PRESIDENT’S STAFF ADVISORY COUNCIL
MEETING MINUTES

TUESDAY, APRIL 14, 2015
12:00 PM - 2:00 PM
Digital Scholarship Lab at Rockefeller Library

Present: Suzanne Alden, Eli Baalbaki, Alexandra Badalucco, Emily Bruce, Allyson Caudell, Susan Coogan, Tracey Cronin, Kim Departie, Donna Frazier, Christopher Gilbody, Janice Hebert, Jessica Garcia, Carol Leone, Tracie Mederos, Stephen Nelle, Carolyn Popovic, Kimberly Roskiewicz, Elizabeth Sandberg, Joie Steele

Excused: Karen Davis, Leah Lebel, Gary Martins, Wendy McRae-Owoeye, Lisa Noble

Invited Guest: Angel Hilliard

Minutes: Meggie Patton

12:00pm Call to Order
Welcome Alex as our newest member
Welcome Meggie in her new role

12:00 – 12:30pm Subcommittee meetings

12:30 – 1:00pm Subcommittee updates

1:00 – 2:00pm Angel Hilliard on Staff Development Day
Mentorship Questions

2:00pm Adjourn

Everyone welcomed our newest SAC member, Alex and our new note taker, Meggie! Alex will join the
Volunteerism Subcommittee.

Subcommittee meetings
- Individual committees met for first 25 minutes of meeting

Subcommittee updates
1. Volunteerism
   a. President Paxson approved the one-page proposal from the subcommittee
      i. Chris will send proposal out for all to review
      ii. We will have further conversations at future SAC Meeting
   b. We will be looking at next steps towards identifying additional members
2. Events
   a. Meet & Mingle on April 8, 2015 at Rick’s Road House - 20 people attended (great turnout!)
   b. Gary is working on a campus tour for end of April
      i. Exterior tour of five or so buildings on the campus green
      ii. Gary is on vacation, but Eli will get final details when Gary returns.
      iii. These types of events were very popular in the past
      iv. Gary can work with a group of up to 50 people
   c. Hasbro Children’s Hospital Radiothon April 15-16, 2015
      i. We have five volunteers and counting
   d. BINGO Event Follow-Up
      i. There is interest in more events during 12:00-2:00 lunch time, such as:
         1. Trivia
         2. Pool Table “Tournament”
         3. Carol could work with local rock band
            a. Possible date of June 4th
            b. Likely on campus or near campus
   e. Next Meet & Mingle is on May 7th at Duck & Bunny
      i. In the back outdoor patio area, weather permitting
      ii. They sell cupcakes! Food is good.
      iii. This location was very popular last year, largest turnout
      iv. We will try to put up signage at venue to direct guests towards the gathering area
   f. Efforts to get more people showing up is paying off
3. Mentoring
   a. Meeting with Judy Nabb
      i. Gathered Judy’s thoughts on mentoring program
      ii. How can SAC support her efforts?
         1. Judy will work with us to ask key questions regarding staff needs in a mentoring programs
         2. What would have been useful to you when you were a new employee at
Brown

3. Mentoring team has a short questionnaire that they will then hand back to Judy
   iii. They are moving forward with a mentoring program for new hires
   iv. Of 3 options previously reviewed:
      1. Biggest impact would be social media mentoring
   v. In terms of rolling out the program, the initial time frame is to pilot over the summer and start this fall.

4. Outreach
   a. Carol put together an invitation letter that targets five – six specific departments (Carol mentioned starting with the Outreach and Communication Subcommittee members’ departments.)
      i. Pilot to gain some interest in different departments to help with communications
      ii. Gather a few people who want to be involved and try to make a difference
      iii. This would focus on workplace “concerns” to see if we might help
         1. What does their voice need to make change on campus
   b. Carol gave letter to Emily and Jan to review
   c. Idea is to have a little focus group to gather feedback from staff
      i. Example work-related topics
         1. Staff morale and climate (broader level issues)
   d. Inspired from 2010 Conversation Project
      i. Surveyed certain staff to get a pulse on what’s happening
      ii. They then wrote a report and sent to president
      iii. Goal was to offer the president a community report
      iv. Tracie M. was here during 2010 SAC Project
         1. She can dig up some research on how this was managed
   v. This project was too much information
      1. Tricky time for staff morale
      vi. This was pre-Google going crazy - more about talking to someone on the phone and making connections
   e. The 2015 project would be more ongoing
   f. SAC Group should help formulate the questions
      i. Example: People don’t really know about flex time policies
         1. This varies dramatically from department to department
      ii. There’s no standard communication at Brown University
      iii. How do different departments do different things
   g. The letter will be shared with Wendy, Karen, and Kim
   h. Chris thinks this a smart way to get people talking - but avoid words like “issues.” Stay positive with words like “best practices.”
      i. Make sure it’s clear that we won’t be able to fix those things
      ii. Come to the focus group with an idea
i. Carol could use some help setting up a very simple Google Form
   i. Name, department, phone number, etc.

