TUESDAY, JUNE 9, 2015
12:00 PM - 2:00 PM
Digital Scholarship Lab
The John D. Rockefeller, Jr. Library

Present: Suzanne Alden, Eli Baalbaki, Alexandra Badalucco, Emily Bruce, Allyson Caudell, Susan Coogan, Tracey Cronin, Karen Davis, Donna Frazier, Jessica Garcia, Janice Hebert, Leah Lebel, Carol Leone, Gary Martins, Tracie Mederos, Wendy McRae-Owoeye, Stephen Nelle, Lisa Noble, Carolyn Popovic, Elizabeth Sandberg, Joie Steele

Excused: Kim Departie, Leah Lebel, Kim Roskiewicz

Invited Guest: Barbara Chernow, Executive Vice President for Finance & Administration

Minutes: Meggie Patton

Call to Order

Announcements
Minutes approved from May 26, 2015

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

Subcommittee updates
A. Volunteerism
   a. Moving forward with piggybacking on the staff survey to determine what the community would like to do
      i. The survey will be in Morning Mail sometime after Staff Development Day
   b. Moving forward with Volunteer Day in August
      i. We would love everyone’s participation
      ii. Maybe held on a SAC Tuesday so it’s a little less time out of the of the office

B. Events
   a. Meet and Mingle at Whiskey Republic
i. 30 or so people
ii. New staff members
iii. Band was popular (and free!)
   1. They are willing to do it again in the Fall
b. Pool Tournament
   i. 12-1 and 1-2 on Wednesday June 10th
   ii. 8 people have signed up and soda/pizza/prizes will be provided
   iii. New event to pilot interest
       1. Walk-ins welcome/moral support always appreciated
C. Mentoring
   a. J. Nabb at CLPD is moving forward with preparing an assessment for new employees
      i. She would like some feedback and assistance from us
         1. Provide some high level trends from the SAC group’s input
            a. The Mentoring group drafted a summary/overview of the SAC members’ thoughts.
               i. Getting exposure to people with expertise in specific professional areas
               ii. Institutional policies and culture
               iii. More aware of key people to turn to (HR, Accounting)
               iv. Access to formal mentoring program
               v. Other types of professional development opportunities outside of LearningPoint
                  1. Not necessarily structured trainings
            b. Suzanne further explained trends and will share the overview with everyone
               2. Provide some possible survey questions to J. Nabb

D. Outreach
   a. Survey
      i. Received some edits from our advisors
      ii. Liz will update and finalize
      iii. The survey will be released in Morning Mail after Staff Development Day
      iv. Possible incentive prizes/schwag?
         1. SAC zip-up cooler (Emily Bruce)
         2. Recruiting mugs (Wendy McRae-Owoeye)
         3. Suzanne will ask around at computer science
      b. Small events flyer will be left on all tables during lunch at Staff Development Day if approved by Angel Hilliard.
         i. Jessica G. will print and prepare

E. Morning Mail
   a. **All Events must** be posted on Brown calendar
      i. Then we can submit the Morning Mail
      ii. Link events to the SAC Facebook page
b. **Communications** committee is responsible for adding events to the Brown calendar and submitting to Morning Mail

c. **Events** should submit the details to the Communications group at least two weeks in advance of the event
   i. Send to whole Communications team

F. Event support
   a. Take pictures and share
      i. We should share these and comment on them on Facebook
   b. We should increase SAC participation at events
      i. We need better SAC member participation. We understand that there are other commitments which preclude attendance at after-hours events. That is why events are varying on days and times.
      ii. More people to talk to the guests would be helpful

G. **Volunteer at Staff Dev Day**
   a. Handing out gift bags at lunch
      i. Lunch starts at 11:30
         1. 2 people per shift
         2. Look for Ange Hilliard at the Rattey
         3. 15 minute shifts
            a. 11:30-11:45: Susan/Alex
            b. 11:45-12: Suzanne/Janice
            c. 12-12:15: Emily/Stephen
            d. 12:15-12:30: Liz/Meggie
            e. 12:30-12:45: Tracey/Joie

**Barbara Chernow**

A. Barbara shared some background information on herself
   a. Manhattan
      i. Every headhunter asked: ‘How quickly do you type?’

