PRESIDENT’S STAFF ADVISORY COUNCIL
MEETING MINUTES

Tuesday, April 26, 2016
12:00 PM - 2:00 PM
Petteruti Lounge- Stephen Robert ’62 Campus Center

Attendance:

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
<th>Members 2015-16</th>
<th>Present</th>
<th>Absent</th>
<th>Members 2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒</td>
<td>☐</td>
<td>Stephen Nelle (Co-Chair)</td>
<td>☒</td>
<td>☐</td>
<td>Shannon Benjamin</td>
</tr>
<tr>
<td>☒</td>
<td>☐</td>
<td>Joie Steele (Co-Chair)</td>
<td>☒</td>
<td>☐</td>
<td>Michele Calnan</td>
</tr>
<tr>
<td>☒</td>
<td>☐</td>
<td>Tracey Cronin</td>
<td>☒</td>
<td>☐</td>
<td>Eric Ferrara</td>
</tr>
<tr>
<td>☒</td>
<td>☐</td>
<td>Donna Frazier</td>
<td>☒</td>
<td>☐</td>
<td>Gilbert Fontes</td>
</tr>
<tr>
<td>☒</td>
<td>☐</td>
<td>Jessica Garcia</td>
<td>☒</td>
<td>☐</td>
<td>Ben Garvin</td>
</tr>
<tr>
<td>☒</td>
<td>☐</td>
<td>Carol Leone</td>
<td>☒</td>
<td>☐</td>
<td>Elizabeth Malone</td>
</tr>
<tr>
<td>☒</td>
<td>☐</td>
<td>Tracie Mederos</td>
<td>☒</td>
<td>☐</td>
<td>Anthony Mam</td>
</tr>
<tr>
<td>☐</td>
<td>☒</td>
<td>Elizabeth Sandberg</td>
<td>☒</td>
<td>☐</td>
<td>Amanda Figgins</td>
</tr>
<tr>
<td>☒</td>
<td>☐</td>
<td>Katie Grasso</td>
<td>☒</td>
<td>☐</td>
<td>Chris Moore</td>
</tr>
<tr>
<td>☐</td>
<td>☒</td>
<td></td>
<td>☒</td>
<td>☐</td>
<td>Rebecca Palmer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>☒</td>
<td>☐</td>
<td>Stephanie Romano</td>
</tr>
</tbody>
</table>

Ex-Officio Advisors

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
<th>Members 2015-16</th>
<th>Present</th>
<th>Absent</th>
<th>Members 2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒</td>
<td>☐</td>
<td>Karen Davis</td>
<td>☐</td>
<td>☒</td>
<td>Emily Bruce</td>
</tr>
<tr>
<td>☒</td>
<td>☐</td>
<td>Wendy McRae-Owoeye</td>
<td>☐</td>
<td>☒</td>
<td>Janice Hebert</td>
</tr>
<tr>
<td>☐</td>
<td>☒</td>
<td>Kimberly O Roskiewicz</td>
<td>☒</td>
<td>☐</td>
<td>Kelsea Parker (Notetaker)</td>
</tr>
</tbody>
</table>

Guests: BSA
Minutes: Kelsea Parker

Minutes: Kelsea Parker

Call to order at: 12:05pm
• Approved minutes from
• Announcements.
**Presentation BSA- 12:05pm**

• Brown Student Agencies:
  o Howard Carter; Executive Director
  o Derek Shay; Projects Director

• Mission
  o Provide business experience for Brown undergrads
  o To offer needed products and services to the university community
  o To give back to brown and greater Providence area

• Provided services
  o Laundry services
  o Fridge rental
  o Spring weekend tickets

• Souk – (like craigslist)
  o In beta testing
  o Launching April 27th to broader Brown Community
  o Need a brown.edu to login
  o Drafted a terms use
  o Market place for an exchange of goods
  o Items posted
    ▪ Prices, mileages, owner to contact, condition

Questions

• Do you need an active Gmail account
  o Yes

• Is there a crosscheck mechanization, so staff/students aren’t selling Brown owned items?
  o No but will look into adding something like this.

