President’s Staff Advisory Council Meeting Minutes  
May 10, 2011  
11:30 a.m. – 1:30 p.m.  
Brown University Butler Campus

Present: Michelle Adam, Laurinda Custodio, Karen Davis, Eric Friedfeld, Joseph Gagne, co-Chair, Bill Gaudet, Heather Goode, Osiris Gonzales, Heather Hower, Chair, Christie Kilgus, Wendy McRae-Owoeye, Anika Profit, Diane Ricci, Christine Sarkady, Tanitia Sello, Jessica Smith, Kathleen Sousa, Leslie Stroller, Keith Thompson, Leslie Uhnak  
Absent: Kate Correia, Mona Delgado, Tracie Mederos, Deb Souza  

Guests: Community Service Agencies; Betsy Warner, Director of Compensation & Jenn McIntyre, Compensation Analyst

Social Service Agencies:  
Heather provided copies of brochures, cards, etc. to the group and noted the links to the related websites below for additional agency information. Each group had an opportunity to share with the council what their mission is and how SAC can become more involved.  
- United Way of RI: http://www.uwri.org/  
- The Fund for Community Progress: http://www.fundcp.org/  
- Riverzedge: http://riverzedgearts.org/  
  Heather reminded the group of the tour of Riverzedge (68 S. Main St., Woonsocket) to be held later in the day at 5:30PM. Everyone is welcome to attend.  
- Ronald McDonald House: http://www.rmhprovidence.org/  
  Heather noted that she’ll touched base with Nicole from RMH and will drop off a bag of can tabs today. Any SAC member collection can tabs, send to Heather and she will deliver as well.  
- Amos House: http://www.amoshouse.com/  
  Heather noted that SAC advertised Amos House volunteer opportunities are always wait-listed!

Brown’s Community Contributions:  
Public Affairs and University Relations (PAUR): http://www.brown.edu/Administration/PAUR/  
Similarly, Joe has a folder of materials related to Brown’s economic impact on RI, media releases, and profile interviews.

Staff Compensation Presentation:  
Betsy Warner and Jenn McIntyre presented that FY12 Salary Increase Process which was underway and explained how the University Resources Committee allotted the salary increase pool for this year. Betsy and Jenn noted that they will compile related information that we can distribute to SAC/appropriate staff members but in the mean time, they reaffirmed that we can direct people to the HR website:  
http://brown.edu/Administration/Human_Resources/job_pay_perf/pay.html

SAC Elections Process: The details of the SAC elections process are outlined in detail in the bi-laws (attached), but the current guidelines have been summarized below:  
- Please email Heather any further SAC Chair nominations by Friday (5/13) 12PM.  
- Heather will notify the nominated members Friday; they will have until 5/23 to accept. If there are more than 2 acceptances, we will have a committee to choose 2.
The 2 accepted members will have time to make opening statements about their vision and goals (based upon talking points that will be forwarded to them), and then to answer questions from members at the 6/14 (elections) meeting. The group will then vote by secret ballot to elect the new SAC Co-Chair.

- If there is only 1 accepted member, they will have their statement/Q and A, and the group will vote by secret ballot whether to elect w/o further action.
- If no one accepts the nomination, the process is repeated until acceptance.
- Once the SAC Co-Chair is elected, the Sub Committee Chairs are decided.

**Staff Participation Events**: Chrissy related that they still need 5 volunteers for the Pet Walk (emailed previously); Chrissy will email Karen to distribute to HR partners. They will also need volunteers for Girls on the Run (6/4 AM, Blackstone Boulevard); Chrissy will email more details.

**Staff Development Day**: In preparation for SDD (6/2), we will need volunteers at our SAC table in the lunchroom. Similar to last year, Heather will bring the banner/posters, sticky notes, etc. We will have sign-up sheets for the Conversation Project Phase 2, and potentially some raffle items. Please email Heather if you are interested in assisting Joe with organizing this (less than 1 month to go!).

Meeting adjourned 1:30p.m.