B. Questions
   a. What is the culture difference from when you were a student to when you’re here now?
      i. Campus looks smaller
      ii. Stonybrook has 25,000 students and 1,015 acres
      iii. Financial challenges are similar
   b. What are some of the financial challenges you see and what opportunities for Brown University?
      i. Strategic sourcing: Estimate what you’ll spend on a particular thing
         1. Put bids out
         2. Vendors give a price
         3. Brown has many vendors for the same products
a. Brown should streamline and use fewer vendors to get better pricing

4. This happened because there were different people in Purchasing
   a. Training for all staff in a department with specific vendors
      would help this problem

ii. Shared services
   1. Groups of people should work together
      a. Morale
      b. Cover for one another

iii. Emily reviewed SAC and discussed what each subcommittee does
   1. Carol Leone spoke about the purpose of the staff survey
   2. Suzanne Alden explained the Mentoring Program
   3. Janice Hebert talked about last year’s event program:
       a. Garden tours
       b. Building tours
       c. Ice Cream Social
       d. Meet & Mingles
       e. Volunteer Work
          i. AMOS house
          ii. WaterFire
          iii. Hasbro Children’s Hospital
          iv. Providence Historical Society

 iv. If we learn of things that Admin/Finance can assist with, make sure we share!

 c. What are your thoughts on the Strategic Plan?
   i. Positive
      1. Opportunities are specific but general enough that she can use her experience from other places

d. How can we better engage staff?
   i. Meet with them personally
      1. Not to take away from surveys and e-mail
      2. People open up when you’re in front of them
         a. Meet them where they are

   ii. Last year we did a Town Hall
      1. Open to all staff
      2. No agenda
      3. Some SAC members had mediation training to help facilitate the conversation
      4. Not well attended
      5. Big issues include
         a. WorkDay
         b. Parking/Transportation
         c. Diversity
iii. Staff input form
   1. People have thoughts and want to express them
   2. Sometimes all it takes is being asked
      a. But there is a responsibility to react, follow through

e. Does Stonybrook have any type of Staff Advisory Council?
   i. They have this on a departmental level

f. What are some of the objectives/directives that are important to you?
   i. Budget
      1. There are painless things that we could do
      2. Workday User Groups
      3. Strategic Sourcing
   ii. Stonybrook was #4 on Princeton’s Sustainability Review
      1. Students/faculty/staff bonded over improving this rating

h. What do you do for fun?
   i. Gardening
      1. Flowers/herbs/vegetables
      2. If anyone wants some herbs- let Barbara know
   j. How do you find Providence/Brown?
      i. Been a bit too busy to really explore the area
      ii. Getting involved in the South Street Landing Project has been really fun
         1. Update on this?
            a. Designing and laying out space
               i. Furniture
               ii. Parking
               iii. Sustainability
               iv. Colors
            b. Working on ways we can change how we do business
            c. Same administrative units currently on College Hill are moving to South St Landing (BOB, Real Estate, Advancement)
               i. 3 floors for Brown University
            d. If things stay on schedule, more or less 2 years from now the move will be complete
               e. More open floor space/common areas
      iii. Next group will be determining how to repurpose the open space
         1. This will be creating more academic space
      iv. Communication needs to be a priority once these departments move
         1. Express Shuttle
         2. Skype
   i. How do you deal with the change and what advice do you have for us to share with other staff?
      i. Be with people and learn what their concerns are
      ii. You start seeing these interactions as opportunities
iii. SAC members should serve as PR people to help Brown move forward
iv. Have fun! Enjoy your colleagues.

Adjourn