Staff Advisory Committee
January 9, 2007
11:30am-1:30pm

Present: Gillian Bell, Chad Cavanaugh, Ruth Crane (Chair), Christine DeCesare, Pam DeSimone, Heather Dominey, Jeff Fitton, Ellamae Gurney, Tracy Frisone, Melanie Gaudet, Roberta Gordon, Angel Hilliard, Walter Hunter, Lori Jargo, Bettye Johnson, Karen Leonard, Maritza Marti, Chris O’Neil, Kate Richardson, Steve Tompkins, Courtney Wuethrich, Cynthia Yearwood

Absent: Ivone Aubin, Lea Snyder, Stephanie Terrizzi

Announcements
Ruth welcomed both new and returning members of SAC and thanked past SAC chair, Gillian Bell; thanks were also extended to SAC advisors, Walter Hunter and Bert Gordon.

Ruth gave an overview of the SAC meeting format for new members and encouraged them to bring up important issues in the Staff Concerns segment of each meeting. One such issue brought up in this segment that SAC will consider is decreasing the number of guest presenters at SAC meetings to allow more time for members to discuss staff concerns, perhaps every 3rd meeting.

Ruth also informed SAC members that the first guest speaker will be Africana Studies professor Jim Campbell who chaired the President’s Committee on Slavery & Justice. Professor Campbell is interested in SAC’s feedback on the Slavery & Justice Report. Ruth is also considering Ricky Gresh, Director of Student Activities, to speak to SAC members.

Subcommittee Reports

Staff Participation Subcommittee – Melanie Gaudet
SPS picked 2 staff applications for the Community Council and is working on seating 2 more members; there are 8 applications for the last 2 openings. There will be a Morning Mail within the next few days about an opening on the URC; SPS is also considering whether to increase the term length on the URC from 2 to 3 years.

The SPS subcommittee will meet on alternate Tuesdays; the meeting time is yet to be determined.

Outreach & Communications – Christine DeCesare
Christine described the responsibilities of the O&C Subcommittee, which involves managing SAC’s website and designing any other communications SAC needs. Another goal for O&C is drawing people back to the SAC website. O&C is currently working with Ken Zirkel on transferring the current SAC website to the new template Ken
designed. Christine is looking for feedback on what is helpful when navigating through websites.

The O&C Subcommittee will meet on alternate Tuesdays at noon in Maddock Alumni Center.

**Events – Lori Jargo**
Lori described the responsibilities of the Events Subcommittee whose main goal is to build community among people at Brown and outside of Brown. She described the “Rebuilding Together” community service project that SAC organized for the Groden Center. The Events Subcommittee also manages all charitable collections at various employee events like Staff Development Day.

Events will be working on organizing a reunion for all former SAC members.

The Events Subcommittee will meet on alternate Tuesdays, but not quite as regularly and it is more based on the events scheduled.

Ruth asked subcommittee chairs if they would be willing to have their first subcommittee meetings on Tuesday, January 16th and all chairs agreed. All new SAC members will be notified of their subcommittee assignments by the subcommittee chairs.

**Group Introduction Activity**
All SAC members paired up to complete questions for group introduction activity.

**Advisor’s Report – Walter Hunter**
For new SAC members, Walter stressed the importance of open discussions, creative thinking and speaking frankly at SAC meetings. Bert also encouraged new members to share feedback to help SAC make better decisions about Brown. SAC has constructive feedback down to an art form!

Ruth informed SAC members that the next meeting will be a brainstorming session to develop goals for the upcoming year. There will also be a review of previous SAC accomplishments for new members.

The meeting adjourned at 1:15pm.
Staff Advisory Committee
January 23, 2007
11:30am-1:30pm

Present: Gillian Bell, Chad Cavanaugh, Ruth Crane (Chair), Christine DeCesare, Pam DeSimone, Heather Dominey, Jeff Fitton, Ellamae Gurney, Tracy Frisone, Melanie Gaudet, Roberta Gordon, Angel Hilliard, Walter Hunter, Lori Jargo, Bettye Johnson, Maritza Marti, Chris O’Neil, Kate Richardson, Lea Snyder, Stephanie Terrizzi, Steve Tompkins, Courtney Wuethrich, Cynthia Yearwood

Absent: Ivone Aubin, Karen Leonard

Announcements
Ruth thanked the SPS subcommittee for appointing 4 staff members to the Brown Community Council.

Ruth reported that 16,300 soda can tabs were collected for Ronald MacDonald House last fall; Stephanie reported that a total of 26,000 tabs were collected in 2006.

Ruth reported that Bert sent her information on the Got Books fundraising organization – a for-profit professional fundraiser and used book seller whose primary mission is to support the local community through books. Got Books gives $40 for every ton of books, CDs, magazines, or records collected, which SAC can then donate to a charity of their choice. Ruth will send all SAC members information from the Got Books website.

Angel updated group on BEAR Day volunteers.

Professor Jim Campbell will speak to SAC members at the Feb. 6th meeting about the report of the Committee on Slavery & Justice. Ruth will send the link to the report to all members and encourages everyone to review the report, especially the recommendations on page 83.

On February 20th, there will be 2 speakers from Media Relations: Wendy Lawton and Martha (Marty) Downs. They will provide an overview (Public Relations 101) on public relations and how SAC can best market themselves.

Ricky Gresh, the Director of Student Activities, will speak at the March 6th SAC meeting.

Ruth asked SAC members if they wanted their own listservs for subcommittee; Melanie commented that she already has a distribution list set up for her members. Ruth will set it up if members want to use it.

Subcommittee Reports

Staff Participation Subcommittee – Melanie Gaudet
SPS picked 4 staff for the BUCC (Brown University Community Council) (Nancy Fjeldheim, Sarah Sharpe, Carin Algava, and Kathleen Rossi). The first alternate is Anne Windham.

SPS received 8 applications for the URC which will be reviewed and decided upon by next week; SPS will also begin working on a proposal to increase the term length on the URC from 2 to 3 years.
Outreach & Communications – Christine DeCesare

The first task for O&C will be the Web; PAUR’s Web team assigned the project to a student who will begin working on the SAC website this week. The pages are nearly all converted to the new template, but still need a lot of work.

Christine shared the results of the SAC poll on the winter break closing; 325 respondents indicated they just relaxed during the break. Christine will use the comments to write a thank you letter to President Simmons.

A new member of the O&C subcommittee suggested using more technology in SAC communications and on the Web (i.e., video streams of meetings or campus speakers); Ruth indicated that the Jim Campbell meeting will be videotaped and put on the Web. A suggestion was made to record the number of hits for any video that is posted. Kate Richardson advised uploading digital audio recordings rather than video because it’s an instant upload with just audio. Walter suggested these recordings be made available only to members of the Brown community.

Events – Lori Jargo

Events received list of approximately 75 former SAC members to use for organizing a SAC reunion. Lori will review and update the list. A possible location for the event could be the Joukowsky Room in the Pizzitola or the reading room in Maddock. Ruth Crane agreed to make a presentation on current SAC projects at the reunion. Lori will put together a proposal to fund the event and submit it to Walter.

