PRESIDENT’S STAFF ADVISORY COUNCIL
MEETING MINUTES

TUESDAY, FEBRUARY 24th
12:00 PM - 2:00 PM
Horace Mann House (27 George Street), Room 103

Present: Suzanne Alden, Elias Baalbaki, Emily Bruce, Allyson Caudell, Susan Coogan, Tracey Cronin,
Karen Davis, Kim Departie, Donna Frazier, Janice Hebert, Jessica Garcia, Christopher Gilbody, Leah Lebel,
Carol Leone, Gary Martins, Tracie Mederos, , Stephen Nelle, Diana Perdomo, Carolyn Popovic, Kimberly
Roskiewicz, Elizabeth Sandberg, Joie Steele

Absent: Wendy McRae-Owoeye, Lisa Noble

Minutes: Alexandra Badalucco

Agenda:
Call to Order
Subcommittee meetings
Subcommittee Strategic Goal Presentations
Review and approve Feb 10 meeting minutes
Staff Input Form
Meetings with the President
Adjourn

Call to Order

Subcommittee meetings
• Individual committees meet for first 30 minutes of meeting

Subcommittee Strategic Goal Presentations
• Carol Leone reported on Outreach and Communications
  o Outreach sub-committee members: Carole Leone (chair), Jessica Garcia, Stephen Nelle,
Carolyn Popovic, Elizabeth Sandberg

- The committee talked about the different ways SAC is communicating
- They came up with a different idea pulled from President Paxson’s mission statement of SAC – to improve communication and morale by establishing sub-committees and ad hoc groups
  - The sub-committee had the idea of creating a department Chief Culture Officer and Culture Officer(s)
  - Carol asked the question, “Where do we start?”
    - First need to start at executive level and get buy-in
      - Need to make culture visible and create culture goals
      - Emphasize accountability where staff can step up
      - Elevate importance to departments
    - Chief Culture Officer
      - Trusted person who connects to staff and not afraid to have conversations with executive level
- Carol then addressed what SAC’s role will be in all of this
  - SAC will work closely with CCO and the CO’s to help shape the culture
  - Marketing
    - President Paxson email
    - Video from SAC Co-Chairs
    - Getting the word out to staff via Facebook, Morning Mail, SAC website
- Carol then discussed the benefits of having CO’s
  - A point person to funnel communications
  - Raising awareness of staff, ideas, concerns, and morale issues
  - Tapping the talent of staff to solve issues
    - CO would be the voice of their department
  - Working together to bring “good culture” back to Brown
    - Carol emphasized the importance of good morale and wanting people to be excited to come to Brown
- Before accepting the CO role, Carol mentioned a few things to think about:
  - If you come with issues, you should have an idea or solution
  - You are there to represent an entire department
  - Emphasize communication and morale
- Strategic goals for FY15:
  - Work on plan to develop the CCO and CO
    - Possible pilot with 5 or 6 departments
  - Continue to improve communications and morale
    - Highlight employees
  - Welcome letter from SAC to new employees
    - Can go hand in hand with mentoring program
• Suzanne reiterated the importance of sending letters to new employees. She asked about what is currently done at orientation
  o Chris responded saying there used to be SAC representatives at orientations
  o Leah shared that when she had orientation, there was a SAC representative and offered to help
  o Karen Davis will share schedule
  o Tracie Mederos offered to help
  o Emily shared that anyone can go and help; doesn’t have to be a Communications sub-committee member
• Leah asked about CCO and whether they envisioned it being a faculty person
  o Carol said it’s not a requirement but it would be nice for it to be so that they can bridge the gap between staff and faculty
• Diana shared that there are mediation trainings for free on campus and the COs can take advantage of this and can be trained to have difficult conversations
  o Carol agreed but shared that they don’t want this person getting involved in supervisory issues – focus more on improving communication and boosting morale
• Emily shared that we will bring up CCO officer again in the future to talk about it in greater depth

