PRESENTATION'S STAFF ADVISORY COUNCIL
MEETING MINUTES

TUESDAY, July 28, 2015
12:00 PM - 2:00 PM
Watson Institute - McKinney Conference Room - 3rd floor, Room 353

Present: Suzanne Alden, Eli Baalbaki, Alexandra Badalucco, Emily Bruce (Co-Chair), Susan Coogan, Karen Davis, Donna Frazier, Jessica Garcia, Janice Hebert (Co-Chair), Carol Leone, Gary Martins, Wendy McRae-Owoeye, Tracie Mederos, Stephen Nelle, Lisa Noble, Elizabeth Sandberg, Joie Steele

Excused: Allyson Caudell, Tracey Cronin, Kim Departie, Leah Lebel, Carolyn Popovic, Kim Roskiewicz

Invited Guest: Michelle Nuey

Minutes: Meggie Patton

12:00 – 12:20pm Subcommittee meetings
12:20 – 12:40pm Subcommittee updates
12:40 – 12:45pm Call to Order
   Approval of Prior Meeting Minutes
12:45 – 1:30pm Presentations: Co-Chair Nominees - Stephen Nelle; Joie Steele
   Q & A
   Secret Vote
1:30 – 2:00 pm Michelle Nuey, DPS Programming & Services
2:00pm Adjourn

Subcommittee meetings
1. Individual committees met for first 20 minutes of meeting

Subcommittee updates
1. Volunteerism
   a. Volunteer Day Pilot (August 26, 2015)
   b. RSVP invite will go out soon
   c. Everything is covered by Insurance at Brown
   d. This will be a paid work day
e. Transportation will be carpooling or driving yourself
f. Bring your own lunch and water (as this is a pilot program)
g. Goal is 10-15 SAC participants

2. Events
   a. Meet & Mingle @ Flatbread (July 21, 2015 after-hours event)
      i. Very successful (30-35 people at its peak)
      ii. Some free pizza was provided
      iii. Good location with lots of room
   b. Team Trivia Event in the Campus Center Underground (July 29, 2015 – Lunch time event)
      i. In Morning Mail
      ii. No Sign-ups
      iii. There is a Pub Trivia person, pizza and soda will be available
      iv. Prizes for the winning teams
      v. Set-up starts at 11:30
         1. Emily B. and Suzanne A. will help set up at 11:30
      vi. SAC attendance needs to be improved
         1. A lot of people show up alone and SAC engagement is really important
         2. Support!
         3. These events are great for recruitment on SAC too
   vii. Upcoming Ideas: Bowling, Book Club, Family Events, Karaoke at the Dean Hotel

3. Mentoring
   a. Waiting to hear back from CLPD regarding information on what new employees value in a mentoring relationship
      i. Meeting set up with Judy Nabb for next week
      ii. CLPD/Judy Nabb recently did an online assessment of new employees
         1. Did not have the response rate they were hoping
         2. Following up with a focus group
            a. Goal is to recruit “Advisors”
               i. A shorter term relationship with new employees and a mentor (aka “advisor”)
               ii. Advisor works with new employee for 6 months on basic Who’s Who etc. of Brown
               iii. Hoping to pilot program with 30 Advisors for 1:1 match with new employees
               iv. Advisors should be relatively new employees as well
               v. Pilot will take place in Fall 2015
      3. SAC’s role?
         a. For pilot, CLPD wants to do some hand picking and selecting of Advisors
         b. Advisors will likely be recruited through
            i. SAC
            ii. HR
            iii. HR Business Partners
         c. The scope of this committee may be altered depending on the progress of this pilot and the limitations of SAC’s involvement
         d. We should wait on Judy’s thoughts before we jump to any conclusions
4. Outreach and Communications
   a. Liz Sandberg reported on the survey results. A hand-out with survey data was distributed for review. There were 190 respondents.
      i. Results also shared with Kim R.
         1. We should develop a more formal report with more responses before we send to President Paxson.
      ii. Group is pleased with response rate so far and encouraged by responses
   b. Liz would like to receive 110 more for a total of 300 responses, approximately 10% of Brown staff
      i. Group recommends we send out a third Morning Mail as a reminder with a closing deadline
      ii. As employees return from vacations, we may have better luck with response rate
      iii. Share with your peers
      iv. Liz will send survey link to SAC list as well
   c. Kudos to Liz!
   d. Once the staff survey is closed
      i. Group will have a conversation about it
         1. What can we do now?
      ii. Goal will be to submit report to President and discuss with her

