Present: Suzanna Alden, Elias Baalbaki, Emily Bruce, Tracey Cronin, Karen Davis, Kim Departie, Christopher Gilbody, Carolyn Gridelli, Janice Hebert, Alison Kirsch, Lisa Noble, Gary Martins, Wendy McRae-Owoeye, Marcy Melanson, Meggie Patton, Diana Richardson, Kimberly Roskiewicz, Celeste Thompson-Roach, Matthew Tsimikas

Absent: Ashley Dufour, Jennifer Lane, Leah Lebel

Minutes: Kate Sembor

Agenda

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

Discussion Regarding SAC Orientation: Tentatively January 13th, 2015

Suggestions of guest speakers to invite in Provost Colvin and Dean of the College Mandel. Celeste can reach out for their availability. They should be able to prepare a few points on how they envision working with SAC and what they would like the council to focus on. Each speaker should last around 15 minutes.

The council should consider reinstating the use of nametags or place cards at orientation and initial meetings with new members, as this will make it easier both for those remaining on SAC for this year and those who are new to the council.
Points to bring up during orientation include the SAC By-Laws, the website, where the shared files are located, and a reiteration of the expectations of SAC members, including subcommittee participation and event attendance/volunteerism.

**Bring a Friend:** November 18th, 2014.

Beppie Huidekoper is confirmed as a guest speaker and Russell Carey has been invited. The council will take RSVPs from those interested in attending and will cap the guest list at 60 people. This will allow the council to plan for the correct amount of refreshments and seating.

Those who are interested in attending should have a real interest in joining SAC and should be employed at Brown for a minimum of two years. Those who do not meet these criteria could be involved with SAC in other ways going forward, such as by volunteering to help at SAC events.

During the meeting, current SAC members should divide among the tables to sit with non member guests in order to answer questions and get to know as many applicants as possible. Expectations for the role of SAC member include engagement on subcommittees and also attendance/volunteerism at events. As part of the table introductions, each staff member can include their area of interest here at Brown.

**Holiday Party:** December 11th, 2014

The budget for the holiday party is $12,500 this year (less than what SAC was previously granted for this event.) In order to still hold the event, it will need to be changed from the luncheon format. Other items needed for the event include festive music, SAC takeaways, and raffle items.

It is voted that the party will be held from 12PM-2PM and will be billed as a desert party with SAC swag and raffle items. A healthy option such as fruit will be included as an alternative desert.

**For Next Year:** Recent announcements regarding the university’s deficit should be addressed. On the table to discuss include addressing what will happen to Staff and Faculty in light of the deficit, and possible other ways we can address the deficit such as cut backs in energy or supplies.

**Announcements:**

November 19th – Benefits Fair at Brown. We will need volunteers and can include SAC alums.

Holiday Meeting - December 9th will be the last meeting for second year SAC members.

**Action Items**

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<tr>
<th>No.</th>
<th>Action Item</th>
<th>Who</th>
<th>When</th>
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<tbody>
<tr>
<td>1.</td>
<td>Bring a Friend to SAC</td>
<td>Everyone</td>
<td>November 17th</td>
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<tr>
<td>2</td>
<td>Volunteer for Benefits Fair</td>
<td>Everyone</td>
<td>November 19th</td>
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