Lori described the Rebuilding Together program, a Habitat-for-Humanity-like program. The date for National Rebuilding Day will be April 28th. When Lori gets more detailed information about this program, she will pass it along. Students are not invited to Rebuilding Together, just faculty and staff.

A suggestion was made to have a similar project to get students and staff to work together to address President Simmons’ suggestion of creating opportunities for staff to get to know students better. Lori suggested bone marrow donor registration event.

Ruth reminded SAC members that Ricky Gresh will meet with subcommittee chairs and Ruth to discuss ideas on events for students and staff. This meeting will take place before his presentation to SAC on March 6th.

Lori showed SAC members the protocol and procedure manual for SAC events compiled by Christine Wood and Tabatha Smith.

Staff Concerns

Lori brought up the issue of safety and security; right before winter break there was an armed robbery involving a Brown employee. She is concerned because staff may have a long walk to their cars and she has noticed fewer security officers in her area of campus during the time students are not on campus. SAC members discussed issues of better lighting, emergency phones, the safeRIDE shuttle, and partnering with neighborhoods. Lori and others indicated that staff are moving their cars closer to their offices during daylight to avoid walking alone in the dark. Chad informed SAC members that Facilities is in the middle of a campus-wide lighting study. Gillian mentioned that yesterday’s crime report posted on Morning Mail was encouraging.
Walter informed SAC members that he will be meeting with President Simmons, Mark Porter, Beppie Huidkoper and Russell Carey on January 24 regarding a campus security plan for next semester.

Walter suggested that if SAC members have specific suggestions about safety and security on campus, they get in touch with Mark Porter, Mark Perry or Kevin O’Connor in Public Safety. Walter also mentioned that areas on campus are designated as safe corridors for walking long distances.

Heather Dominey brought up the issue of an Adoption Benefit and Walter and Bert explained that the HRAB is recommending some changes that will address these concerns.

Jeff Fitton brought up the Tuition Aid Program and questioned if Brown ever considered joining a consortium like arrangement like Roger Williams University so children can receive free tuition. Walter and Bert indicated that every year the TAP program is reviewed and the HRAB has determined that the $10,000 tuition benefit is substantial.

Pam DeSimone brought up that the Ivy Room is very crowded because it is now open to students. Walter and Bert suggested an email from Ruth Crane to Gretchen Willis with a copy to Russell Carey indicating that this issue came up as a staff concern.

Gillian informed SAC members that CIS is working on Resource 25, a room scheduling system to alleviate concerns about scheduling rooms on campus. However, implementation and training will take some time, so that we need to be patient until that takes place.

There was no Advisor’s Report.

**Brainstorming Session on 2007 SAC Projects**

Ruth reviewed President Simmons’ suggestions for projects:

- Create opportunities for staff to get to know students – maybe combined with a charitable event
- Consult with Roger Nozaki of the Swearer Center to identify existing student opportunities in which staff can be added
- Create/submit staff events budget to President
- Create a formal mechanism to engage off campus staff
- Engage staff in internationalization effort
- Better communicate SAC accomplishments to the Brown community

Ruth asked SAC members for additional goals to add to the list. Other suggestions for projects included:

- Extend URC commitment from 2 to 3 years
• Implement Computer Kiosk project in Dining Services and Facilities (Ruth will check with both)
• Add staff concern FAQ’s to the SAC website
• Include staff on more University-wide search committees
• Play a more active role in the Benefits/Wellness Fair
• Sponsor a staff forum with President Simmons

**Creating opportunities for staff to get to know students – maybe combined with a charitable event**

Host a student/staff shadowing day for students; invite students to visit departments for an open house.

Adopt a class of students; Bert offered the example of Athletics working with the Vartan Gregorian School.

Join a project students are already engaged in; Swearer Center may be a good resource for information.

Hold a softball game/Olympic events for staff and students

Host a winter sporting event (basketball or hockey) similar to the President’s football game in the fall.

Staff could cook breakfast for students during exam week.

Co-sponsor events with students like fundraisers or dances; CIS sponsored a successful event with students.

Ask Ricky Gresh to bring students with him on March 6th.

Send Morning Mail to students – good tool for targeted recruitment

**Create a formal mechanism to engage off campus staff**

Host a walking tour of the Brown buildings in the Jewelry District; maybe even a block party

Encourage all areas who plan training and events to have satellite events for off campus staff

Remember off campus staff for all community service drives; consider drop off space in the Jewelry District

Consider “A Day on Davol Square” modeled after ADOCH

**Engaging Staff in Internationalization Effort**
Find funding initiatives to support staff who want to attend international conferences; educate departments who want to be more international (i.e. Providence Public Library’s program for languages)

Internationalization should be discussed at the President’s Forum; a suggestion was made, however, to discuss other issues important to staff as well.

Include international sessions on Staff Development Day and serve international food instead of hot dogs and hamburgers.

Shelley Stevenson of the Internationalization Committee indicated that there is room for staff to serve on subcommittees in this effort.

**Better communicate SAC accomplishments to the Brown community**

Host a round robin networking event for smaller departments to learn about SAC; invite representatives from smaller departments to give SAC members an overview of their department.

Have an ice cream social as a session on Staff Development Day for staff to learn more about SAC

Have a Staff Development Day session that is like a SAC Open Meeting; a good way to engage staff and encourage participation on University committees

Place goals in categories and assign them to subcommittees where appropriate. Ruth also suggested that SAC members email her with additional ideas.

The meeting adjourned at 1:15pm.
Staff Advisory Committee
February 6, 2007
11:30-1:30pm

Present: Ivone Aubin, Gillian Bell, Chad Cavanaugh, Ruth Crane (Chair), Christine DeCesare, Pam DeSimone, Heather Dominey, Jeff Fitton, Melanie Gaudet, Roberta Gordon, Angel Hillard, Walter Hunter, Lori Jargo, Bettye Johnson, Karen Leonard, Maritza Marti, Chris O’Neil, Kate Richardson, Lea Snyder, Steve Tompkins, Courtney Wuethrich, Cynthia Yearwood

Absent: Tracy Frisone, Ellamae Gurney, Stephanie Terrizzi

Announcements
Ruth welcomed group and mentioned the brainstorming summary she sent to all SAC members via email. She encouraged all to send along ideas for next steps based on the summary.

Ruth announced that the February 20th meeting will feature Beppie Huidekoper as the guest speaker and the topic will be engaging off-campus staff. The SAC meeting on February 20th will be held at Davol Square, in the CIS main conference room. Ruth challenged all members to learn how to get to the meeting site as part of their SAC homework.

Ruth reviewed the meeting she and the SAC subcommittee chairs had with Ricky Gresh, Director of Student Activities on the topic of engaging staff and students. At the SAC meeting on March 6th, Ricky will provide an overview of his office and discuss models of student engagement.

Ruth also reviewed the email she received from Gretchen Willis, Director of Dining Services regarding the Ivy Room. Gretchen wrote that students use the Ivy Room as part of their board contract, and offered to meet with SAC in order to keep communications open.

Ruth encouraged SAC members to join the Staff Development Day Committee. She also suggested a new schedule for SAC meetings when there are guest speakers – conduct all SAC business first rather than on either side of the guest speaker. Gillian commented that guest speakers present in the middle of SAC meetings because when they run overtime it runs over into SAC meeting time. It was suggested that all SAC business be completed by 12:15 pm going forward.