Announcements
   1. None

Minutes approved from June 23, 2015

Presentations: Co-Chair Nominees - Stephen Nelle; Joie Steele
   1. Joint Presentation
      a. Background
         i. Stephen works in the Office of Research Integrity
         ii. Joie works in Student Activities
      b. Discussed SAC’s strengths
         i. Improves staff morale
         ii. Line of communication to the President
      c. Advocates for Staff
         i. Getting the word to staff about opportunities
         ii. Getting more staff involved on committees
         iii. Sharing information
            1. How can we be more transparent without compromising the privacy of individual comments within meetings?
         a. Upcoming events
         b. Exemplary employee feature
         c. Links to more info (Facebook)
         d. Craigslist type forum
            i. Services
            ii. RideShare
      3. Developing a culture of being in SAC
4. Attending department meetings to share what SAC is and what we do
5. More face-to-face time: You cannot communicate tone in e-mail
iv. Improving SAC internal communication
   1. How can we encourage more open dialogue within meetings for current SAC members
v. Expanding educational opportunities outside of Brown University
   1. How can we get the people who work at Brown out into the community?

1. Q & A
   a. Could we re-open the conversation about peer institution’s SAC Committees?
      i. This was tasked to SAC by Ruth Simmons
      ii. There wasn’t really a similar group to which we could compare ourselves
         1. Other groups did not reciprocate as much
         2. Could we bring back SAC alums instead?
            a. There are some great ideas from past committees that could be revisited?
      iii. President Paxson’s priorities were to focus more on Brown University
   b. Joie’s and Stephen’s leadership styles and different strengths will help develop their roles naturally
   c. How could we/should we change committees?
      i. Diversity Committee
         1. Difficult because less tangible
      ii. Staff Training
      iii. Committees could offer more feedback as to the direction of these subgroups
      iv. If a Committee is at a standstill, we should explore a new direction for them
         1. That being said, goals, timelines, and deadlines could be better instituted
            a. The Committee Chairs keep the groups on track
   d. If you could roll out one new initiative for the next year?
      i. Stephen: The website/tool for staff communication and sharing (Craigslist idea)
      ii. Joie: Expanding our presence through outreach on campus and attending events

2. Secret Vote
   a. Joie Steele and Stephen Nelle are voted in unanimously as the 2016 SAC Co-Chairs.
   Congratulations to Joie and Steve.

Michelle Nuey, DPS Programming & Services

1. Staff programming is primarily offered in the evening
   a. How can we make this more accessible to staff?
   b. Staff are interested and want to support the program.
      i. Creative scheduling?
      ii. Structure program differently?
      iii. Could we add to staff development day somehow?
      iv. Offer training in the Jewelry District
         1. This new site has been a topic regarding personal safety
   v. Could we link this in the Wellness Program?
      1. These are very popular and are employee-incentivized
      2. Maybe we could do a 9-hour (1 hour each) session
   c. The time is the issue
Would be helpful if department’s endorsed this

There isn’t a lot of team building, department training

d. Courses for Women are typically offered twice a semester and are 12-hour programs, whereas
   Men’s are once and are nine-hour programs

2. Communication
   a. Morning Mail is a great place to start
   b. They have a Facebook and Twitter page
   c. Blasts to department listservs via department managers
   d. There may be a perception that this program is geared towards students
      i. Adults don’t want to necessarily train with undergraduates
      ii. Staff may want their own space
      iii. The programs could be marketed to Staff, using language that notes this is specifically
           for staff members
      iv. Could this be included in Learning Point?
   e. Is there a way to make part of the course online?
      i. Maybe, but Michelle feels the direct contact and sensitivity from the actual coursework
         requires a shared classroom
      ii. There are some resources from the curriculum that could be made web-based;
          however, there are always a lot of ‘what-if’ questions generated from this type of
          material.

3. Women’s self-defense program (Rape Aggression Defense Systems (RAD)): 6pm-9pm
   a. Instructors are all campus police officers
      i. National program
      ii. Customized to meet the needs of the Brown community
      iii. Evening courses
      iv. Pembroke Field House
   b. 12 Hours Program
      i. One three-hour class consecutively for four weeks
      ii. The last course is an optional simulation class
         1. Techniques can be tested
      iii. Hands-on instructions, lecture and dialogue

4. Men’s self-defense program (RAD for Men): 8pm-10pm
   a. Six-hour program (three, two-hour classes)
   b. Provides information and tactics to deal with aggressive individuals

Adjourn