PRESIDENT’S STAFF ADVISORY COUNCIL
MEETING MINUTES

TUESDAY, May 12, 2015
12:00 PM - 2:00 PM
200 Dyer Street, Room 101


Excused: Suzanne Alden, Tracey Cronin, Carol Leone

Minutes: Meggie Patton

12:00-12:05      Call to Order

Announcements

1. Reminder - President Paxson will be attending our May 26 meeting. Progress reports will be given at that time.
   a. Groups should determine what they want to share with President Paxson during subcommittee meetings today
   b. At maximum she will be here for an hour, so each group should prepare about 5 minutes or so of content
   c. We will also be hearing from her, so be prepared to ask questions
   d. This is more of a mid-year check-in
      1. This is a great way to engage her more fully

Minutes approved from April 28th, 2015

Subcommittee meetings

- Individual committees met for first 25 minutes of meeting
Subcommittee updates
Volunteerism: **Brown Service Days Proposal**

1. Service Day proposal sent out to group via e-mail on May 8th
   a. Next Step: Reaching out to organizations
      1. Does anyone know of any outside organizations that could accept a big group of people?
         a. This came about due to President Paxson’s meeting with the Nature Conservancy.
            i. They could accommodate a large group; maybe could be a kickoff in the Fall
            ii. Gary M. reminds everyone to consider possible upfront costs (dumpsters, rakes, supplies)
            iii. A good starting point is to look for opportunities that don’t have a high cost
            iv. Kim R. will reach out to the Nature Conservancy folks to see if they’d like to come to a SAC Meeting (later) and discuss the potential for this
   b. Everyone seems to like the idea of starting small and maybe getting a project done this Summer
      ii. This may be a great opportunity to have something on Staff Development Day to discuss the program

2. Events
   a. June 4th Meet and Mingle
      i. At 4:00pm (Summer Hours!)
      ii. Band will be performing
         1. Jessica G. will create a poster
         2. Liz S. will do a Morning Mail
   b. June 10th Pool Tournament
      i. Prizes TBD
      ii. During Lunch Hours
   c. Gary M. had his Main Green Tour
      i. Huge Success: 40-50 people
      ii. Gary M. is looking into expanding the program
         1. Late September/Early October: Gary M. will speak with Peter the organist to see if he would be willing to play before/during a tour.
         iii. Gary M. is going to check in with Pat Vetere, Grounds Superintendent who has given Garden Tours in the past, regarding holding another Garden Tour
   d. Duck & Bunny Meet & Mingle was a big success
      i. 30+ people
   e. Eli B. will send around an e-mail with the information for upcoming events
   f. Emily B. will invite other people to view the SAC Calendar
3. Mentoring Subcommittee
   a. Judy Nabb is coming to our meeting today; we can get an update then
   b. The current pace is generally slow with the subcommittee as this group awaits Judy Nabb’s exploration of other higher education institutions’ processes on employee mentoring. Judy is also working with a consultant to further gather information and help in planning this program.
   c. Judy noted that the mentoring program will initially start with employees who have been at Brown for about seven to nine months.
   d. Asked of Judy Nabb: Where is the Mentoring Program going/next steps?
      i. First Step is mentoring for new employees
      ii. Three Phases: New employees>Career Development>Social Media
   e. Based on interviewing new employees and peer institutions, we will work out the mentoring program
   f. Due to this slow pace, the Mentoring Subcommittee members mentioned that they have some available time and asked if any other subcommittees need assistance.
      i. The Volunteerism Subcommittee was recommended for receiving assistance.

4. Outreach: Outreach & Communications Subcommittee - Pilot Proposal
   a. Going forward with a survey to engage staff on effectiveness of communications
      i. This is an updated version of a survey that was sent out three years ago
      ii. This is a fact finding mission to determine how well-informed staff members feel
         1. This is intended to be sent out during Staff Development Day
         2. The plan is to do it during lunch
            a. The survey will also be released in Morning Mail
      iii. What they need from us
         1. Question 3: “Do you feel like you are well informed with what is going on around campus?”
            a. Possible Change: “What is your main source of info in regard to what is going on around campus?”
            b. How do you feel about events and/or announcements that affect the Brown community at large?
            c. What’s the best way for you to receive information regarding the Brown community?
            d. Is Brown doing a good job getting you information regarding: (a) Morning Mail, (b) Department Meeting, (c) Email, (d) Co-worker, (f) Facebook?
         2. Question 7 seems a little unclear: “If a staff bulletin board similar to a craigslist page style was created, would this be something that you would utilize?”
            a. Brown Staff Bulletin Board possibly using the terminology of “electronic” bulletin board and eliminating any mention of Craig’s List.
3. Question 8 needs clarification: “Would you be interesting in assisting SAC within your department?”
   a. **Change to** “Facilitating SAC communications in your department”
   b. **Add** whether the survey taker would like to be added to the SAC e-mail list
4. Once the information is compiled, the team will give it back to the group to reflect on recommend changes
5. We should set up a SAC table during the lunch hour on Staff Development Day
   a. We should also add information about the upcoming Meet and Mingles for table slips

1:15-2:00  **Judy Nabb: Update on Professional Development**

1. **State of the State for University HR development**
   a. **Staff**
      i. At the core, everyone is helping hands
      ii. Judy Nabb is the Associate Director
         1. Setting the course for what staff needs are
   b. **Our Work**
      i. **Professional Development**
         1. Communications
         2. E-mail Etiquette
         3. Workday Training
         4. Annual Needs Assessment
            a. Good response rate
   c. **Current Initiatives**
      i. Just completed a pilot Leadership Certification Program
         1. Hand-out shared with everyone
      ii. **Building Positive Customer Relationships Series**
         1. Four Online Modules
      iii. **Learning Point**
         1. Registration for Staff Development Day opens May 26!
         2. Judy gave us a brief overview of the new Learning Point
            a. Learning point lessons
               i. Really quick lessons for end users
            b. Knowledge Bank will be launched in August
               i. SAC will get a specific e-mail when this comes out so we can share it with our departments also.
      iv. **Peer Mentor Training Program**
         1. Next stage is to do some evaluation with folks who are new to the university
      v. **Working on Online Module: Preventing Discrimination and Sexual Violence Title**
IX, VAWA, and Clery Act

vi. Series for Chairs and Center Directors
d. Assessment & Metrics
e. We need to advocate for Professional Development

2. Questions posed to Judy Nabb
   a. Do Faculty have training for Management Roles?
      i. All Leadership training is open to faculty as well
   b. Is this all live now?
      i. Yes. We are still building but you can check it out
   c. How many people don’t show up to their scheduled trainings?
      i. No numbers for this year, but we discourage people from missing trainings as it takes away a spot from colleagues
   d. Will there be classes in the summer?
      i. Yes! Sizzling Summer Sessions will come out soon.
      ii. Book Clubs are coming back for the summer as well.
      1. There is a library that we can even use
      2. E-mail CLPD@Brown.edu
   e. Has there been discussion about folding Wellness @ Brown with Learning Point?
      i. Yes, we are aspiring to centralize staff resources.
   f. Is the Ambassador Program going away?
      i. Yes, on a hiatus. There are not enough resources to continue this program and initiate the Mentoring Program at the same time. Right now, we are focusing on the Mentoring Program.
   g. Could we have HR Coordinators?
      i. Sure! Would not be too hard to do.

Adjourn