j. We’ve talked about Town Hall style meetings before; this is different because these are invite-specific focus groups.
   i. Open Forums were for anyone to come and talk about anything
   ii. First one was a great group (during summer)
      1. A lot of good information
      2. None of us are trained mediators
         a. Time can be a challenge
         b. Managing the conversation is important
         c. Ruth Rosenberg, Ombudsman at Brown is awesome!
            i. She keeps information shared strictly confidential
            ii. She has helped train staff members how to do mediation
            iii. She has been leading a series of department manager meetings

Minutes approved from March 24, 2015

Angel Hilliard on Staff Development Day
   o Angel is the employee program manager
     o Plans BEAR Day
     o Staff Development Day
     o The Brown Gives Charity guide
   o List of Staff Development Day confirmed events
     o Mixed bag of seminars
     o 4 different time slots
     o Community Service projects
       • Brown Bag it for Crossroads
       • Magaziner Farm
       • RI Community Food Bank
   o Planning on 4 sessions on career building
     • So You Want To Be An IT Professional; So You Want To Be A Manager; So You Want To Be A Leader; So You Want To Learn About LinkedIn
     • This could dovetail with our mentorship program
     • Set up like a panel
       • Sessions are 1 Hour 15 minutes
   o “Fun” topics are in the afternoon
   o Breakfast, Lunch in Sharpe, followed by the Town Hall with President Paxson
     • Hopefully President Paxson will introduce new senior staff members at the Town Hall (Barbara Chernow, Cass Cliatt, Amanda Walsh)
 Allow opportunity to ask her/senior staff questions
  o Angel would like more ‘FUN’ for Staff Development Day
   She would like some suggestions from SAC
   There’s an opportunity for fun during lunch or ice cream social
   In the past we’ve had
    • Staff Art Show
    • Family Feud
    • Farmers’ Market
    • Minute to Win It
  o Ideas?
     Quiz Show
      • This takes an incredible amount of work
        o Graphics; Behind the scenes
     Staff Talent Show
      • We’ve done Ivy Idol in the past
     Fun to see Staff’s Got Talent
      • Magic, instruments
      • This could be embedded into the lunch
      • There was an accordion player at the lunch last year
      • Could have multiple things going on in various Sharpe Rooms
     Paint & Vino
      • Substitute with grape juice...
      • We need a teacher
      • Finger-painting
      • Could take photos of the staff art work and make a collage
     Brown has a Swing Club and a Salsa Club
     Keep in mind
      • Limited budget
      • Get in touch with Angel if you have an idea
      • Presenters/Outside instructors do not get paid
      • Try to keep the fun/social sessions separate from more professional development sessions
     Lip Sync Battles
      • Winner determined by applause
      • Tracy M. knows someone who is involved in the1031 Productions Living Statues group
      • Tracy M. knows someone who could be an MC for this show
     Iron Chef at Lunch
      • Would command a bigger audience
      • Equipment logistics and food costs pose a problem
      • There are a lot of supplies needed ($$$)
Morning Mail going out on Wednesday for Working@Brown Facebook page (LIKE)
  - Please “Like” the page; encourage colleagues to “like” the page
  - Jessica will add to SAC Facebook page

Suggestions from SAC members:
  - Weather Permitting - Field Day on Wriston Quad (in place of Farmer’s Market that is not happening this year)
    - Allyson will research Athletics for resource options
    - We would need staff to run this and prizes
      - Cornhole
      - Living Statues
      - Obstacle Course?
      - Staff knock-out tournament (basketball)
  - Suzanne will reach out to Stefanie (re: robots demo) regarding hosting a “faculty” session
    - High-Five a robot
  - Tracie M. can get a list of which faculty are available for summer session
  - 4 Students teaching at Wheaton
  - Sustainability at Brown
    - Meggie will send Angel an e-mail
    - Participant limit
    - 1 and 15 minute session
  - Happy Video was really successful last year
    - Need someone to film/edit

Staff Development Day started in 1993
- Half-Day Staff Field Day during the Summer
  - Weather dependent
  - Cost prohibitive to tent the Green if inclement weather

- Email Angel a list of all your ideas
  - For Staff Dev Day
  - For BEAR Day
    - Chris will get in touch with Angel about an idea for recognition

**Mentorship Questions**
- Think about when you were a new employee
  - What resources did you access/ who helped you
- You can follow up with Judy regarding this if you have additional thoughts/questions
- Everyone took a few minutes to complete Peer Mentoring Assessment Program Questions
- Thoughts
  - Directory of appropriate people to call (Who’s Who)
  - New Hire Orientation often happens beyond actual start date
  - Face-to-face contact
  - Overview of organization structure
- Mapped out flowchart
  - Clear grouping of who’s associated with whom
    - Workday is working towards this
    - You can see who direct reports are in an easy, accessible way
    - Generated through HR
  - A list of all the things for which the employee is responsible
    - And WHEN they should be submitted/scheduled
    - i.e. Financial, Reports, Meetings
  - Brown should pay (more) attention to succession planning
    - Document what you do
    - Make a list of everything that you do before you leave
    - Departments are supposed to have contingency plans
    - Encourage people to be thoughtful
- Reference for acronyms
  - i.e. BOB, PAUR, etc.
- Need to know which systems to which you need to request access
- The Ambassador Program was helpful to people; Ambassador Program is going on hiatus
- Campus Tour that includes Jewelry District

Adjourn