President’s Staff Advisory Council  
Meeting Minutes  
April 22, 2014  
12:00 - 14:00  
Corliss Brackett House, Room 006B  
45 Prospect Street

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

Absent: Carolyn Gridelli, Lisa Nobel, 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 #03-03
  - A staff member expressed concern with the Employee Education Program.
  - Some view the EEP as too restrictive in terms of both costs per year, including taxes, and how it is determined if a course is job related.
  - Several noted that the confusion regarding the benefit may lie between fiscal year vs. calendar year tax restrictions and costs.
  - Although there are no guidelines describing how a course is determined to be job related or not, Michelle Wise has expressed openness in meeting with individuals to identify ways to justify appropriateness of the course.
o There could be perceived unfairness in how people get permission to take classes, including what time of day they are allowed to attend class (daytime classes vs night classes or online classes).

o HR could hold manager trainings to better clarify what is job related. This may not be feasible considering it opens the door to many aspects on staff needs and departments vary so widely.

o In order to better explain the financial process and restrictions, the council should ask Michelle Wise to provide examples of how staff uses the program.

o Michelle Wise can also provide elucidating graphics and diagrams that will explain how the financial aspects of the benefit work.

o The website can also advertise the Center for Learning and Professional Development courses so that all staff can be aware and take advantage of these.

Vote: The council votes in favor of the recommendation with the amendment that we include explanatory graphics and advertise the CLPD courses on the site as well.

• **Staff Issue #04-07**

  o A staff member expressed a desire for an indoor market to be held during winter months as a way to promote staff interaction and community building.

  o The holiday bazaar no longer happens in part because of liability concerns and costs of setup, clean up, and insurance.

  o Rather than a need for a bazaar, it seems as though the staff member is expressing an interest in more community events in general especially in winter months.

  o HR made the recommendation that the council does not pursue doing this again because of the liabilities and because there are other opportunities for staff to connect.

  o The council can provide examples to staff of the current offerings we have and make this list available to all staff. The list could come from the Brown Events webpage and be included in an email to staff.

Vote: The council votes in favor of the recommendation and the inclusion to advertise other staff community events that currently exist.

• **Feedback on SAC Meetings**

  o The input forms have been working well and are a great start to how the council obtains and addresses concerns of staff.

  o The meeting format encourages debate in a respectful and structured way, which allows the council to move forward with ideas and action steps.

  o It is suggested that SAC improve on how the council follows up with recommendations. For example, the council can provide an update on
where each issue stands after the a recommendation has been made. This would also help track progress over time and document successes.

- There are many emails being sent to the entire council and this could be alleviated with the use of google docs for some of the materials. However, google docs present issues in document formatting, ownership of documents, and retention of documents through staff turnover.
- The SAC will look into term limits for other councils and report on what is active at this time.

**Announcements**

- The next staff Meet and Mingle will be held May 15\textsuperscript{th}. It will be held at Kartabar at 17:00. This will be advertised on Facebook.
- There are 23 issues on the input forum. If you hear a lot of resonance with any one of this issues among staff you work with, let us know and we can explore holding an open forum on the topic.
### Action Items

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### Tabled Items

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