



October 20, 2015

Dear President Paxson:

We are pleased to provide you with this report on the activities of the President's Staff Advisory Council (SAC) in 2015. The members of SAC continue our hard work with a very busy 2015. In addition to all the efforts of our two standing committees (Events & Participation and Outreach & Communications), we created two ad hoc committees to research new initiatives into staff volunteering and a staff mentorship program. The creation of both committees was a direct result of conversations we had with you at our lunch together in October 2014. Attached are reports from each committee.

Throughout 2015, the **Events and Participation Committee** has hosted Meet & Mingles at various establishments not only up on College Hill, but in the Jewelry District and downtown Providence. Attendance has grown over the course of the year and the events have also become much more diverse, with staff from many different areas of and varying lengths of service with the University attending. The Meet & Mingles are a great networking tool for all staff, as well as a morale booster, and we are pleased to have provided this opportunity for so many staff. Two lunchtime events, BINGO and Game of Trivia, were very well attended and resulted in some very positive feedback. We also hosted the Staff Ice Cream Social this September, which was a great success! Additionally, this committee worked to get volunteers for Amos House and Hasbro Children's Hospital events. On the participation end, we recommended and helped fill several open positions on the BUCC and the URC, and are in the process of reviewing applications for the two vacancies on the HRAB.

The **Outreach & Communications Committee** (O&C) has been working on improving the SAC website, as well as posting events and items of interest to staff on SAC's Facebook page. O&C sent out a survey to all staff through Morning Mail to gauge staff's reception of our communication efforts and to get a better understanding of the issues and ideas that most interest staff (those results are attached.) This committee is also charged with creating and distributing promotional materials and information via MorningMail, and other mediums. Finally, the committee started a "Friends of SAC" listserv this year that we hope will be a useful communications tool in the years to come.

The **Volunteer Committee** worked with Kim Roskiewicz and Karen Davis to develop a plan for University staff to be given the opportunity to volunteer for a day in the local community. The idea is to incorporate a community service component into employee benefits. The members of this committee worked to secure a pilot volunteer opportunity for members of SAC with the Nature Conservancy at Goosewing Beach Preserve on August 26, 2015. Thirteen SAC members were able to participate. We all worked hard to successfully complete our tasks at Goosewing Beach Preserve, which included removing the poles, signage, and other materials that had been protecting the piping plover nesting areas. It was

a good day of team building, giving back to the community, and getting to know each other. Please see attached for a detailed report of the pilot. You can also see a photo slideshow of that day on our website (brown.edu/SAC)

The **Mentoring Initiative Committee** worked directly with Judy Nabb (CLPD) and her team to develop a plan to bring a formal peer mentoring program to the University. They conducted information gathering, polling members of SAC, research into what other peer institutions have in place, and focus groups. Ultimately, the mentoring initiative evolved into an advisory group, who will help new employees with a variety of questions and tasks. This program will reside with Judy Nabb (CLPD).

Along with all this work, we invited members of the Brown community to our meetings to discuss various topics that are of interest to employees. A few of our guests have included Ravi Pendse, who spoke about the Deficit Reduction Group and their charge; Ruthy Kohorn Rosenberg, who talked about what she does as the University Ombudsperson; and Pat Vetere and Donna Butler from Facilities, who talked about Keeping Brown Clean. We also hosted a panel discussion with Liza Cariaga-Lo, Amanda Walsh, and Wendy McRae-Owoeye from OID and we were delighted to have you join us at our May 26th meeting! We will continue to have guest speakers coming through November. Our recruitment effort for the 2016 SAC class kicked off on October 13th at the SAC Recruitment Lunch where Provost Rick Locke was our guest speaker.

Lastly, we both agree that working together as Co-Chairs has been a positive learning experience. Being able to lead a group of diverse staff has been fun, challenging, and truly very rewarding. We both thank for you this opportunity to serve Brown.

Sincerely,



Emily Bruce and Janice Hebert
2015 SAC Co-Chairs



SAC – Events Committee Report to President Paxson October 2015

“We are a community that celebrates intellectual curiosity, creativity, and individuality; appreciates the power of collaboration among individuals with different perspectives, backgrounds, and areas of expertise...”

“Brown benefits from the exceptional staff who are integral to fulfillment of our mission of teaching, research, and service”

*Excerpted from **Building on Distinction** – Oct 2015*

“**Community:** Brown’s culture is defined by its sense of community — a community that is informed by a tradition of promoting justice, fairness and the open exchange of ideas. Cultivating and strengthening this sense of community is essential in achieving our greatest aspirations. Working with faculty and senior leaders, I am committed to ensuring that Brown is a model institution and employer that respects and draws upon the talent and skills of all our students, faculty and staff. I want members of our community to approach their work bolstered by the confidence that they are contributors to the University’s larger, critical mission.”

Excerpted from letter to the Brown Community from Provost Locke – July 2015

The Plan for “Building on Distinction” and subsequent communications provide the basis for the Event Committee’s primary goal which is to develop events that offer staff a chance to meet and network. We believe this can lead to a more effective working environment by promoting collaboration, teamwork, staff engagement and continuing efforts to strengthen a sense of community. The EVENTS we organize can help boost morale as well as provide important networking opportunities.

