote events and spread outreach by way of surveys, email updates, and other relevant materials.
  - An idea is presented to create a SAC LinkedIn account. This could include a badge that members can add to their own LinkedIn page, and also serve as a space to post discussions.
  - Questions from the Council include “Who would be involved with creating and moderating the page, and do we have the bandwidth to do this now and going forward?” and “If this were to be created, what types of content would go on the SAC LinkedIn page?”
  - The O&C can prepare and send out a proposal or general idea about the potential types of posts to be included on the SAC LinkedIn page. Content could be similar to what is currently being posted on other media like Facebook.
  - Open Forum announcements are on Facebook and also in Morning Mail. A Morning Mail announcement can run, at most, once per week.
  - We can also put the advertisement on the electronic message boards that are displayed in some departments. O&C continues to secure contacts from more departments that have these electronic boards.
  - The staff who will be managing the forum have been trained by Ruthy Kohorn Rosenberg, the University Ombudsperson. Since the space is limited, other SAC members who are not managing the forum should not feel required to attend. SAC members who do attend should attend as any other Brown staff member.
  - There is no push for anonymity in the advertising of the forum. If someone is concerned about anonymity, the feedback form on [http://brown.edu/sac/feedback](http://brown.edu/sac/feedback) is the best venue. The facilitators will address this in the forum.
  - The aim of the open forum is not to arrive at a solution, but to understand issues, promote conversation and gather themes across conversations. Because the topics will be spontaneous, those that are...
necessary to address a concern may not be in the room but SAC will bring issues to their attention.

• **Staff Events and Participation Subcommittee Draft Schedule**
  o Last year, President Paxson hosted a well-received lunch at the President's house for current and past SAC members. A similar lunch will be scheduled for the Fall of this year.
  o Last year the “Staff Meet and Mingle” series were successful and should be continued. Holding these events at varied locations will help ensure different departments have the opportunity to easily attend. Bring a Friend (or colleague) was an effective form of outreach.
  o A concern is raised about how many SAC members participate in limited volunteer positions such as the Hasbro Children's Ball. It is noted that the Hasbro Children's Ball was open to all staff last year, and predominately staffed by non-SAC members this year, even though many SAC members have participated in the past.
  o Brown Bear Pairs, launched by SAC, is a great way to engage with current students. Interested staff are encouraged to contact Wendy McRae-Owoeye as there are many students on the waiting list to be paired with a staff member.
  o Matt encourages the E&P subcommittee to consider hosting a “Mix and Mingle” event to coincide with Athletics staff day at the end of recreation week. This would be April 18th tentatively from 11AM-1PM.
  o Recommendations are taken as to the scheduling of “Put Yourself 1st on the 1st” This is the day when staff can use the athletic facilities for free. Should each day remain on a schedule, for example the first Monday of each month? Or should it be varied to include the first Workday of each month?
  o SAC votes that the first workday would be more accessible to most staff.
  o A concern is raised that some staff, for example the dining staff, have a hard time attending the events due to their working schedule and not feeling included in such activities. It is suggested that SAC advertise more to those staff groups and create events at varied times so that all staff have more of an opportunity to attend events.

**Announcements:**

• The Annual Report will be shared with the President shortly and posted on the website.
• Information about accessing the SAC shared drive will be circulated among Council members shortly.
### Action Items

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<tr>
<td>1.</td>
<td>The Communications and Outreach Subcommittee will prepare a SAC LinkedIn Proposal</td>
<td>Communications and Outreach</td>
<td>Next Meeting 4-8-14</td>
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### Tabled Items

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