• Suzanne Alden reported on Mentoring sub-committee
  o The sub-committee is made up of Suzanne Alden (co-chair), Kim Departie (co-chair), Allyson Caudell, and Tracie Mederos
  o Suzanne shared that the President has expressed interest in developing a formalized mentoring program; Judy Nabb is looking to this sub-committee for help in developing it
    ▪ They are in the beginning stages of working with Judy
  o Goals:
    ▪ SAC to serve in advisory capacity to mentor program and be a sounding board for staff on what it is to work here at Brown
      • Suzanne shared that the sub-committee envisions the program to be representative of all departments
    ▪ Discuss and be informed of Learning and Development’s research findings
      • Suzanne shared that a consultant was hired to look at what worked at other colleges
      • The sub-committee will meet with the consultant to discuss options here at Brown
    ▪ Gather information from Brown staff community to help inform the program’s development and implementation
• Importance of generating interest since it is in the pilot phase
• Work with communications sub-committee to get word out and think of creative ways to do so
• Help identify mentors to participate in the pilot program

○ Component 1:
  ▪ Judy Nabb wanted them to consider mentoring for new employees and getting them on board more quickly
  ▪ Brown is providing this but there is an opportunity to make it a more formalized process

○ Component 2:
  ▪ Mentoring staff interested in career development
  ▪ Matching seasoned employees with those interested in the next level position
    • i.e. coordinator looking to become a manager

○ Component 3:
  ▪ Informal, mentoring that is skill-related
    • i.e. wanting to learn more about using pivot tables in reporting data after taking Excel advanced
    • Use of social media with LearningPoint
    • Profiles of approved mentor’s information and areas of expertise

○ Timeline
  ▪ Some research going on now
  ▪ Results of research with consultant are being presented right now
  ▪ Learning and Development will conduct a training program for mentors and mentees in late Aug. or early Fall, depending on research findings
  ▪ Pilot anticipated to be launched late fall or early winter

○ Questions/Comments?
  ▪ Possibility to include all three components and not pick just one- Emily, Jan, Steve, and Chris support this
  ▪ Diana shared there is a resource called “Mentor” and there are resources to train a mentor at mentor.org
  ▪ Kim Departie discussed the impact a video can have

• Diana Perdomo reported on Volunteering
  ○ The sub-committee is made up of Diana Perdomo (chair), Leah Lebel, Lisa Noble, and Susan Coogan
  ○ The sub-committee met with Kim about its direction
  ○ They were tasked with developing a proposal to send to the President for her approval which included:
    ▪ The benefit of a paid time off day
    ▪ Opportunity for team building
    ▪ The community impact it can have if volunteers focus on larger scale projects
  ○ Diana shared that the sub-committee is looking at next steps:
- Identifying what Brown’s community interests are
- Meeting with community partners to find areas that volunteers are needed
- Evaluating the outcome of a service project
- Determining logistics and whether Workday can be used for a paid day off

  o The sub-committee met to talk about projects that can be taken on

    ▪ They looked at organizations with little infrastructure or where IT is needed
    ▪ They looked at schools, parks, etc. to determine projects that can be worked on over time, and not just one day

  o Diana asked the question, “How can we make a long lasting impact?”

    ▪ She provided an example of a long-term project - if five people go to a school and look at IT needs and work for one day (with their paid time off day), one week later another group of five can go, and so on

  o Proposal going to Kim next week
  o Diana shared that the sub-committee will be looking to communicate with events team
  o Diana emphasized how a paid time off day can boost morale - you can see the transformation
  o Suzanne shared that it would be good PR for the University
  o Emily shared that it is line with engaged scholar classes and pairing with community
  o Diana connects with Strategic Plan

- Eli reported on Events and Participation
  o The sub-committee is made up of Eli Baalbaki (co-chair), Tracey Cronin (co-chair), Donna Frazier, Gary Martins, and Joie Steele
  o Eli shared that this sub-committee is multifaceted in terms of focus and goals
  o Eli discussed the participation component first

    ▪ He emphasized the need to look at not only what has been done and what worked, but also taking it to the next level
    ▪ Eli shared things that can be carried over - SAC works with various organizations within the community to gather volunteers to help with events throughout the year

    • Some events are starting right away (Hasbro has annual ball)
    • Collaborating with Volunteering sub-committee to see where needs are
    • Events in the past: Hasbro annual ball (March), April- Annual radiothon with Hasbro, June/August/November-Amos House, Waterfire
        o Eli shared that we can carry these events forward and reach out to see where else we can fill gaps and give back

  o The sub-committee then discussed the events component:

    ▪ Events which SAC sponsored or co-sponsored- Ice cream social, holiday party, bring a friend recruitment event- how can we tweak these events and improve for future?
    ▪ Other events- Walking tours?
  o Gary expanded on tours
- Great success with new building tours (applied Math building- but might not get in there yet, Hunter lab)
- Garden tour- when weather improves maybe late May/early June
- A lot of tours around commencement- Maddock gardens
- At least 3 tours between April and September
  - Joie expands on meet and mingles
    - She asks how can we get a bigger turnout?
      - Tentative schedule and market them as a series and give dates ahead of time
    - Flyer at end of spring advertising summer ones
    - Advertising for next week at Alehouse (March 3)
    - March 13- Campus Center Bingo (12-1pm) - SAC can co-sponsor for free
    - April 8- Rick’s Roadhouse
    - May 7- Duck and Bunny
  - Chris shared that there may be an opportunity for a tree tour, architecture tour, and possibly a pool tournament
  - Joie can come up with prizes- soda streams, Fitbit, Apple TV, etc.
  - Question- how can they advertise? Can SAC advertise meet and mingles?
    - Work with Outreach sub-committee
      - Emily and Jan shared that the sub-committees will meet for the first 30 minutes of each meeting while you eat lunch and give brief update and move on to the agenda

**Review and approve Feb 10 meeting minutes**
- Minutes approved

**Meetings with the President**
- May 26- President Paxson tentatively scheduled to come; committees will give a progress update at this meeting

**Other**
- Joie asked about missing meetings
  - Please email Emily and Jan as soon as you know (1 or 2 weeks before)
  - Jan and Emily suggest declining the meeting request and make a note when you cannot attend a meeting

**Adhoc Volunteer Events**
- Chris noted:
  - Janet Cooper-Nelson talked with Chris at a Diversity Advisory meeting and mentioned an upcoming opportunity for people interested in doing a lunch discussion about diversity (and religion)
    - SAC asked to help advertise with goal of getting about 20 people (March 6, 12-1)
- The event will be held in the Chaplain’s Lounge (4th floor of J Walter Wilson) where lunch will be served

- March 28 (Sat)- Fight for Air Climb
  - Looking for 50 volunteers at Omni (7am-2pm); lunch provided to those who can stay whole day

Housekeeping
- Make sure you can access shared files that Jan sent out

Staff Input Form
- Emily shared that there was a Google form available where all staff can anonymously report issues
  - SAC would come together to talk about issues and come up with solutions
  - It was a way for SAC to provide resources and guidance
  - Emily shared that the Google form was turned off when SAC became overwhelmed
- Emily shared that they are reevaluating how SAC can be there for staff
- Chris expanded on the form and provided additional context:
  - Form was shut off because there were issues with how SAC was responding to people
  - There were some touchy issues that no one was an expert on
  - Chris is brainstorming a way to collect issues but not necessarily respond since SAC is not necessarily a body that can fix issues
- Chris asked the committee, “If the form is reopen, what information should SAC include?”
  - Chris said it doesn’t have to be a form but have to keep in mind the types of issues you are opening yourself up to
- Karen liked the idea of an electronic suggestion box and suggests using the word, “triage”
- Suzanne thinks SAC can serve as “pointer”- can point someone in the direction of where to go as opposed to be involved in the solution process
  - Promote it as a suggestion box not as “do you have concerns” form; “Do you have a comment on ways things can be done better? Ideas?”
- Emily said that in addition to the form, maybe SAC can have a website with FAQs, “Where can I go for questions about this?” etc.
- Joie shared that a point person can be shared i.e. “For personal concerns about HR, contact: ___”
- Emily said that for personal issues, people can be referred to ombud person, Ruth
- Joie suggested that if an issue keeps coming up, maybe that’s an issue SAC can address
- Allyson suggested developing parameters and spell out objective information
- Chris reiterated importance of saying we are collecting issues but we can’t respond to everything
- Elizabeth suggested an automatic reply where it says we are a resource but don’t expect a reply and if you have a concern, contact HR
  - Diana suggested a link to FAQs
Adjourn

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