Event Committee’s Additional Goals:

- Vary event types and times of day (some during day, some after work) - in an effort to expand the number of people that can participate and benefit from the events we do offer

- Organize “EVENTS” that could be used to promote and publicize the facilities and locations on campus (different locations, availability of use, history of Brown, etc.) as well as increase familiarity with history and “story” of Brown.
- Support the local community and organizations that already have a relationship with Brown, for example - our research partner, Hasbro Children’s Hospital, Roger Williams Zoo and charities such as the Amos House.

Fulfillment of Goals for Events – as of Oct 2015:

To reach out to as many staff members as possible and to offer a variety of venues and types of events to reach a wide audience.

- Meet & Mingles at a variety of locations held “apres” work –Ex: Flatbread Pizza Co, Lola’s, English Cellar Ale House, The Duck & Bunny
- Pool Tournament – Held at Stephen Roberts Campus Center at lunch (during the summer)
- Tours of Brown Campus – A tour of buildings on the Green; A tour of Simmons Quad / Lincoln Field held during lunch hours – Spring & Fall
- Bingo – Games held at “The Underground” in Stephen Roberts Campus Center – at lunch time
- Trivia Games – Held at “The Underground” in Stephen Roberts Campus Center – at Lunch time
- Bowling Tournament – Held after work at Lang’s Bowl-a-rama in Cranston

Promote and publicize the facilities, locations on campus (different locations, availability of use, history of Brown, etc) as well as increase familiarity with history and “story” of Brown.

- Campus Tours
- Events held at Stephen Roberts Campus Center
- Meet & Mingle scheduled for Grad Student Bar on campus!
- One of our Meet & Mingles featured a band whose leader was one of our own Brown colleagues (Ben Garvin in OSP)!

Support the local community

- Coordinate Volunteers for Hasbro Children’s Hospital Radiothon
- Coordinate Volunteers for Roger Williams Zoo – “Jack O’ Lantern Spectacular”
- Coordinate Volunteers for Hasbro Children’s Hospital Fundraising Ball
- Outreach to Staff to volunteer for Amos House (Run with the Bulls)
- Meet & Mingles are usually held at local restaurants – supporting local businesses

Successes and Plans for the Future:

- We've had some very good feedback from the events and we have noticed an increase in the amount of people participating – We hope to build on this success in the coming year.
- We intend to maintain our regular schedule of monthly “Meet & Mingles”.
- We also intend to vary our “lunch time” gatherings and encourage creativity in the types of games / events.
- We hope to develop some events that could bring together faculty & staff with the goal of furthering the mission of community building.
- The Events committee also offers feedback and opinions for staff elected to various University advisory committees. We work with the Chairs of SAC in this activity.

Submitted by:

Eli Baalbaki and Tracey Cronin
Co-Chairs: SAC Events Committee
October 2015

EVENTS COMMITTEE:

Joie Steele
Donna Frazier
Gary Martins
Eli Baalbaki
Tracey Cronin

Outreach and Communications Committee Report

Carol Leone – Chair

Stephen Nelle – Co-Chair, Website updates

Jessica Garcia – Facebook and events posters

Elizabeth Sandberg – Morning Mail submission

Carolyn Popovic – Member

All of the members on this committee are new to SAC this year. We quickly learned our roles and responsibilities and have hit the ground running with the sense of “We touch it, we own it.”

In the beginning, our committee tossed around a lot of ideas about effective ways of communicating with staff and gathering feedback quickly, to be able to find out if any improvements were needed or how we are doing overall as a council.

One of our goals as a committee was to develop a survey that targeted specific committees within SAC and allowed staff to submit comments and feedback. The survey went out three times in Morning Mail in July, at the end of August and mid-September. We were very close to reaching our goal of ten percent participation, with a total of 279 responses. (See survey results attached.)

The committee continues to manage the SAC Facebook page, adding upcoming events and pictures of our Meet and Mingles and from our volunteer day at Goosewing Beach in Little Compton. We also update and manage the SAC webpage by posting minutes, adding events and posting our survey with the results for staff to gain quick access.

After the survey results, we helped organize and develop a one page update response of the SAC committees and initiatives, to be sent out to the staff via email. We felt this was an important way to keep the staff informed and engaged in SAC’s activities, and to let them know we are continuing to work on their behalf by looking for ways to improve our community.

The Outreach and Communications Committee is very excited about this upcoming year, and we are always looking for new and creative ways to improve staff morale and to continue to keep the staff informed. We sent our first update through email and want to be able to continue keeping information flowing back to staff about the positive activities coming out of SAC.

