President's Staff Advisory Council

Meeting Minutes - Orientation Meeting
January 9, 2018, Kasper Multipurpose Room, Stephen Robert ‘62 Campus Center

Attendance: Drake Douglas and Heather Giannillo absent.

Member Introductions
SAC members introduced themselves, their roles at Brown, and their favorite thing about working at Brown.

Co-Chair Goals
- Want SAC to function as a true “council” - not just co-chairs implementing initiatives
- Staff Concerns
  - Emailed to SAC address - bring up to entire council at next meeting and discuss
  - SAC members hear issues? Same procedure: be sure to bring up at next meeting.

Ice Breaker

SAC Bylaws
- Revised by Mike and Jess end of 2017 along with advisors and former SAC Chair Michele Calnan
- Union members may now serve
- New method for nominating and voting for co-chairs
- Recording secretary will be a voting member of SAC (from Outreach and Communications Committee)
- Change meeting times from two hours to one hour

Advisors
Advisors spoke to the council about their roles as guiding SAC

Committees
- Co-chairs explained committee structure form last two years: Events & Participation, Outreach & Communication, Volunteer, and Diversity & Inclusion
- Proposed changes to structure: two committees: E & P, O & C, with volunteering and diversity/inclusion embedded within each.
  - In addition to SAC co-chairs, there would be a chair of O&C and chair of E&P
  - Leads within each committee would be responsible for ongoing projects (e.g. networking, social media)
  - All SAC members will be able to work on projects across committees rather than being assigned only to a specific committee
• SAC Co-Chairs and committee chairs will review applications for university advisory boards/committees and make recommendations on candidacy

Last year’s committee chairs spoke about the purpose and initiatives of each committee.

• Eric Ferrara, O&C:
  ○ Responsible for promoting SAC events/initiatives in various ways (newsletter, web, Today @ Brown, flyers) and finding out what staff want (surveys).

• Andrew Sutherland, Volunteer:
  ○ Engage staff in volunteer and service work various times during the year and at Staff Development Day, clothing and book donations, Blessing Bags
  ○ Jose Mendoza: possible to get Wellness points for volunteer events?
  ○ Tara Greenwood: volunteer opportunities during the day, hard to miss work
    ■ Prompted discussion of the importance of managerial support for university-sponsored volunteer initiatives, also many events occur on weekends
  ○ Beth Travers: goal to establish a university-wide volunteer day, has not been approved by UHR at this time
  ○ Discussion - Connect SAC with BrownGives, and highlight that United Way does not take any money for overhead / admin costs.

• Emily Nolan, D&I:
  ○ Focused on Brown Bag lunches (affinity series) and BEARtalks. If voted on, D&I will be a theme throughout all of SAC's work (events, volunteer opportunities) rather than a separate committee.

• Mike Leitao, E&P:
  ○ Focus on networking (Meet and Mingles), diversify where they are held
  ○ Lunchtime events (trivia and bingo)
  ○ Coffee and Conversations (duplicating efforts, instead SAC should help HR by advising staff on their initiatives rather than duplicating)
  ○ Staff Summer Party and Holiday Party
  ○ Staff Summer Reading
  ○ “Faculty in Focus” evolved from staff feedback
  ○ Catherine Hanni: suggested visiting departments on campus, lunchtime activities/networking, tours of Brown architectures or Benefit St.
  ○ Laura Dobler: suggested sustainability tours
  ○ Purvang Patel: proposed that each SAC member is assigned to groups of departments to encourage attendance and more personally invite staff. Will revisit at a future meeting.

SAC members were encouraged to engage their ideas, updating E&P chair regarding dates and times.
Sam Sumeracki will put together a Google Sheet for keeping everyone updated on upcoming events.

Michele Calnan: suggested engaging SAC alums and networking with other university committees.

Expectations from Co-Chairs:
- Attend minimum of one SAC sponsored event per month in addition to SAC meetings.
- Must notify co-chairs in advance if you cannot attend a meeting.
- Participate actively in meeting conversations.

Meet and Mingles
- Alternate between two different places
- Downtown has lowest attendance
- May be able to allocate SAC funding for food - will revisit

Next Steps:
- Identify committee chairs and leads
- Put together event spreadsheet
- Update O&C request form for 2018