• Think it is very simple and safe, maybe come up with a designated stop/safe spot for people to meet.

• Anyone that has a brown.edu will have access
  o No request necessary to be apart of the group as long as you have the brown.edu email

• Is there anything for babysitting/carpool/dog walkers
  o Check at Brown SEO, they have those kind of listings

• Adding a staff tab
  o Thinks it is a great idea

• Med students, grad students are like staff
  o Explanation of the categories might be useful with this information

• Will this be an App.
  o Not right now but in time it will.

• Limited by geographical locations even if you’re further from the campus can you still post something?
• Yes you will be able to. When you write your post you have to set the location to where it is.
  • Who is maintaining the site after the seniors leave
    o Will be replaced before they graduate, by other members of the team
  • Will be expanded to the other intuitions
    o Not right now but it is a good idea
• Conflict resolutions
  o Own persons reasonability
  o Might want to do a 3 strikes your out rule
  o Can report back to them in the feedback tab
• How do you plan to market it
  o Social media (Students)
  o Need more ideas for staff/ faculty
  o SAC could put it on our SAC Facebook page

Committee Meetings – 12:32pm

Committee Reports- 1:27pm

Outreach and Communications

• Survey going out
• Monthly news letter (Eric)
  o Working on a format
• Brownie Points
  o Sooner the later
  o Going to start advertising in morning mail
• Lip Sync poster
  o Needs to be sent out
  o Print it out/forward it to everyone in SAC and the have each SAC member send it out to people they know
  o $100 visa gift card/ trophy to winner or group winners
  o Flier to hand out for staff development day
    ▪ Make them very general so that we can reuse them
    ▪ Inserts page of meet and mingle dates in them
  o Will be in morning mail every week now till June 7th, the video will continue to go out till May 20th every Friday
  o Email will be going out (Brownie points/ lip sync battle)
  o 20 staff to participate the upper staff would put together a team an do the battle

Events & Participation

• Staff development day farmers market
  o 13 farmers conformed but would like to try to get to 20
• Lip sync video need to get that out more
  • Meet/Mingle set up through summer
    o Sept. Roof Top on the G on a Friday
    o Whiskey was very successful
    o June 28th field day
      ▪ 4-6:30pm
      ▪ End of the fiscal year celebration
      ▪ Pembroke Field House
      ▪ Kickball, corn hole, giant jenga, cam jam
      ▪ Speaker w/ blue tooth will be rented
    o Create a calendar w/ images for people to see events better
    o Coffee an conversations
      ▪ Open forum idea
      ▪ A different demographic then the meet/mingles
      ▪ Coffee, tea, pastry event
      ▪ A place for staff to voice complaints
      ▪ Want people to come up w/ ideas for us on topics
      ▪ Survey might help for what the topic will be for the 1st meeting

**Diversity & Inclusion**

• Will be coming up with a summary of what the Brown Bag Lunches are for the website
  o LBGQ- April 27th
  o Women’s-May 9th
• Divisively and Inclusion
  o Round table discussion, scholarly and current event piece
  o BEAR Talks
    ▪ Bridging Education & Awareness Round Table Talks
    ▪ Might need to 2 days if a lot of people are interested
    ▪ Hoping to do the 1st one for the end of June
• July another round of Brown Bag Lunches
• Doing book discussion (summer reading)
  o Aug. 26th 9am-1pm
  o Aug. 23rd spending the whole SAC meeting talking about the summer reading book

**Volunteer Committee**

• 2 events coming up
  o May 15th Liver Life walk
  o May 22nd Girls on the run Colt State Park Bristol RI
  o Open to all Staff
• Staff Development day
  o 8 volunteer opportunities
o Waiting to hear back from 3 more
o 2 collections
  ▪ Books are Wings
    • Partnered w/ United Way
  ▪ Boys/ Girls club Fox Point
o Will have everything in by May 1st

Updates

  • Will be sent out through email to everyone.

Adjourn- 2:02pm