(Attached Survey)

SAC Volunteer Committee Service Project Pilot Summary

Project Request:

- Assisting The Nature Conservancy with Shorebird Fence Removal along the Goosewing Beach Preserve in Little Compton, RI.
- Date: Wednesday, August 26, 2015
- Attendees (13): Elias Baalbaki; Emily Bruce; Allyson Caudell; Susan Coogan; Donna Frazier; Jan Hebert; Leah Lebel; Carol Leone; Stephen Nelle; Lisa Noble; Meggie Patton; Elizabeth Sandberg; Joie Steele all of whom are members of the President's Staff Advisory Council.

Project Description:

The President's Staff Advisory Council was tasked with providing 10-15 volunteers to come to Goosewing Beach Preserve in Little Compton, RI to remove fencing from the beach. The fencing consisted of plastic signs attached to metal garden posts connected by twine. Work involved removing the signs, posts, rolling up the twine and carrying the materials to a designated location on the beach and/or back to the storage facility.

Summary:

Volunteers arrived and checked in and signed a release form from the TNC at the Goosewing Preserve around 9:00am. Once everyone was there we walked over to the Environmental Center located on site. There the Nature Conservancy coordinators explained what our tasks would be and that there would be two groups: one for the front of the beach and the other for the pond side of the beach. There were different jobs: rolling up twine, removing signs, removing posts and transporting the posts. We were given bags to transport signs, tools to remove signs, working gloves, twine holders and also water. From there we walked over to the far end of the beach [approx. $\frac{3}{4}$ of a mile] where we were asked to split up into two groups. Everyone decided amongst themselves which job to take on. Signs were removed from the fencing posts, twine was wound up, and stakes were removed and transported to a location further down on the beach. There were coordinators from the Nature Conservancy with each group - this was vital as there were some areas that contain poison ivy that we needed to be warned of. There was fencing in two different sections. Once the first section was complete we moved further down back towards the environmental center to complete the second section of fencing. Along the way we were able to talk with the members we were working alongside with. The weather was warm and very sunny. For those volunteers that were removing the fence posts and transporting them - it was labor intensive. Once all the posts, signs and twine were down we went back up to the environmental center and ate lunch together as a group. After lunch we were given some information regarding the shorebirds (Piping Plovers) that this fencing was put up to protect. We also learned about the work and areas of outreach The Nature Conservancy facilitates.

Feedback/Comments:

- We received a lot of feedback that the SAC volunteers found it a great opportunity to give back, a chance to get to know fellow SAC members, and that they learned about TNC and its efforts in preserving the Piping Plovers.
- Well organized from the Committee -- very enjoyable day.
- Some volunteers felt that TNC could have been more organized in their instructions, i.e. assigning the jobs and warning about the interaction with poison ivy.
- Volunteers need to arrive by the designated start time.

- Location was too far away and also that we should be focusing on an area of need closer to Providence.
- Brown should provide t-shirts, transportation, and lunch
- Volunteers are tired after 3-4 hours
- Consider having publicity for the event, BDH, local news coverage, etc.

Recommendations/Suggestions:

- Create a Volunteer Hours selection in Workday
- Determine who will be administering the program as organizations would like “1” point of contact to finalize details, submit attendees names, etc. Solution: Establish a Volunteer Coordinator position
- Roll out several different types of projects to Department Managers/Directors and have them choose a volunteer activity, e.g. working at Goosewing Beach Preserve, Providence Soup Kitchen, RI Food Bank for ½ of the day followed by a retreat for their department for the other ½ of the day. The retreat could either be coordinated by the Manager/Director or the Volunteer Coordinator. We think this would be the perfect balance and a good way to team build, make new friendships and build morale. Depending on the number of volunteers needed several departments may volunteer at the same event which would build morale and friendships across the University.
- For those departments who cannot have several people leave the office at one time, offer projects where an employee can sign up individually and volunteer for the day. Another option is to select a department volunteer activity that takes place on a Saturday and give those employees a day off during the business week.
- Not all organizations can provide supplies. Is there a volunteer budget?
- The first year or two start off small in terms of projects offered and skills required and then if there is an interest from the Brown Community roll-out additional intense/skill based volunteer opportunities.

Next Steps:

- Wait for feedback/decisions from President Paxson and Senior Leadership

SAC Mentoring Committee Report

History: SAC's Mentoring Initiative Subcommittee was formed following a discussion between SAC members and the University President.

Mission: The mission of the subcommittee is to provide assistance with developing and implementing a peer mentoring program for Brown employees, particularly those new to the university and seeking guidance with onboarding and acclimating to the unique culture at Brown

Goals: The subcommittee's goals, laid out in early 2015, are:

- Serve in an advisory capacity and be a sounding board for this initiative
- Discuss Center for Learning and Professional Development's (CLPD) mentoring initiative research and program design
- Informally gather information from Brown staff to inform the program's design
- Communicate and promote the mentoring pilot program
- Generate interest for the program
- Think of creative ways to get the word out and encourage participation
- Help identify advisors to participate in the pilot and beyond
- Serve as direct liaison between the SAC and CLPD, and assist with program evaluation and assessment as needed

Progress: CLPD began by researching mentoring programs offered by our peer institutions, surveying new employees, and conducting a focus group to help with program design. They then developed a program for the University that focuses on new employee mentoring. SAC's Mentoring Initiative Subcommittee has served as an advisor to CLPD throughout the design process. The subcommittee and CLPD had met regularly to develop a pilot mentoring initiative targeted to new employees. Named the New Employee Advisory Program (NEAP), the pilot was launched in October, involving five employee "advisors" and recent Brown hires.