Subcommittee Reports

Staff Participation Subcommittee – Melanie Gaudet
There were 8-9 strong applications, and there are 3 finalists for the URC; the SPS committee members, along with Bert Gordon, Walter Hunter, and Dorinda Williams, will be conducting interviews to determine the final candidate.

Outreach & Communications – Christine DeCesare
O&C finalized the letter to President Simmons thanking her for the winter break closing and provided her with all staff comments about the winter break received from the SAC
survey. O&C also looked at new model of website and predicts it will be finalized within one week.

Events – Lori Jargo
Events conducted their subcommittee meeting via email and decided to push back the SAC reunion in favor of focusing on a staff event for the spring. Subcommittee members considered several types of events for staff which included: a night at PPAC or Trinity, a community skating event (use President’s skating event at the Holiday Party as a model), a PawSox event, a family outing to Roger Williams Park Zoo, and a bus trip to Boston.

Gillian commented that when the PawSox have outings they are not exclusive to just one organization in the outing section of the field. Courtney mentioned that if Brown purchased 200 tickets, they would have the whole area to themselves.

Advisor’s Report – Walter Hunter
Walter informed the group that Mike Chapman and Cynthia Schwartz from PAUR need staff volunteers (50-100 people) to help out during Commencement weekend. He suggested that this may be something SAC would want to promote. There was a concern brought up about soliciting volunteers who already have departmental commitments during commencement. Jeff suggested other volunteer opportunities such as the Baccalaureate Service and Commencement Forums. There was also a discussion about which staff to solicit for help. Ruth Crane will follow up with Cynthia Schwartz for more details and also discuss the issue with Betsy Warner.

Guest Speaker – Jim Campbell
Professor Campbell began with the background of the Slavery & Justice Committee which was appointed by President Simmons in 2003 to investigate Brown’s relationship to the slave trade. The committee was also charged with organizing public programs to reflect on the complex problems that this history posed. The committee focused on retrospective justice and slavery reparations.

Professor Campbell mentioned the Fleet Bank lawsuit (Brown was never a named party) and Randall Robinson speech which implicated that Brown had a relationship to the slave trade. The David Horowitz episode in 2000 was another catalyst for examining the slavery issue.

Professor Campbell mentioned that Ruth Simmons was committed to looking at Brown’s history in relations to the slave trade, reflecting on its meaning, and engaging in a rigorous discourse when controversial ideas were uncovered. She was determined to make this a teachable moment.

Professor Campbell referred to the report and read two emails he received from outside of the Brown community: one very positive comment and one very negative. He commented that the negative email was more compelling for him as a historian because slavery continues to evoke such strong feelings and passion.

In the 2.5 years that the Committee on Slavery & Justice (CSJ) studied Brown’s history, they heard from more than 100 guest speakers from all over the world. The CSJ also looked at other institutions who have confronted the same issues. Working with Choices Project at the Watson Institute, the CSJ also developed curricula for high schools on the topic of slavery. The CSJ also organized a museum exhibition on the slave ship Sally,
which will be permanently displayed at the John Brown House. The work of the CSJ culminated in October 2006 with their publication: Report of the Brown University Steering Committee on Slavery & Justice. The report is divided into 3 areas:

1. Brown’s history (the first 100 years) and its entanglement with the slave trade
2. Confronting historical injustice: comparative perspectives
3. Broad overview of the reparations question

The final section of the report lists the recommendations from the CSJ.

Professor Campbell reviewed the Slavery and Justice website which included:

1. Calendar of lectures (with selected audio streams)
2. Curriculum developed for high schools in collaboration with Choices Project
3. Historical documents (scanned by the Library’s Center for Digital Initiatives and with help from the Scholarly Technology Group)

Professor Campbell gave an overview of the history of the Brown brothers’ family business and the relationship between Moses (premier spokesperson against slavery) and John (leader of the Brown brothers’ slave trading business). There is a comprehensive collection of 300,000-400,000 documents from the Brown family business in the John Carter Brown Library. He referred to 4 historical documents on the Slavery & Justice website: a commencement address given by James Tallmadge, the manifest of the slave ship Sally, the Sally’s account book which recorded every trade, transaction made for slaves as well as deaths, and a list of slaves sold from the Sally.

Questions from SAC members:
Q1: How was the committee funded?
CSJ members volunteered their time; expenses totaled $120,000.

Q2: Why did you volunteer?
President Simmons asked Professor Campbell to chair the committee.

Q3: What are the goals of the committee going forward?
The work of the CSJ is done. They have made a set of recommendations going forward and what follows will be up to President Simmons. The recommendations are listed on page 83 of the report.

Q4: Who can we address for further questions or comments about the committee’s work?
Professor Campbell suggested emailing the President’s Office; the President is in the process of drafting her own response to the committee’s report.

Staff Concerns

Bert suggested taking SAC meetings on the road to experience other buildings across campus. A show of hands indicated that SAC members were in favor of this opportunity. Ruth will follow up with Chad Cavanaugh for a list of recently completed projects across campus.

Comments about BEAR Day included the need to increase the amount of food stations and certain sections of the video rolling too fast. Angel mentioned that the standing food stations decreased this year because the amount of food was decreased. Paul
Rochford explained that he has slowed down that portion of the video featuring the Excellence Award recipients.

Ruth asked Walter about the meeting with Public Safety and the survey. Walter suggested that Public Safety will be responsive to the safety needs of the community and encouraged SAC to address Mark Porter directly.

Bert reminded everyone about the Facilities Management Morning Mail from Steve Maiorisi for FM’s Outstanding Union Employee Award. She encouraged the group to think about nominating someone.

Ruth Crane brought up a concern about having a staff ombudsperson. Bert explained that the current ombudsperson deals only with faculty issues. Bert explained HR’s role in employee relations and considered suggestions for raising the awareness of the employee relations function – perhaps through Morning Mail.

Kate Farrell wondered if HR would consider holding another orientation for staff beyond New Employee Orientation. Bert also suggested having another HR open house for staff.

A question was brought up about surveying the staff. Bert explained that a survey was done for faculty and students, but there has not been one done recently for staff. Bert is in the process of designing an internal survey for HR staff; she will share the survey design with SAC members. There will be further discussion about SAC conducting an employee survey.

A concern was brought up about management training. Melanie suggested that MDP I and II (which have been recently redesigned and renamed) are excellent resources for all managers at Brown.

Lea asked if Brown would consider extending its tuition benefit to spouses of graduate student who are attending Brown. Walter explained that the HRAB would look at this in light of how Brown is spending its benefits dollars.

The meeting adjourned at 1:30pm.
Staff Advisory Committee
February 20, 2007
11:30-1:30pm – Davol Square

Present: Ivone Aubin, Gillian Bell, Chad Cavanaugh, Ruth Crane (Chair), Christine DeCesare, Pam DeSimone, Heather Dominey, Tracy Frisone, Melanie Gaudet, Roberta Gordon, Ellamae Gurney, Angel Hilliard, Walter Hunter, Bettye Johnson, Karen Leonard, Chris O’Neil, Lea Snyder, Stephanie Terrizzi, Steve Tompkins, Courtney Wuethrich, Cynthia Yearwood

Absent: Jeff Fitton, Lori Jargo, Maritza Marti, Kate Richardson

Announcements
Ruth surveyed SAC members to determine who walked, drove, or took the shuttle to the Davol Square meeting location; most SAC members took the safeRide shuttle.

