PRESIDENT’S STAFF ADVISORY COUNCIL
MEETING MINUTES

TUESDAY, MARCH 10th
12:00 PM - 2:00 PM
Nelson Fitness Center, Studio 2

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

Absent: Kim Departie, Christopher Gilbody, Carol Leone, Wendy McRae-Owoeye

Minutes: Alexandra Badalucco

Agenda:
Call to Order
Subcommittee meetings
Pat Vetere & Donna Butler: Keeping Brown Green
Subcommittee updates
Outreach & Communications deadlines and policies
Utilizing President Paxson’s office hours (Suzanne)
Adjourn

Call to Order

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

Pat Vetere & Donna Butler: Keeping Brown Green
• Pat Vetere, Facilities Management, Grounds Superintendent and Donna Butler, Facilities Management, Director of Custodial Services
Pat is here to seek SAC’s help to keep Brown clean (goes along with Brown’s mission and its service to the community)

Pat presents- “Keep Brown Clean”

- GOAL: To improve or increase the respect level of students and staff throughout various areas of campus. Formulate a program called “Keep Brown Clean”
- Areas of Concern: Unauthorized postering, abandoned trash on tables and sidewalks, graffiti, event debris, vendor debris, event signs, delivery and contractor pallets, cigarette butts and other items.
- Large Event Littering
  - Short term solutions:
    - Vendor Expectations (SA,E)
    - Stage Announcements(SA)
    - Add Language to Tickets(SA)
    - Reposition and Additional Trash/Recycling Containers(G)
    - Incentivize EcoReps(EEI)
    - Vendor Expectations
  - Long term solution:
    - Additional Water Stations, Need to rent or purchase (DI)
- Unauthorized Postering on Outdoor Surfaces
  - Short term solutions:
    - Grounds to remove from illegal location more frequent(G)
    - E&EI (Meggie) to engage RPL’S and EcoReps to remove(EEI)
    - Notify students at the beginning of semester of policy (Handbook)(RL)
    - Notify academic side (Associate Provost) of property defacing that advertise upcoming academic events(G)
    - Posting or poster at copy center to encourage following policy(G)
  - Long term solutions:
    - Locate top ten areas and formulate plan installing additional kiosks(P)
    - Develop plan for paid student interns to remove - Res Life agreed to help fund(G)
- Unauthorized Postering on Buildings
  - Short term solutions:
    - Custodial to remove from illegal locations more frequent(C)
    - E&EI (Meggie) to engage RPL’S and EcoReps to remove(EEI)
    - Notify students at the beginning of semester of policy through updating in handbook(RL,SA)
    - Notify academic side (Associate Provost) of property defacing advertises upcoming academic events(G)
    - Posting or sign at Copy Center to encourage following policy(G)
  - Long term solutions:
    - Develop or increase “Ownership of Buildings”(G,P,FM Partnership)
• Develop plan for paid student interns to remove (Rich Bova agreed to fund) (G)
  
  o Irresponsible Trash Disposal (trash not take to the dumpster)
    ▪ Short term solutions:
      • Review rental agreement handbook language(AH,RL)
      • Open up bags, identify offender and notify of policy(AH,RL)
  
  o Unauthorized Debris Removal (Students leaving garbage and furniture on the sidewalk)
    ▪ Short term:
      • Residential Life to educate students and in conjunction with Facilities identify areas of concern that can be proactively addressed(RL,C)
      • Facilities to remove student trash at no cost to incentivize students(G)
  
  o Unauthorized Chalking and Property Defacing
    ▪ Short term:
      • Contact responsible party senior authority of property defacing. This could be student organization, coaches, athletic director, or associate provost(G)
      • Remove illegal graffiti as soon as it is noticed(G)
  
  o Graffiti
    ▪ Short term:
      • Facilities to remove as quickly as possible(G)
      • E&EI to compile report of annual graffiti removal costs, FY 12 (161 hours to remove, labor and materials cost university $8380)
    ▪ Long term:
      • Create and promote human component or image upgrade of the workers (EEI,G,RL,SA,E)
  
  o Abandoned Projects Vendor Pallets
    ▪ Short term:
      • Vendor expectations and notification to oversight person or department. This could be Residential Life, Athletics, Med School, Engineering, CIS, and other departments that get frequent deliveries(G)
  
  o Abandoned Events and Posters and Signs
    ▪ Short term:
      • Grounds/Events office to follow up post event(G,E)
      • Contact department that they will be charged if signs are not removed within 24 hours of event(G,E)
  
