Call to Order

Minutes approved from June 9, 2015

- Leah Lebel asked if a member should vote on the minutes if you did not attend the meeting for which the minutes were taken. She asked: How can you know if they are accurate if you weren't there? Emily Bruce stated that Leah may choose to abstain from the vote if she preferred. There is nothing currently in the bylaws about this situation.
- The June 9, 2015 minutes are approved with one abstention.

Subcommittee meetings

- Individual committees met for first 30 minutes of meeting

Subcommittee updates

A. Volunteerism

- Leah Lebel provided an update. This group has been working really hard.
- Susan C. has been working with the Nature Conservancy. They provided Susan with a proposal to pilot the volunteerism program. Leah distributed the Nature Conservancy’s proposal. SAC members will kick off the pilot project for this initiative.
  - The date set for this volunteer opportunity is August 26, with a rain-date of August 27.
  - Nature Conservancy is looking for 10-15 volunteers to come to their beach preserve in Little Compton from 9am-1pm. The work consists of taking down fencing, signs, and other tasks, not super heavy labor.
No finalization on transportation/carpooling, workers comp. etc. yet. The Volunteerism group is still working out details with Karen Davis. Have to figure out how to make sure people get paid and don’t have to take vacation time.

The Volunteerism group will send out the proposal with a request to reply if members are interested.

This is a way for us to go, see what it’s like, and pilot the program for the bigger University day.

- Suzanne asked how we can best communicate this volunteer initiative to department managers.
- Wendy McRae-Owoeye suggested a communication on behalf of the president to department managers asking for them to be supportive.
- Maybe Barbara Chernow would be willing to be part of the communication plan?
- Hopefully, there will be a bigger announcement when we do a larger scale roll out for the whole University.
- Leah Lebel is also going to talk to Diana Perdomo (former SAC Member and former chair of Volunteerism Subcommittee/Brown employee). Diana is now at United Way and could potentially have funds to help us.

B. Events

- A pool tournament was held on June 10, 2015 from 12:00 – 2:00 p.m. Eight people signed up. If more than one Morning Mail was sent, we may have had better attendance.
- The current Friends of SAC email group needs to increase.
- Could we use the academic and Department Managers listserv? We can send them the posters.
- There was a suggestion that we might consider hanging posters in advantageous locations around campus. Wendy McRae-Owoeye noted that in prior years flyers were put on cars in parking lots. Stephen Nelle suggested possibly the entrance to the parking lots?
- Tracey Cronin asked for suggestions for Meet and Mingle locations.
- Events will keep mixing up locations, days and times.
- Having Morning Mail posted a minimum of two times, maybe three, is preferable to have adequate notification to get better turnouts at events.

**Staff Development Day Concerns:***

There was confusion around Staff Development Day regarding what was perceived as to what was approved to happen and what was later determined could not happen. Angel Hilliard declined to let SAC put our table slips out to advertise our events, as Angel felt the information would be in competition with Staff Development Day materials. Unfortunately, there was also some mix-up or miscommunication around where the SAC Events slips could be handed out as agreed to with Angel. Originally, the need was for 150 copies of the slips promoting SAC events, but with the change, there had to be an increase in copies to 1,000, at the last minute. This mix-up resulted in needing more hands on deck and more confusion. Angel was not happy with SAC handing the slips out at the entrance to staff coming in for lunch, but agreed to let them continue.

We need to follow up with Angel to figure out why that happened, and how we can ensure this does not happen again. SAC and Staff Development Day are supposed to help build morale. It did not feel like there was a collaborative effort.
Wendy McRae-Owoeye recommended we talk to Karen Davis first and then go from there. Carol Leone suggested after we talk to Karen Davis to talk to Angel directly.

C. **Mentoring**
Suzanne Alden noted that there is nothing to report at this time.

D. **Outreach and Communications**

**Staff Survey:**
- We are waiting to hear back final approval from our advisors on the survey. Karen Davis is on vacation. We will try have final approval upon Karen’s return, if not before.
- The Communications group is planning for the survey to be sent out on two dates: July 13, 2015 and September 7, 2015
- Stephen Nelle said they are hoping to get 10% or 300 staff to respond to the survey.
- Tracey asked if we could put markers, gender, etc. so we can know who is responding. This is not something we intend to track at this time. Responses to the survey will be submitted anonymously.
- There was a concern about people who do not have offices or cubicles and may not be able to access an electronic survey.
- Wendy McRae-Owoeye explained that Facilities Management was one of the first groups to finish benefits enrollment. So, access is available when needed. Many of the Trades/Union staff have smart phones to use for access.
- This may be an opportunity for HR to help, as they have kiosks (two) that people could use to complete the survey. Maybe there is a possibility that one of the two kiosks in HR can be designated for the survey.
- Carol mentioned giving an incentive to get more people to fill it out.
- Leah reminded us that union employees will likely not be eligible for our volunteer opportunities
- We should reach out to Paul Mancini (Human Resources) to find out the process on how union staff could participate.
- In the past, SAC surveys were sent out to everyone.
- Feedback hasn’t been looked at based on union/non-union, but that may be a good idea for the future.
- We do want to hear from the broader staff community so we should include all staff.
- Can we ask: What grade they are? Could we ask exempt or non-exempt? Responses would be different depending on what position they are in.
- Carol Leone explained that the survey has been revamped a number of times already. We prefer not to revamp it again. Some people might think it isn’t anonymous if they have to answer identity questions.
- Joie Steele said that going forward we should probably ask demographic questions, and try to pay more attention to the diversity of staff, as well as the impact that diversity has on their experience.
- Wendy McRae-Owoeye asked us to put a statement that lets people know how to send us more information should they want to.
- Wendy McRae-Owoeye expressed that she has also had a lot of transgendered cases and that she wants to bring more awareness of diversity issues to SAC.
• After the survey, could we find someone to break down the trends etc., maybe someone in CIS? Emily Bruce has a friend at Brown who does that, she is going to reach out and see if he would be willing to help.

