President’s Staff Advisory Council
Meeting Minutes

April 8, 2014
12:00 – 14:00
Continuing Education Room 101
200 Dyer Street

Present: Suzanne Alden, Elias Baalbaki, Joseph Browne, Emily Bruce, Kim Departie, Ashley Dufour, Andrew Gammon, Christopher Gilbody, Janice Hebert, Jessica Hodgdon, Jennifer Lane, Lisa Nobel, Wendy McRae-Owoeye, Marcy Melanson, Diana Richardson, Norma Hardy, Sarah Sceery, Matthew Tsimikas

Absent: Karen Davis, Carolyn Gridelli, Leah Lebel, Anne-Marie Ponte, Celeste Thompson-Roach, Kimberly Roskiewicz

Minutes: Kate Sembor

Agenda
• Approval of Minutes
• Advisors Report
• Chairs Report
• Subcommittee Chair’s Report
• Ad-hoc Committee Chairs’ Report
• Scheduled Items
• Announcements

• Staff Issue #03-02
  o A staff member expressed concern with smoking on campus.
  o There is a concern for the health of everyone on campus because second hand smoke is dangerous. Special concern is expressed regarding smoking near entrances where smoke can enter the building and affect those using the entrances.
  o The current policy comes from HR and the Office of Environmental Safety. Smoking is currently prohibited inside all buildings and cannot be done within a predetermined distance of an entrance to a building.
  o Increased visible signage can help enforce and raise awareness of the policies already in place but are not being followed. Suggestions
include stickers for the entrance doors, printable handouts, and increased permanent plaques indicating designated smoking areas.

- HR could also send a reminder of the smoking policy via Facebook and Morning Mail on a more frequent basis. They can also include a list of action steps to take if the problem has affected you. They should include details on how to file a complaint.

- Do other councils, such as those for faculty and students, have similar issues with smoking on campus? If so, can SAC collaborate with them?

- The policy could also be applied to outside vendors, such as in the case of equipment rentals, whose workers smoke while on Brown grounds.

- Issue tabled pending further research.

- **Staff Issue #03-05**
  - A staff member expressed concern with the safety and accessibility of 200 Dyer street by way of shuttle.
  - There is currently no shuttle stop at 200 Dyer street due to safety concerns. The shuttle has no safe place to pull over and stop in order to let passengers out, and there is currently construction in the area.
  - The decision to not include a 200 Dyer Street stop needs to be supported with data answering these questions: “Can the shuttle pull into the existing parking lot to pick up people and let them out? Is there research or statistics that support or rule out the need for a stop at the location? Has the risk assessment office looked into the danger of having the stop versus the potential danger of not providing staff with a safe ride from the stop?”

- Issue tabled pending further research.

- **Open Forum**
  - The turnout was good at the last forum. At first it was quiet but became livelier once a former SAC member started the conversation. In the future, conversation starters could be included in order to begin discussion.
  - Some members of the council want to know when the issues SAC discusses go to the President or administration, and how many of the issues eventually are presented?
  - Most relevant issues are presented to the administration by way of SAC liaisons. Open forums can help SAC collect issues and gather staff insight.
  - Would it be beneficial to include a knowledgeable person in the room during forums to speak on the topic at hand? Would this inhibit conversation from staff, or would the person feel attacked by issues brought forward by staff?
  - It is suggested that the council focus on a smaller number of issues, but spend the necessary time and effort to fully address each one. The ability of SAC to solve relevant campus issues for staff will give the
council credibility and allow the council to become a valuable resource to the administration.

o The primary role of SAC is to serve staff and also be a conduit for administration. Thus SAC should fill in the communication gaps between staff and the administration.

o Efforts to meet with the cabinet so that they can understand what SAC does as a group are currently underway.

o This topic will be discussed again in order to determine the best course of action with forum topics and scheduling.

**Announcements:**

- The Annual Report was shared with the President and is on the website.
### Action Items

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### Tabled Items

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<td>1.</td>
<td>Issue #03-05</td>
<td>Pending outside discussions.</td>
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