Members: Suzanne Alden (co-chair), Allyson Caudell, Kim Departie (co-chair), Tracie Mederos



SAC's Staff Survey Results 2015

Outreach and Communications Committee

Jessica Garcia

Carol Leone

Stephen Nelle

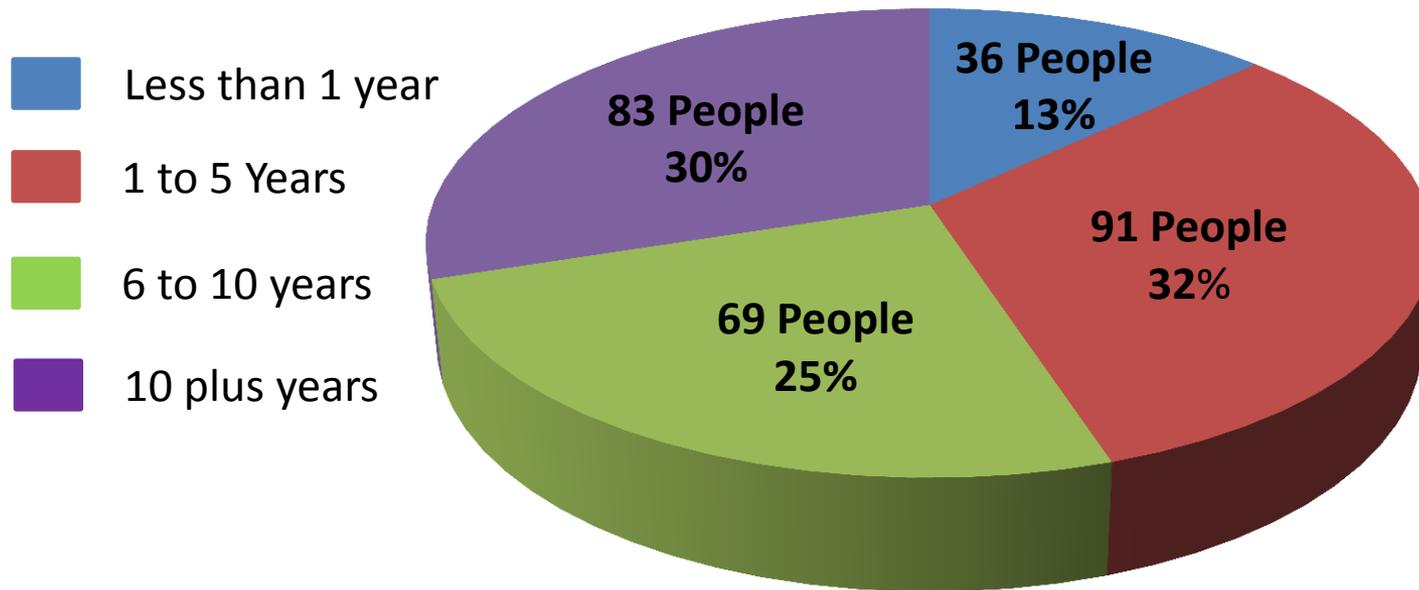
Carolyn Popovic

Liz Sandberg



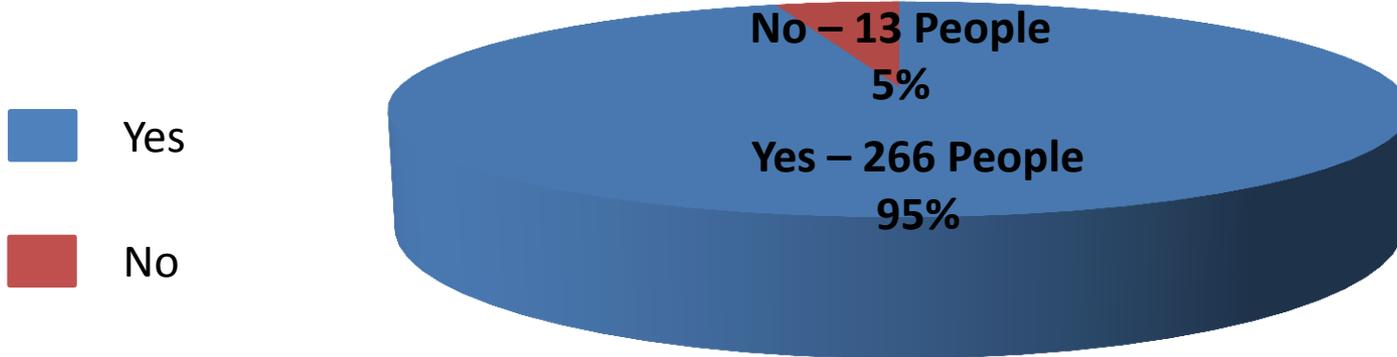
Question 1

How long have you worked at Brown?