E-Bulletin Board:
There was a brief discussion regarding the staff e-bulletin board. We need to check in with Karen Davis about what was done in the past.
  o This e-bulletin board could potentially help with outreach. We could post pertinent information for staff to the e-bulletin board.
  o Commerce is also an option but we would need to figure out what Brown is allowed to do. Could we just put a simple disclaimer stating that Brown isn’t responsible for goods exchanged or sold?
  o It could really improve communication among staff.
• Leah asked if SAC really serves all staff and used dining staff as an example. Janice Hebert said the unions have the collective bargaining units to represent them. We are not “allowed” to speak for/represent them.

Announcements:
• Joie Steele and Stephen Nelle were nominated to be the 2016 SAC co-chairs. Joie and Stephen will each do a brief presentation, followed by a Q&A, and then a secret vote at the July 28, 2015 meeting.
• The July 14, 2015 meeting is canceled.

Feedback Discussion
Wendy McRae-Owoeye offered to leave for discussion. Emily Bruce asked if she would leave maybe after 10 minutes or so just in case anyone wants to state anything without advisors present.

1. Are people enjoying their time on SAC, especially first year members?
Emily: It has been a busy year. She has had a big learning curve, managing conversations is challenging but in a good way. So far, she is proud of the work that we have done. It’s nice to sit back and see all of the ideas come to fruition. Very gratifying but tiring. It’s been good, and she really hopes that everyone feels supported, that is the most important thing to her.

Wendy McRae-Owoeye: Every year brings another set of personalities and this year it has been very interesting in terms of the balance. There are a lot more people stepping up to the plate in terms of leadership, but it strikes a nice balance. Out of all of the years, this class will definitely go down in history in terms of the amount of work that has been done, and the topics that have been covered.

Jan: Feels honored and privileged to be in the position she is in. She stated this has been a true learning experience. She has learned so much from all the different perspectives from the members and advisors, as well as the numerous guests. She is grateful to have a very supportive co-chair.

Wendy McRae-Owoeye left at this point.
Leah: Sees such a difference from last year. Last year there were a few strong personalities. People left, a lot of transition; one of the co-chairs left. This year feels much more organized. She was on three committees last year, so, having one focused area makes a lot more sense. Meeting outside of SAC was difficult. Only downside is not being able to talk to people outside of her subcommittee as much. She really likes that we designate time in the meeting for sub-committees. New format is great and co-chairs have done a great job.

Stephen: All of the committees should be resources for each other. Treat each other at resources.
**Suzanne:** Suzanne said she was really happy to hear the president mention SAC initiatives at Staff Development Day. Such different people and classes each year, one thing about last year, we had a lot of higher level discussions. What is our role, what is our mission etc. That was really valuable, and we haven’t done as much of that this year. It would be great to do that again. This year, we are getting way more substantive stuff done. Committees have new ideas, new initiatives, and we are getting buy in from the president and others. Last year, we needed more of a problem solving approach. The subcommittee meetings in our normal meeting are really great. Last year she got to know people more quickly, so if we can try to figure out how to get more people talking that would be great.

**Leah:** So great that President Paxson came to the meeting, because she was surprised that she didn’t come to our meetings when she first started. It was a huge improvement that she came to our meeting and she mentioned it at Staff Development Day.

**Stephen:** Suzanne touched on some things, but branding is really important. He really likes being on SAC to meet people, go to other areas etc. How do we communicate the information that we get at SAC to the broader staff community?

**Joie:** It would be great to re-evaluate the term limits and the requirement that people have to wait two years to join since we are really missing out on new staff members who are passionate and excited about being at Brown. It would also be good to have one meeting a semester maybe that the advisors are not at so members could speak freely. Overall, we really need to figure out what our mission and our goals are and try to carry those through even though membership changes.

**Tracey:** We should maybe do a newsletter...to get information out to people about what we are doing. It doesn’t have to be long or overly fancy, just a way to get the word out there.

**Suzanne:** We get communications from the president; it would be great to have a notice from her come out.

**Emily:** We should ask and see if that is possible; it would help us solidify our mission etc.

**Tracey:** This is an easy way for the president to send a message that she believes in staff. Even in *Building on Distinction*, staff is just a small section.

Adjourn