Ruth and subcommittee chairs met with Marisa Quinn to brainstorm ways staff can have access to senior administration. One idea brought up was to have more of an informal gathering with the President, rather than a prepared speech in a formal setting. Marisa will present this idea to Ruth Simmons and consider this for the fall.

Ruth reminded SAC members that the 3/6/07 meeting will feature Ricky Gresh, Russell Carey and Margaret Kiawuun.

Ruth informed the group that Russell Carey, Interim VP for Campus Life, will initiate a new program entitled, “Campus Conversations.” Russell would like to work with SAC members on this project. Ruth asked the group to consider discussing this collaboration at the 3/6 meeting, or go with the original plan of discussing how to enhance student/staff relationships at Brown.

Ruth also informed group that Marty Downs and Wendy Lawton will not be guest presenters as originally planned. Instead, Ruth and O&C subcommittee will meet with Tracy Sweeney and Scott Turner to discuss internal public relations. Shelley Stevenson will be a guest presenter in place of Marty and Wendy and will discuss international engagement.

Ruth invited Ann Dill, the chair of the Faculty Executive Committee, to present at a future SAC meeting. Ann’s topic will be enhancing relationships between faculty and staff.

Ruth informed the group that SAC will be working with the Center for Staff Learning & Professional Development to develop a proposal for a Staff Ambassadors Program to submit to the President. If funding is approved, Ruth and Judy Nabb may visit the campus of SMSU to observe their program. Ruth said that SMSU also has an active staff senate.

Ruth asked for a formal motion to approve the minutes from the 1/9, 1/23 and 2/6 meetings. All minutes were approved.

Finally, Ruth informed SAC members that the SAC meeting format will remain as is.

Subcommittee Reports

Staff Participation Subcommittee – Melanie Gaudet
Interviews with the final candidates for the URC committee will be held on Wednesday, February 21st. SPS will recommend a final candidate following the interviews.

**Outreach & Communications – Christine DeCesare**

O&C is making changes to the SAC website, particularly the homepage. O&C will save all archived web pages in case a future committee wants to review them for historical purposes. Christine asked SAC members for ideas on future polling topics. Ruth Crane asked O&C for an update on the Jim Campbell video. Lea Snyder is working with Giovi Gastaldi in CIS to get this completed.

**Events – Ruth Crane in place of Lori Jargo**

The Events subcommittee is looking into a variety of events including: PawSox night, SAC theater night at Trinity or PPAC, family skating event at Meehan, a SAC reunion, family day at Roger Williams Park Zoo. Events is also looking into having an event in Sayles Hall with organist Mark Stineback. Bert suggested Geoff Greene may be another option. Ruth announced that Rebuilding Together will be held on April 28th.

**Guest Speakers – Beppie Huidekoper & Terri-Lynn Thayer**

Beppie reviewed recently acquired Brown properties for SAC members. Properties have been bought throughout the Jewelry District to expand research and administrative activities; all undergraduate activities will remain on College Hill. The property at 70 Ship Street was purchased 4 years ago to address Brown’s continuing need for laboratory space. The building was bought and outfitted in 13 months and has 100,000 square feet of laboratory space.

Brown also bought 121 South Main Street, now the home of the Program in Public Health. This property has 160,000 square feet of space with Public Health occupying 57,000 square feet.

Other, more recent acquisitions include 349 Eddy Street, 339 Eddy Street, 1 Davol Square, 10 Davol Square, 233 Richmond Street and 222 Richmond Street for a total of 232,000 square feet of total space. Other off campus properties include the Old Stone Bank Building and two buildings on North Main Street.

Over the next 5-10 years, the $100 million gift from the Warren Alpert foundation will help fund the construction of a new medical education building – perhaps on the hospital campus. Brown wants to strengthen its relationship with the hospitals and jointly develop space.

Beppie informed SAC members that Rebecca Barnes, Director of Strategic Growth, is looking for feedback about amenities to consider in the off campus expansion. In the plan, Brown has to determine what amenities it wants the city of Providence to provide. She is also looking at incubator space for start up companies, retail space and green space. Beppie mentioned that in the Jewelry District expansion plan, 1 block has been devoted to green space.

Beppie clarified the Payment in Lieu of Taxes (PILOT) program; Brown pays the City of Providence property taxes up until the point when they become fully occupied by Brown departments. Once buildings are occupied, they will gradually be removed from the tax rolls over a 15-year period.
A SAC member asked Beppie about the communication between Brown and the state of Rhode Island regarding the I-195 construction. Beppie said there have been ongoing communications with both Governor Carcieri’s office and the Department of Transportation.

Ruth asked Beppie about the plans for Butler campus staff. Beppie told SAC members that The Center for Alcohol & Addiction Studies is in the process of moving to 121 South Main Street. Ruth also asked Beppie how SAC can help her in the strategic planning effort. Beppie suggested that SAC sponsor a planning forum for staff with Mike McCormick, Rebecca Barnes, Dick Spies and Abbi Rider.

Terri-Lynn reviewed the concerns of CIS staff who are currently in 8 locations (3 of them rental properties). CIS staff felt that Brown’s growth in the Jewelry District be given a name, instead of calling it “off campus.”

CIS staff are most concerned with parking and transportation issues, in addition to maintaining campus connections. CIS would like to see the safeRide shuttle expanded to include an additional bee-line shuttle dedicated to 1 or 2 stops in Davol Square along with a stop in front of their building (the shuttle currently stops only at the Hess gas station on Eddy Street). An additional stop in front of Davol Square will address safety concerns.

Terri-Lynn commented that CIS staff are grateful for the beautiful space at Davol Square which has been designed according to the work CIS does. The building next to CIS was bought by a Brown alum who plans for a hotel and a museum. Chad suggested that everyone check out the City of Providence Planning Department’s website which shows what the Jewelry District will eventually look like.

CIS staff want to feel they are part of Brown and suggested holding Staff Development Day sessions at Davol Square, along with flu shots and a blood drive. Melanie and Bert both mentioned that their departments have been very successful in taking whatever training program they are doing on the road to 70 Ship Street, Athletics, Facilities, and Davol Square.

Terri-Lynn mentioned that CIS staff and Jewelry District staff need a place for large gatherings for the whole department, due to the growing number of employees. An auditorium-style space would be optimal. It was mentioned that Advancement opened up space at 110 Elm Street for this purpose.

Terri-Lynn addressed other concerns regarding public safety, poor signage in Davol Square area, lack of affordable restaurants, no ATMs or athletic facilities, and a lack of retail spaces (such as CVS). Satellite dining carts and workout facilities, and adding emergency phones were offered as possible suggestions. Gillian mentioned the increased time needed for transportation to meetings (extra ½ hour) requires more flexible scheduling. Walter commented that it would be easy to look at adding a shuttle stop at the Davol Square entrance; adding a dedicated shuttle for Davol, on the other hand, would be more challenging.