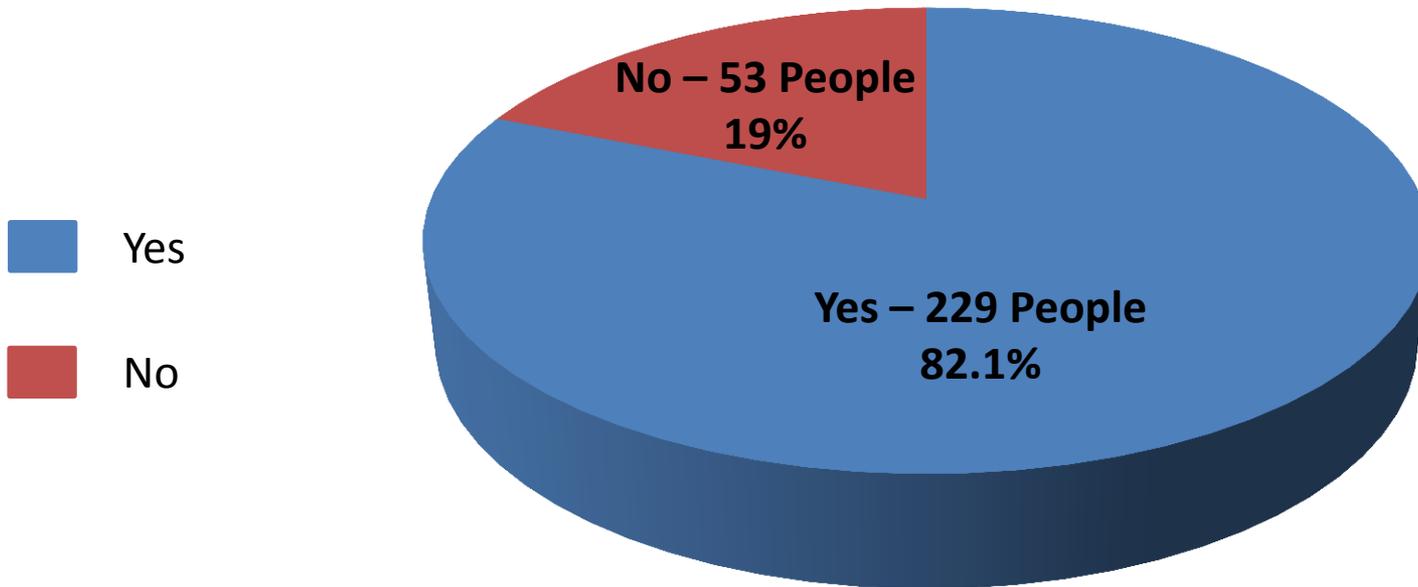
Question 2

Have you heard of the President's Staff Advisory Council?



