President's Staff Advisory Council
Meeting Minutes
March 27, 2018, Petteruti Lounge, Stephen Robert ‘62 Campus Center

Meeting called to order at 12:06 PM

Attending: Jessica Pontarelli, Mike Leitao, Kathleen Gerlach, Shaira Kochubaeva, Heather Ganinillo, Drake Douglas, Emily Nolan, Purvang Patel, Sam Sumeracki, Andy Sutherland, Holly Tran, Beth Travers, Laura Dobler, Eric Ferrara, Tara Greenwood, Catherine Hanni, Joel Hernandez, Liisa Laine, Jose Mendoza, Grace Young, Barbara Chernow, Kim Roskiewicz

Shontay Delalue, V.P. of Diversity and Inclusion, will be at the April 24th meeting. She won’t be able to arrive until 12:15 PM so if members are able, they should plan to stay until 1:30 PM.

Upcoming Events:
- March 30 – Harlem Globetrotters 1-3 PM @ Dunkin Center
  - Eric – O&C sent reminder email to volunteers,
  - Andy – in addition Red Cross also contacted volunteers
- April 11 – Active Shooter Presentation 12-1 PM @ Career Lab
  - Pizza will be served, Emily will order, needs a head count; last sign up day is 9th.
  - Eric – RSVP will be put on participant’s calendars, email reminder will be sent
    - Hopeful this will improve attendance
- April 19 – Meet-N-Mingle
  - New “staff parent networking group” – aimed at expectant mom & new moms & dads
  - Lunchtime event – brown bag event with SAC supplying light app type food
    - Location will be Kasper Room or Flatbread Co.
    - Expectation of 30-35 ppl?
    - Kim suggesting contact Steph Romano to help advertise event
- April 25 – Faculty in Focus
  - Professor Stefanie Tellex speaking on Human-Robot Collaboration
  - RSVP will be advertised next week
  - Event will be advertised in Today @ Brown
  - FiF fill up quickly
  - Seating will be at assigned tables
  - Title proper of event will be sent by Emily to Eric
  - Future FiF planning (Fall 2018/Spring 2019) will begin soon
    - Fall 2018 FiF scheduled for September 25th – Prof. Patricia Rose

April date?? –Meet n Mingle
  - Location other than bar? A.M. Coffee and Pastry?
  - Catherine suggested having a “host” so new ppl have a point of contact, each SAC member bring two co-workers, reminder to introduce yourself!
April 1st week – Walk & Talk
   Lunchtime 12- 1 PM, alternate with 1-2PM
   Can either be formally led, or informal walks around campus
   Ongoing 2X per month as long as weather cooperates
   Ladd Observatory tour a possibility also

May 4- Roger Williams National Memorial Clean Up (rain date May 7th) SAC members only for a 2-hour commitment

May date??- Staff stress relief event/help with Commencement stress
   On Main Green – Darlene Williamson is POC for reservation
   Yoga? Reiki? Heather co-worker is Yoga/Reiki instructor
   Possibility of wellness reward coordination

O&C

Eric explained the reason for the 4 week ahead ask time for event advertising: Today @ Brown only allows 1X per week per event; flyers take time to construct. The primary concern is that O&C be informed that an event will take place, please try to give as much time as possible.

The 2016 SAC Survey results were used to try new events:
   Coffee and Conversation (not well attended)
   Field Day (not well attended)
   FiF (hugely successful)
   Bingo (hugely successful)
   D&I partnering with OIED

Interesting fact: 85% demographic of respondents were white female

SAC calendar will be shared with all members, only co-chair and O&C chair will be able to edit.

D&I

Laura – D&I will develop a DIAP for SAC.
   Need a framework with goals and outcome that provides consistency across years
   Reaching out to OIED, hoping that SAC D&I will become a “supporting arm” to OIED
   Reaching out to Ombuds office too
**Staff Concerns**

Drake – SAC should have some mechanism to have “human to human” presentation for staff concerns brought to SAC. Drake will take lead on this.
   - Town hall? SAC office hours? Suggestion box on website? Booth on the Green (similar to Ombuds office idea)?

**Co-Chair Items**

1\textsuperscript{st} quarter survey will be distributed to members
   - Hoping to get feedback about how new chairs/leads structure is working
   - Sam – concern that there are too many people working on too many events?
   - Events committee funnels through Sam, then Sam reports to Mike/Jess
   - No more than 2 events in any week
   - Calendar should be consulted before event is planned (calendar will now be shared, see O&C above)

**Other Discussion**

Catharine asked about the possibility of SAC presenting to long standing employees “OEAD”
Old Employee Assistance Program (modeled on “NEAP” New Employee Assistance Program)