Melanie commented that Brown should encourage and make it convenient for people to take public transportation. Subsidizing bus passes is a good start, but she would like to see Brown work more with RIPTA to make riding the bus more convenient. Leah mentioned that the University of Chicago added extra routes for this same purpose. There was a discussion regarding card readers on buses. Currently, Johnson & Wales students swipe their IDs on RIPTA buses. There was also a discussion about the small vehicles Facilities uses to get around on campus. Chad mentioned that these vehicles travel in a restricted area for insurance reasons.
Advisor’s Report – Walter Hunter

There was no advisor’s report.

Staff Concerns

Gillian heard from an employee that the Employee Education Program (EEP) does not cover the cost of conferences or seminars. This issue has also come up repeatedly at DCC meetings because a certification from a conference or seminar is oftentimes a requirement for technical jobs.

Walter mentioned that distance learning is now covered under the EEP as a pilot and we are still in the process of assessing the costs and the demand. In covering conferences and seminars, it would be difficult to determine where to draw the line. An option to consider would be setting up a committee to review all conference/seminar requests and then distributing “scholarships” from an account. Bert commented that some certification programs are covered under the EEP and suggested there may be a possibility of expanding those covered. Case Western Reserve University’s SAC committee has the authority to distribute “scholarship” money to staff.

Stephanie suggested adding eligibility requirements such as minimum years of service and a commitment to stay at Brown following the scholarship. A SAC member commented that, oftentimes, smaller conferences or seminars are more ideal for staff who can’t commit to a degree program. Other key job-related conference topics SAC members mentioned included Microsoft/Apple certification, HR labor relations, theatrical rigging and safety-related programs.

Walter suggested having Michele Wise visit a SAC meeting to get an understanding of the current trends in the EEP to assist HR in developing options to consider.

Steve received an email from an employee regarding a proposal to replace Fidelity as one of the University’s 403b plan providers due to its continued, and growing, investment in companies that supply money to the government in Sudan. Bert commented that staff have written to Director of Benefits, Drew Murphy, with these same concerns. She suggested that Steve forward the email to Drew and her.

Cynthia asked Gillian if the CIS conference room is available for non-CIS functions. Gillian suggested checking with her as this space is dedicated to CIS meetings.

The meeting adjourned at 1:20pm.
Staff Advisory Committee  
March 6, 2007  
11:30-1:30pm – Sharpe Refrectory, Dining Rooms 8&9

Present: Ivone Aubin, Chad Cavanaugh, Ruth Crane (Chair), Christine DeCesare, Pam DeSimone, Heather Dominey, Jeff Fitton, Tracy Frisone, Melanie Gaudet, Roberta Gordon, Ellamae Gurney, Angel Hilliard, Walter Hunter, Lori Jargo, Karen Leonard, Maritza Marti, Chris O’Neil, Kate Richardson, Lea Snyder, Steve Tompkins, Courtney Wuethrich, Cynthia Yearwood

Absent: Gillian Bell, Bettye Johnson, Stephanie Terrizzi,

Announcements
Ruth asked for a formal motion to approve the minutes from the 2/20 meeting. A motion was made to approve the minutes.

Ruth thanked Christine and the O&C subcommittee for their work on the new SAC website.

Ruth announced that Michele Wise will be meeting with an ad hoc group regarding the Employee Education Program. Ruth will send an email to all SAC members with more information about joining.

Shelley Stephenson will be the guest presenter at the 3/20 meeting to speak about internationalization.

Subcommittee Reports

Staff Participation Subcommittee – Melanie Gaudet
Pat Putney was selected as the staff representative on the URC. SPS is also helping to staff the newly-created Bookstore Committee. There will be 2 staff representatives on that committee.

Outreach & Communications – Christine DeCesare
SAC’s new website is live and Steve Tompkins, Ruth Crane and Christine DeCesare are authorized to make changes. The video of Jim Campbell has been uploaded to the site, thanks to Lea Snyder and Giovi Roz Gastaldi. O&C may add a section on the SAC website for staff concerns. They will also do an FAQ section.

O&C met with Tracie Sweeney and Scott Turner of PAUR for a discussion of internal communications (Morning Mail) and external communications (Brown’s webpage). Scott and Tracie provided useful information on improving both types of communications. Scott emphasized the administration page on Brown’s website is always available to advertise SAC’s efforts. Christine passed around the hit statistics for SAC’s website. Tracie suggested that when SAC wants to do an outreach collection (for clothing, food, etc.), a Morning Mail should go out 2 weeks ahead of time, with a reminder Morning Mail sent the following week. Scott and Tracie also introduced the new Inside Brown homepage, an internal page for Brown which will be launched soon.

Events – Lori Jargo
Ruth and Lori worked out the details for a budget request to President Simmons; it will need further formatting. Lori attended the first organizational meeting for Rebuilding Together. She will be a co-captain, along with former SAC member, Tabatha Smith. Lori
suggested that it was a good idea to work with in pairs with someone who has done the program before. Rebuilding Together will be held on April 28th and the site has not been determined. She will send out a Save the Date Morning Mail.

**Guest Speakers – Russell Carey, Ricky Gresh and Margaret Klawuun**

Ruth introduced panel members, Russell Carey, Ricky Gresh and Margaret Klawuun. Russell began with an overview of the Campus Life & Student Services Division (CLSS), which consists of 12 departments, 426 FTEs and a budget of approximately $74 million. CLSS focuses on the Plan for Academic Enrichment in their planning efforts and are always mindful of how they deliver services to students and how resources are allocated. Some recent facilities and programmatic improvements in CLSS include the Freidman Study Center and the renovations to the Sharpe Refectory. Their long term planning will focus on renovating J. Walter Wilson and Faunce House (which will become the Stephen Roberts Student Center).

Russell mentioned that there is a continuing struggle with campus expectations about standards of conduct, civility and respect. This is an issue that affects students, faculty and staff. A student-staff program would be an opportunity for modeling behavior and broadening awareness of what it means to be a member of a community.

Ruth questioned why the Faculty Club is part of CLSS. Russell explained that the Faculty Club reports to Gretchen Willis in order to draw on the expertise and resources of Brown’s Dining Services. There are also several student programs that take place at the Faculty Club.

Kate questioned Russell about whether CLSS is concerned about satellite campuses, as the University continues to grow. Russell said that CLSS is already having discussions about this in terms of security concerns in transporting students to 70 Ship Street and 121 South Main Street. He is also working with a group that is looking at graduate student/medical student housing in the Jewelry District to make the area feel more “campus-like.” There is no residential presence in the Jewelry District as yet.

Kate also questioned Russell about athletic programs and the flexibility of ticket sales. Athletics would be an opportunity for staff to attend events and interact with students. CLSS is looking at the ticketing program and expanding it for faculty and staff; currently, ~5-8 programs require tickets. Russell encouraged SAC members to attend a gymnastics event which does not require a ticket.