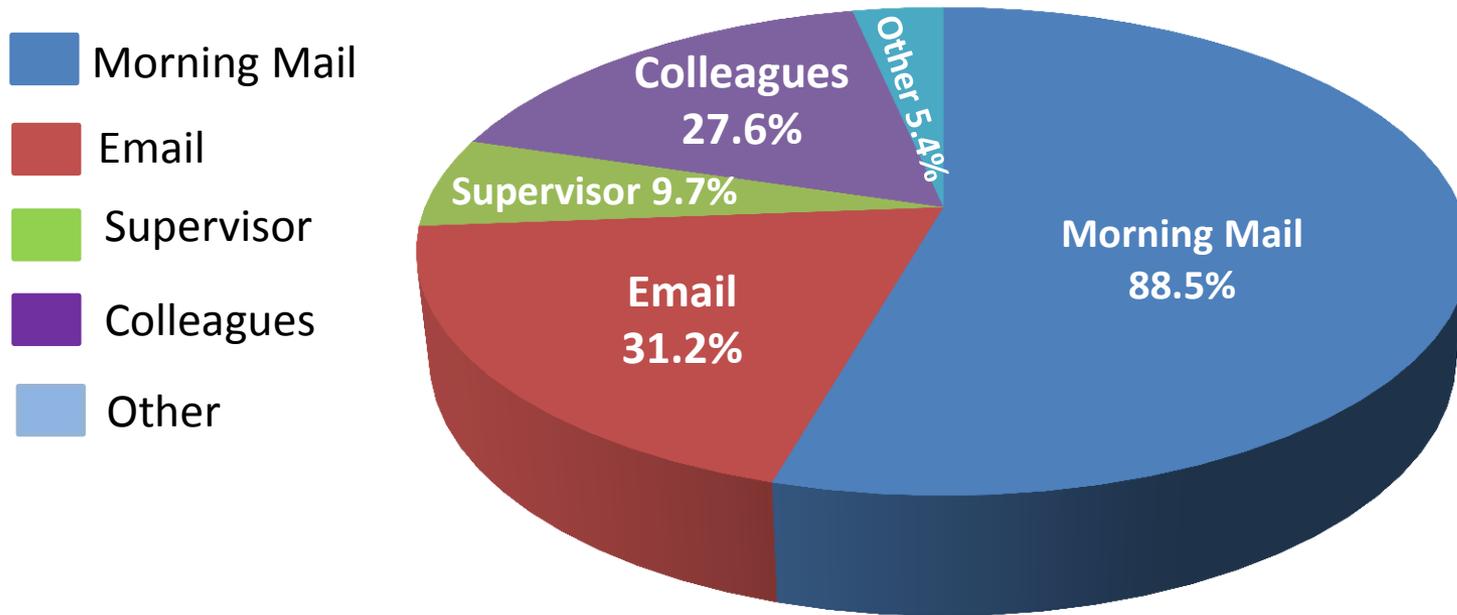
Question 3

Do you feel well informed with staff activities and opportunities at Brown?



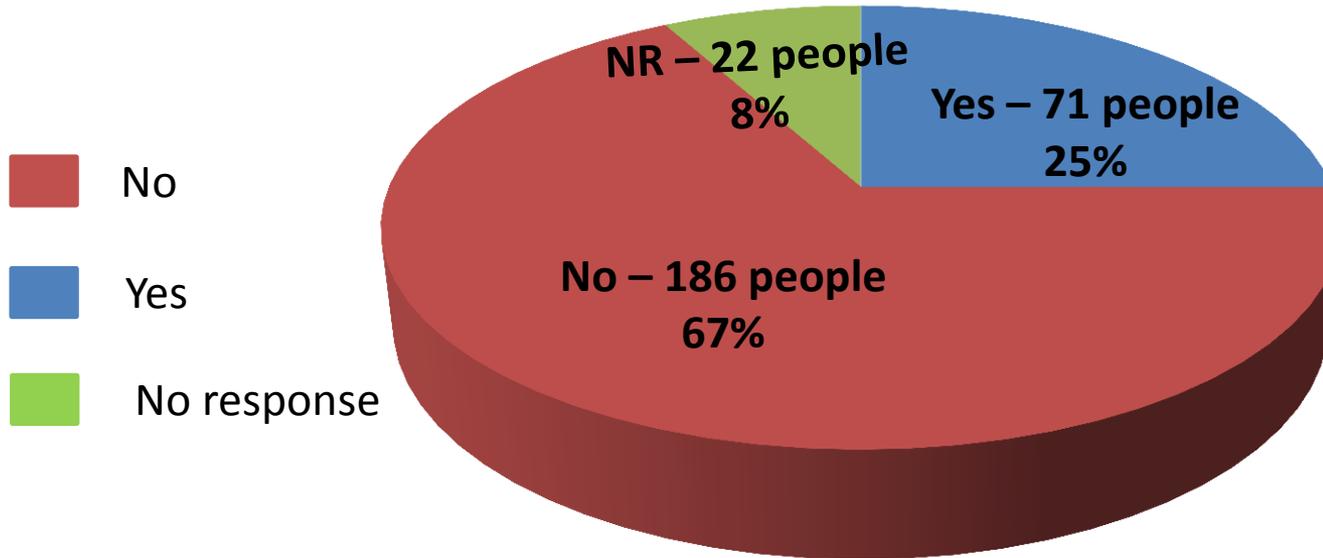
Question 4

What is your main source of information at Brown?
(Participants could selected multiple answers)