  o Abandoned Trash
    ▪ Short term:
      • Waste Haulers to pick up hand stops along George, Thayer and Charlesfield as soon as custodial puts on curb. All stops to be completed by 10AM(C)
      • 7 out of 12 hand stops eliminated(C)
• Long term:
  • Develop through current on-going “Materials Handling” meetings elimination of hand stops. Goal is to have all trash efficiently put into container(G,C)
  • Any new large scale renovations or new building has to plan for future materials handling(P)
    o Unauthorized Use of Brown Dumpsters (especially during move out)
      • Short term:
        • Increase size of dumpsters, frequency of removal, and truck removal method(C,G)
      • Long term:
        • Engage neighbors (most of this trash is from non-Brown tenants)(G)
    o Cigarette Butts
      • Short term:
        • Grounds and Custodial to clean more efficiently(G)
      • Long term:
        • Enforce existing policy(G)
        • Signage(P)
        • Cigarette disposal urns locations(P,G)
        • Create and promote human component or image upgrade of the workers(EEI,SA,RL,E,G)
    o Illegal Bicycle Parking- on trees, railings, buildings, etc.
      • Short term:
        • Notify DPS of “areas of concern”
        • Large scale removal on a 1X per year schedule(G,RL)
      • Long term:
        • Additional bike racks(P,G)
        • Develop better communication/partnership with DPS(FM partnership, RL,G,DPS)

• Questions?
  o Emily asked about student groups and coordinating with them when they use spaces over the weekend
  o Donna responded saying they face the same issues
  o Joie is going to continue working with groups and let them know if they want to use the space, they need to keep it clean
    • The issues typically arise when it’s an unauthorized student group, but for recognized groups, let Joie know
  o Donna is also looking to reduce waste by using reusable water bottles (especially during Commencement Weekend) and not having water bottles for sale at Stephen Robert Campus Center
  o Janice shared that SAC tries to be as green as possible by only using compostable
Emily asked if dining halls are using compostable materials
  - Pat responded saying that there is a law going into place in January 2016 that requires it
Lisa asked about food products from dissertations; they tried emailing and telling people to clean up and nothing worked

Subcommittee updates

- Stephen reported on outreach and communications
  - The subcommittee discussed hosting events and the protocol for announcements
  - Announcements should be submitted 2 weeks before the first announcement should go out
  - Carolyn will be the point person to collect announcements
    - Announcements should include: Name, description, date of event, time/place, dates you want announcement of event to go out, name of contact person and their contact information
  - The subcommittee is working on guidelines for how the event will operate
  - Stephen updated website with the bylaws
  - Each subcommittee member is responsible for something different:
    - Stephen - updating website, calendar
    - Jessica - Facebook/posters
    - Liz - Brown Morning Mail
    - Carolyn - point of contact
  - Emily shared that she would like to have pictures of all SAC members on the website
    - Stephen can upload existing photos
    - Someone can take pictures during a meeting
    - Suzanne said that the Brown card office can also send you your card picture
  - Stephen also discussed improving communications between subcommittees
    - There is the possibility to have chairs of the subcommittees communicate and be their own subcommittee?
    - Events and communications subcommittees will work together
    - Tracie suggested a Google group for subcommittee chairs to communicate
  - Diana asked about announcements that need to be made in a few days
    - Stephen responded saying they are flexible
    - Brown Morning Mail only takes a few days
    - Stephen also said it can go on Facebook immediately

- Suzanne reported on Mentoring
  - The subcommittee is meeting with Judy Nabb in terms of professional development, their research, and where the mentoring program is at this time

- Diana reported on Volunteering
  - The subcommittee submitted a proposal to the President’s office
  - They are expecting a response next week and they will share it
Waiting to hear back from the President’s office before engaging new partners

- Eli reported on Events
  - The subcommittee discussed continuing to reach out to organizations that SAC had a good relationship with in the past, noting that April 16 is the Hasbro Children’s Hospital Radiothon, for which we have volunteered
  - The Events Subcommittee is working with Outreach and Communications to relay information to the Brown community
  - The subcommittee will create a Google doc to show the number of volunteers needed for each event and any additional information
  - Events since last meeting;
    - Last Tuesday- Meet and Mingle at the English Cellar (about 10 people, 4 were SAC members)
    - 10 is about average but hoping to see an increase with nicer weather
    - Events – BINGO is on Friday (3/13/15)
    - Potential events: trivia, bowling, pool tournament
  - Future volunteer opportunities:
    - Amos House - late April; the subcommittee is working with them to determine what the needs are for the Amos House event
  - Stephen suggested having identification at Meet and Mingles or a designated area because people might feel nervous going to events alone
  - Joie said it’s crucial for SAC to go and support them
  - Tracie asked about flyers that can go out
    - Jessica is going to create a poster(s) with all the remaining events of the year
  - Diana suggested inviting SAC members to events and adding them to the calendar

Minutes
- Minutes approved from February 24, 2015

Utilizing President Paxson’s office hours (Suzanne)
- Emily shared that President Paxson has staff office hours
- Suzanne took advantage of it last year but overall, staff in general do not
  - Suzanne said that it was a great opportunity to talk with her about things happening on campus and her personal career
  - It’s a great professional development opportunity and puts SAC on the map a little bit more
  - Office hours coming up April 6 and May 8
- Kim shared that office hours are up on the website and in Brown Morning Mail
- She shared that they always have attendance and people are typically allotted 15 minutes
- All you need to do is sign up (contact person: Heather Goode)

Other news:
• Karen shared that Barbara Chernow (Beppie’s replacement) is here as of last week
• Hopefully, Barbara will come to a SAC meeting this Spring

Adjourn

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