Bert mentioned the Brown Early Arrival Response Program (BEAR) provides a wonderful insight into the lives of students and a good opportunity for staff to connect with students. Russell suggested that this might be a good program to improve and proposed SAC and CLSS work together on this project. He also suggested other things that CLSS can do during the orientation program to connect students with staff, such as a tour of the residence halls. Angel Hilliard mentioned that a residence hall tour has been suggested for Staff Development Day.

Bert also mentioned that it would be useful to visit other areas on campus for SAC meetings, such as the Freidman Study Center.

Ricky Gresh began by mentioning that he had met with SAC members to talk about student and staff engagement. He reviewed the following models that might work to further that goal:
1. Grants process – Students have a lot to do and not enough money to do it. The Student Activities Office encourages more non-alcoholic programming and created the Late Night Fund. Ricky suggested that perhaps SAC might want to create an event and associated grant for students to tap into.

2. Highlight a particular issue and create energy behind it. Rickey shared the example of UCS creating Dining Worker Appreciation Week to improve the relationships between students and staff.

3. Use the student orientation program as an opportunity for staff to interact with students.

4. Use existing programs to strengthen relationships between staff and students, like the Relay for Life program. He also referred to Public Safety events.

5. Create more opportunities for interactions through facilities. When looking at improvements and development of facilities, it is always important to keep goals in mind.

Ricky asked SAC members to think about the goals they want to accomplish in engaging more with students. A next step would be to vet those goals with students and determined the criteria for a successful student/staff program. He would bring in the UCS and the Grad Student Council once SAC’s goals are determined. He emphasized the importance of sustainability and suggested piggybacking on good programs that are already in place.

Ruth Crane offered SAC’s polling capability as a means of getting feedback from staff and students about useful programming efforts. Ruth asked Russell about the grants process. Walter Hunter advised that funding for any student/staff program would come from SAC.

Walter suggested that students could rely on staff in their programming efforts and suggested a system that marries the needs of students with the expertise of staff. He also suggested a program where students who stay on campus during Thanksgiving break team up with staff who will invite them to dinner.

Ivone suggested starting at orientation and enlisting staff to serve as mentors. Ricky mentioned the Renn mentoring program for LGBTQ students.

Melanie said that it is easy to find resources for specialty groups (like LGBTQ) but a general pool of mentors might be useful for students who don’t identify with a specialized group. Melanie also suggested an electronic bulletin board.

Russell and Ricky mentioned that Kate Wolford has designed a program on social networking with MySpace and Facebook. They suggested that this might be a worthwhile topic on Staff Development Day. Angel will follow up with Kate.

Russell advised SAC members to think about manageable programs that can be sustained and encouraged SAC to think about existing programs that could utilize the help of staff. He also endorsed Walter’s idea regarding the Thanksgiving break.

Margaret Klawuun advised and encouraged SAC members to talk to the students who work in your offices and get their ideas on engaging the two populations.

Cynthia offered that, as a student supervisor, she oftentimes acts as a student’s mother, advisor and mentor.

Melanie said that it is a challenge for staff who never deal with students to get them interested in student involvement. She also said that a worthwhile goal would be to have
students come back to campus even after graduation because they’ve had such a positive Brown experience.

Both Tracy and Jeff Fitton suggested that staff who don’t have interactions with students find it difficult to be an effective volunteer. For the BEARS program, in particular, it would be helpful to have either an orientation or an information packet ahead of time. Ivone said that there is a pamphlet for BEARS volunteers. It would also be useful to pair up students with staff members.

Elamae proposed that a community based event would bring together the 2 populations and also extend the relationships in the community.

Cynthia mentioned student involvement in both BEAR Day and Staff Development Day was useful because students were involved from beginning to end.

Russell summarized 4 areas for staff/student engagement that SAC could focus on:
1. Staff volunteers for the BEAR program
2. Staff volunteers for Commencement Weekend (ushers)
3. Thanksgiving invitations for students who stay at Brown
4. A system for matching student needs with staff expertise

Ruth Crane asked SAC members if they thought the above goals were worthy. Steve thought that BEARS would be a good program to focus on. Most SAC members agreed to serve as volunteers. Melanie thought that Thanksgiving was a win-win program; Courtney also endorsed this idea and has had experience inviting international students from Bryant University to her mother’s home for Thanksgiving. Christine suggested that the Relay for Life program would tie in nicely with Shape Up Rhode Island. Tracy also endorsed the Relay for Life program to promote student/staff interaction.

Advisor’s Report – Walter Hunter
Walter mentioned that the URC report is on the web and encouraged SAC members to review it. At the Executive Committee Meeting, Mike Goldberger highlighted the efforts of the basketball team and the women’s gymnastics team. Alicia Sacramone was mentioned as a world class gymnast and Olympic contender. Walter encouraged SAC members to attend gymnastics meets on March 11th and March 18th at 1:00pm at the Pizzitola.

Walter also encouraged SAC members to attend Campus Conversations, a reinvented program sponsored by CLSS. The next program will be April 5th with Tricia Rose.

Staff Concerns
A staff concern was brought up regarding President’s Day and why doesn’t Brown offer that day as a holiday. Bert and Walter suggested that President’s Day is a tradeoff with Christmas Eve and the day after Thanksgiving. The HRAB has reviewed Brown’s vacation and holiday schedule and have determined that both the number of vacation days Brown offers and the actual days themselves are appropriate. HRAB also decided that there is enough flexibility within the vacation day allotment to take off additional days like President’s Day.
A staff concern was brought up regarding flexible job schedules. Bert referred SAC members to the Policies section of the HR website; information on Alternative Working Arrangements may be accessed by scrolling down under Employment Related Policies to policy #20.053. The AWA policy is determined by departments with routine reviews.

Jeff brought up the overtime issue for staff volunteering on Commencement Weekend. Walter advised that, as long as Commencement is not part of your job responsibilities, overtime would not be an issue. This is similar to the ushering program that the Theater Department has for play performances. Christine DeCesare mentioned that there will be a Morning Mail about Commencement ushers.

Pam DeSimone asked about supervisors who don’t endorse staff attendance at events, meetings and lectures because of office coverage. Walter recommended emailing him if departments are experiencing this problem.

Tracy suggested having a student spotlight on the new Inside Brown web page. Christine thought it might be more appropriate on SAC’s website.