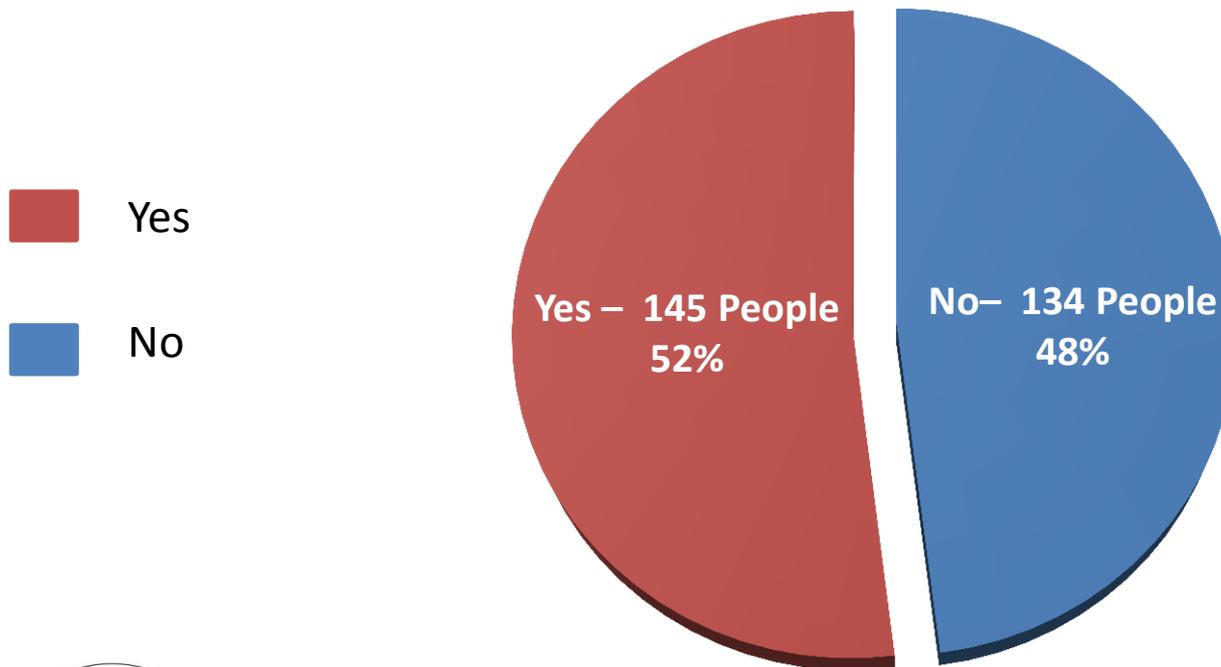
Question 5

Would you be interested in assisting SAC by sharing information with your department about events and programs?



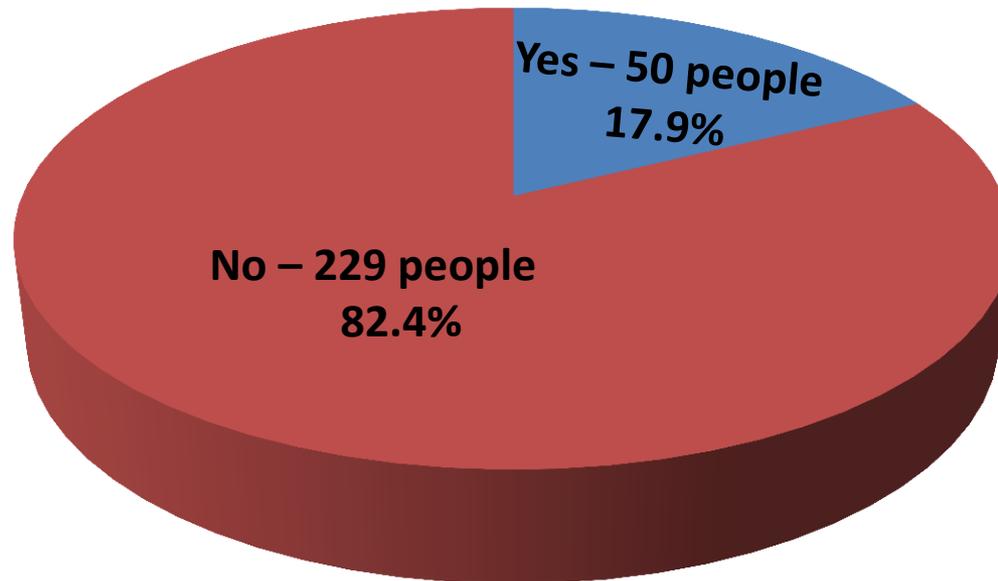
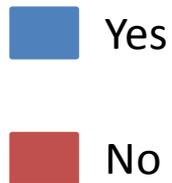
Question 6