The meeting adjourned at 1:25pm.
Staff Advisory Committee  
March 20, 2007  
11:30-1:30pm – Sharpe Refectory, Dining Rooms 8&9  

Present: Steph Altomari (Fill In Recorder), Gillian Bell, Chad Cavanaugh, Ruth Crane (Chair), Christine DeCesare, Pam DeSimone, Heather Dominey, Jeff Filton, Melanie Gaudet, Roberta Gordon, Ellamae Gurney, Walter Hunter, Lori Jargo, Bettye Johnson, Karen Leonard, Maritza Marti, Chris O’Neil, Kate Richardson, Lea Snyder, Stephanie Terrizzi, Steve Tompkins, Courtney Wuethrich, Cynthia Yearwood  

Absent: Ivone Aubin, Tracy Frisone, Angel Hilliard  

Announcements  
The minutes for the 3/6 meeting were approved.  
Ruth asked for volunteers from the SAC Team to serve on several upcoming events including: the 4/28 “Rebuilding Together”; Commencement Ushers for Sunday, May 27th; and the BEAR Day program. A sign-up sheet was circulated. In addition, Jonah Ward with “Shape up RI” has requested one person volunteer as a SAC rep for an upcoming softball tournament. The Brown team will receive a training session from former Red Sox player, Sam Horn and the winning team will be given tickets to a Red Sox game. Ruth will email the group more specifics.  
Ruth announced that she, Heather, and Gillian will be meeting with Michele Wise to discuss recommendations for the expansion of the Employee Education Program on 3/23.  
Ruth noted that SAC was invited to participate in the Undergraduate Student Council’s “Staff Appreciation” planning meeting. Students will distribute buttons to staff members who have had a positive influence on them at Brown. SAC will be requesting funding from President Simmons to help fund this event.  
Additionally, Ruth mentioned that both she and Gillian would be working on a checklist for the e-mail Kiosk project with Dining Services and Facilities Management. Lea offered to assist in the project as well.  
The 2007 SAC budget and quarterly report was hand-delivered to President Simmons for her review and approval. Some events listed on the budget include: Forum with the President, Pawsox games, Tickets to Trinity Rep, Family Skate, an Evening at PPAC. Ruth thanked the Events sub-committee for getting the quotes in a timely manner. It is hoped President Simmon’s office will have a reply by early April.  

Subcommittee Reports  

Staff Participation Subcommittee – Melanie Gaudet  
Melanie received two applications for the Bookstore Advisory Committee; one applicant was still awaiting supervisory approval. Karen noted that she knew of a possible alternate applicant. Melanie will forward Karen the application and additional information if necessary.  
Applications are still being accepted for the Advisory Committee on Corporate Responsibilities in Corporate Investment. Applications must be received at the end of the day on 3/21. To date, only one application has been received.
Outreach & Communications – Christine DeCesare (Ruth reporting for Christine)
O&C will be mounting a web page listing “FAQs” about SAC; There will also be a “Staff Concerns” page within the next week or so.

Events – Lori Jargo
The Events sub-committee met last week to discuss charitable donations as part of Staff Development Day. It was decided that the recipient of this year's donations will be the RI Food Bank. The secondary donation will be the clothing collaborative. There will be a brainstorming session at the next meeting to discuss other options. Lori asked that any other suggestions be e-mailed to her, preferably with an e-mail link to suggested charity.

Kate suggested that an affiliation be made with the Grodon Center and Rebuilding Together, piggy-backing on Staff Development Day.

Guest Speakers – Shelly Stephenson, Assistant Provost
Ruth introduced Cairn Algava, a previous member of SAC, who was in attendance to observe Shelly Stephenson’s presentation on Internationalization. She then introduced Shelly Stephenson, Assistant Provost.

Shelly has been at Brown for approximately 6 months. She is currently working on Internationalization at Brown University and presented to SAC a snapshot of what she and her committee are hoping to recommend to the incoming VP of International Affairs.

Please see the PDF PowerPoint presentation entitled “Internationalization at Brown” located on the SAC website for presentation specifics.

Several questions were raised after the presentation. Bettye raised a point about educating students for global citizenship and working with Campus Compact. Kate raised questions of logistics; for instance, where the International Affairs office will be housed on campus and how the office will be staffed. She also questioned who would be managed under the new Vice President’s office. Shelly replied that currently, University Hall is to become the home for the Vice President, with one support staff. She also stated that though the Vice President will be involved with many departments on campus, he/she is not slated to manage any of those departments at this time.

Lea wondered if the new graduate school 5-year funding cap would make Brown less competitive for top international students. Both Ruth and Shelly stated that the prior policy was not dissimilar to the newly stated policy on this issue and funding for those programs over five years will be left to the discretion of the department.

Shelly informed the group that the search committee for the VP evolved to become the Internationalization committee. The expanded committee was formed to create a report for the new Vice President once identified and hired, thus reducing the his or her learning curve.

Melanie questioned how interested staff can become involved and what avenues are available to them regarding activities and decision making. Shelly indicated that there was not an active role for staff to take at the moment but input will be solicited when the final reports on the committee’s finding were published this summer. She also indicated that in the event that an advisory committee to the Vice President is formed, staff will be involved in the implementation and design of the committee. Melanie noted that finding ways for staff to get involved would generate interest in the program.
Ruth mentioned the possibility of brainstorming topics regarding “Bringing Internationalization Home”, such as holding a Staff Development Day session on “How to Avoid Being an Ugly American.” Another possible vehicle for involvement includes matching foreign language speaking employees to incoming students. Ruth also stated that there are really no informational resources for prospective international graduate students. Shelly replied that she does not believe her committee is the best conduit for those types of issues.

**Advisors’ Report – Bert Gordon and Walter Hunter**
Bert noted that the Staff Salary increases for FY08 have been finalized; the performance pool is 3.5%, an increase of 1.25% from last year. In addition, .5% has been made available to senior officers for equity increases and an additional .5% targeted to those jobs and job groups with equity issues, including Athletics and Public Safety. Summer Hours and Winter Break have been approved and will be announced in a morning mail on 3/30/07. Walter stated that he contacted Public Safety about a recent after-hours incident where a staff person requested assistance with a dead battery on a very cold evening and did not get a satisfactory response. Since Walter’s conversation with Public Safety, they have agreed to purchase items to assist those in “jumping” their cars as well as a list of contact numbers of area towing companies.

**Other Updates**
Melanie updated the committee with the progress of Staff Development Day. One particular session of interest is the “Awesome Administrative Assistant” track for levels 5, 6, and 7. Other possible sessions include a “Shape up at Brown” session including exercises such as “Tai Chi: not your grandmother’s martial art”. Another session, entitled the “Constant Gardner” will also be offered. Melanie also stated that Family Feud would be back this year. Lori asked if there was a way that Family Feud could be made available for viewing for those who can not attend that show. Steve offered to address this with Paul Rochford at the next Staff Development Meeting. Melanie requested that people contact her with additional session ideas.

**Staff Concerns**
Ruth raised the possibility of having a panel discussion on how to keep off campus staff connected to the campus, to include Dick Spies, Beppie Huidekoper, and Russell Carey. She suggested utilizing the “campus conversation series” as the venue, as it is a monthly event. The group felt it would be more appropriate to keep the “SAC Forum” brand. Kate suggested that SAC ask staff to submit their questions prior to the panel discussion; she also suggested that the event be held at the Watson Institute in the Joukowsky Forum. Ruth confirmed that would be a wonderful location and wondered if the event could be streamed from the SAC site so more people could watch. It was also suggested that an IM system be set-up so that real-time questions could be asked of the panel.

Ruth thanked Chad for making special arrangements for SAC to meet in the Marcovich Room in the new Sidney Frank Building on April 3rd. A short tour of the building will be given by Wendy Lawton, who gave the press tour when the building first opened. Bert will make a short presentation on Training and Development, and then the group can discuss what’s next for SAC... The committee seems to be moving quite quickly through their list of goals for this year. Kate suggested continuing to take SAC meetings to different locations around campus. Pam discussed the option of possibly using a conference room at 121 South Main and Kate brought up utilizing a room in the Watson
Institute. Ruth noted that the food orders would need to be pared down if we would be paying any fees for the use of the rooms but she felt as though if the budget could be creatively handled, it would be a good experience.