Have you ever been on SAC's Facebook page or Website



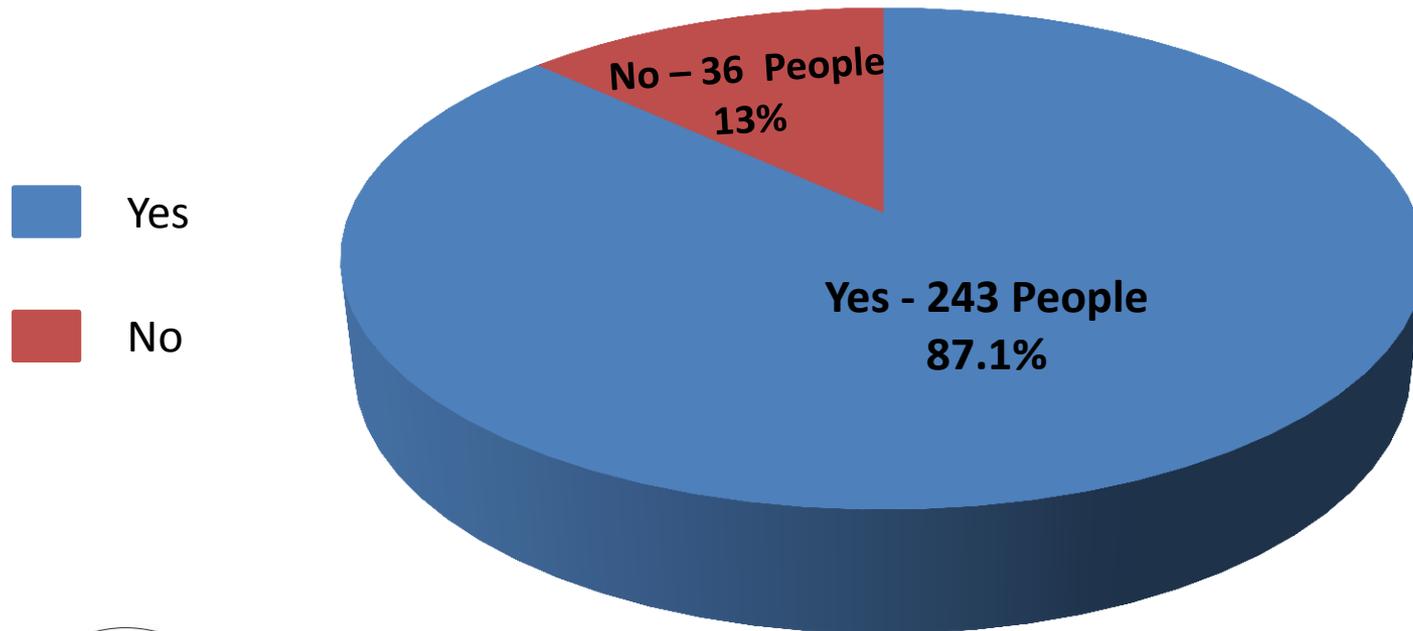
Question 7

SAC has hosted several “Meet & Mingles”,
have you attended one or more of them?



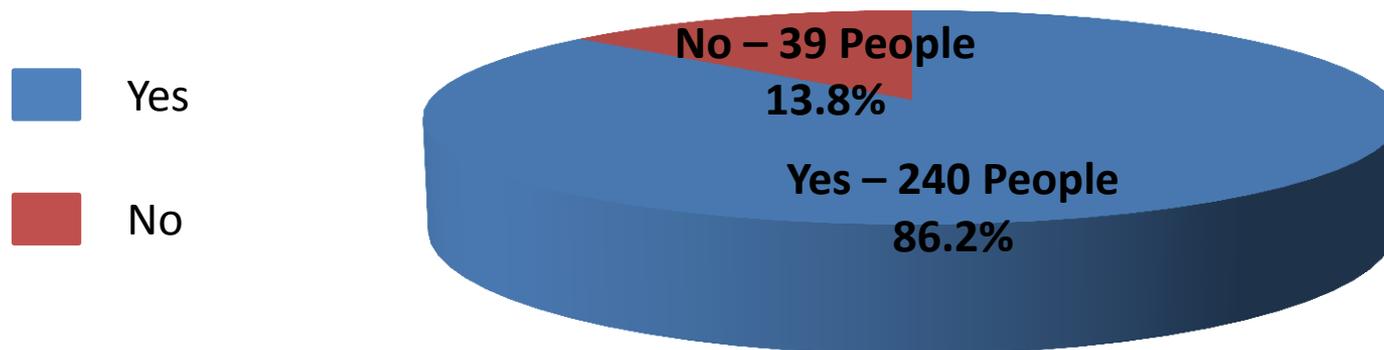
Question 8

If an Electronic Bulletin Board were created for the purpose of posting public messages, would this be something you would utilize?



Question 9

SAC is exploring the possibility of an approved staff volunteer day. Would you be interested in participating?



Summary

We were hoping with 3,000 staff employees we would receive 10% (300) responses from our survey. We are very close to reaching our goal with a total of 279 responses.

Here is what we learned:

- The largest population of staff have been at Brown for 1-5 years.
- Good news! SAC is well known throughout the Brown community.
- A large percentage of staff feel they are well informed about programs and events around campus.
- Most employees get their information from Morning Mail.
- An overwhelming percentage of staff would like to see a day dedicated to volunteering and most responded to doing projects outside.
- Staff would utilize an electronic bulletin if created.



Action Items

Based from survey and comments

- Keeping staff informed about SAC's initiatives and working committees.
Currently working on a one page update to send out to staff.
- *Work on increasing participation at the Meet and Mingles.*
- *Volunteer initiative and next steps*
 - ✓ SAC test piloted the volunteer day at *Goose Wing Beach* in working with *The Nature Conservancy* back in August. The task was to take down *fencing and signs that benefited the piping plovers nesting areas.* We all agree it was a great productive day.
- We need to keep our website updated.
 - ✓ *We recently updated our website to include minutes and upcoming events. We are posting much more than before on Facebook.*



Additional Comments

“It would be nice if you lower the amount of time a person must be at Brown in order to become a SAC member. Maybe 1 year?”

“Most SAC events seem to be on the College Hill campus. Not convenient for me as a Jewelry District employee.”

“No information is provided to the staff about the SAC’s initiatives, progress, etc. No minutes are posted on the website.”

“The problem I see with SAC is the lack of any real purpose. If you aren’t advising the President on issues related to staff, then you are just a social club.”

“The message board is a great idea. I recently lost a very valuable item and would have loved to get the message out to the Brown community.”

“Keep up with the good work! Go SAC..”

“I really like the idea of volunteer days – I think Brown staff could make enormous contributions and by doing it as a group – we help build morale, teamwork, etc.”