Ellamae brought up a staff concern involving the customer service in some departments. Pam stated that she has had problems with customer service as well and Lori speculated that poor customer service could be directly related to low morale. Walter noted that senior officers like to be kept in the loop regarding these issues so they can be addressed from the top down. Cynthia made mention of the many training programs on campus to address customer service, and customer service training in particular. She also stated that Judy Nabb and Heather Emerick are available to provide department-specific training if requested.

Bettye noted that she once addressed a customer service problem by writing directly to the person’s supervisor, and it was dealt with. Chris stated that calling it “customer service training” could be a problem, as some employees don’t feel they are working with customers within academic departments. Ruth suggested that the topic be tabled until the next full SAC meeting, when SAC could brainstorm about initiatives and recommendations to make to HR and the Senior Administrators about this and other issues.

The meeting adjourned at 1:33 pm.
Staff Advisory Committee
April 3, 2007
11:30-1:30pm – Sidney Frank Building for Life Sciences

Present: Ivone Aubin, Gillian Bell, Chad Cavanaugh, Ruth Crane (Chair), Christine DeCesare, Pam DeSimone, Heather Dominey, Jeff Fitton, Tracy Frisone, Bettye Johnson, Roberta Gordon, Ellamae Gurney, Angel Hilliard, Karen Leonard, Chris O’Neil, Kate Richardson, Lea Snyder, Stephanie Terrizzi, Steve Tompkins, Courtney Wuethrich, Cynthia Yearwood

Absent: Melanie Gaudet, Walter Hunter, Lori Jargo, Maritza Marti

Guests:
Wendy Lawton, Senior Science Writer, PAUR
Peter Holden, Director of Facilities Planning & Operations, Bio Med

Ruth welcomed group and former SAC members.

Wendy introduced herself and Peter Holden. The Sidney Frank Building for Life Sciences (LSB), a 169,000 square foot, five story bio medical research building, is not Brown’s largest building. That distinction is reserved for Barus & Holley. However, the Life Sciences Building is Brown’s largest capital project to date, with a price tag of $95 million. The building is named after the University’s largest donor, Sidney Frank, and houses the departments of Neuroscience and MCB (Molecular Biology, Cell Biology & Biochemistry). It is a research building with 50 state-of-the-art labs; most of the life science faculty at Brown are now located in either the Bio Med Center or the LSB.

Peter Holden informed the group that the building, which was many years in the planning stages, is controlled entirely by computers and represents the future of science facilities. Brown is now able to recruit more faculty as a result of the new research space. The LSB also allows Brown to think more creatively when pursuing research grants – there are now more relationships between life sciences faculty because of their close proximity to one another. Life sciences at Brown has been taken to a new level because there is a more interdisciplinary approach to research and more collaboration among faculty.

Brown has invested enormously in the life sciences over the past few years, with the LSB and 70 Ship Street construction projects. Brown has also hired 19 new faculty members in the life sciences.

Peter and Wendy conduct a brief tour of the LSB for SAC members. Highlights of the tour included the MRI suite featuring the Siemens Trio Imaging Unit; a wet lab and the art glass walkway featuring the glass sculpture by artist Diane Samuels. The artwork includes etched poetry submitted by members of the Brown community.

Bert Gordon presented an update on the efforts of the Center for Staff Learning and Professional Development. She began by mentioning that the top 100 companies to work for, as rated by Fortune Magazine, provided over 50 hours of training for each of its 7000 employees and 100 hours of training for each new employee.

She reviewed a pie chart showing that 25% of the U.S. population hate what they do; 56% could take or leave their job, and only 19% of the population love what they do. Employees who feel they are growing on the job do better and stay longer. It is incumbent upon Brown, therefore, to help our staff learn, grow and build on their talents.

Bert introduced CSLPD staff: Betsy Warner (Director of Compensation & Organizational Services), Judy Nabb (Manager of Center for Staff Learning & Professional Development) and Heather Emerick (Consultant). Bert showed slides of some recent graduates of CSLPD training programs who shared their sentiments about the impact of the programs they attended.
Training offered to Brown University staff has significantly increased. CSLPD conducted a needs assessment in 2005-2006 and developed and implemented a number of new programs and initiatives. Examples of new programs include FISH! Philosophy, Valuing Differences, and Managing Up. The English as a Second Language and Adult Basic Education programs have been revamped to focus on work skills. The External Diploma Program, an alternative to the GED based on life skills, is another new program. CSLPD also supported the new performance appraisal program which provided training to more than 600 staff throughout the University. CSLPD is also an active member of the RI Training Consortium.

Bert mentioned that the Center’s role is to serve as a conduit of information, knowledge and services. She reviewed the features of training.brown.edu – a one-stop registration system for the Brown community. Another role of the Center is to assist Subject Matter Experts in developing skill-building and informational programs for the Brown community – an example is the Finance & Business Operations training, a collaboration among the Controller’s Office, Purchasing, OSP, the University Auditor, CIS and the Budget Office. The Center also develops specific programs for departments and facilitates initiatives such as the Academic Department Manager’s Learning & Professional Development Series.

Bert reviewed the new initiatives that CSLPD is working on which include the Ambassador Program (a collaboration with SAC), book clubs, and a training/learning blog. Bert encouraged SAC members to share their ideas for training with CSLPD. She also mentioned that, at this critical point in the performance cycle, it is in everyone’s best interest to sit down with their supervisor to review how to learn and grow professionally. She encouraged all SAC members to visit training.brown.edu and register for a class.

Heather Emerick talked about 3 programs: FISH! Philosophy, the Myers-Briggs Type Indicator, and the Fantastic Service Equation.

Subcommittee Reports

Staff Participation Subcommittee – Gillian Bell for Melanie Gaudet
SPS has placed Tracy Barnes and Todd Braault on the Bookstore Advisory Committee. They have also placed Beth Burlingame and Beverly Travers on the Advisory Committee on Corporate Responsibility in Investment Policies.

Outreach & Communications – Christine DeCesare
O&C has posted FAQs on the SAC website and encouraged all SAC members to review and provide feedback. O&C will be meeting with the Events subcommittee to begin planning for the future. Bert and Ruth will be working together on posting staff concerns to the SAC website.

Events – Ruth Crane for Lori Jargo
Bannister House has been identified as a community program for Staff Development Day. Lori got over 20 responses to the Morning Mail on Rebuilding Together on April 28th. There may be room to add students to this program. Ricky Gresh suggested going through the Swearer Center to recruit student volunteers.

Advisor’s Report – Bert Gordon for Walter Hunter
Bert mentioned that the salary increase information will be sent to senior officers next week and it will also be available electronically on the HR website and in secure folders.

Staff Concerns
Lea questioned whether Brown publishes air quality data for Brown-owned/leased buildings. Bert suggested contacting Steve Morin for specific information about buildings. Lea will also check the Environmental Health & Safety website.
Announcements
SAC’s budget request was submitted to the President’s Office and requested a response by the first week of April. Ruth contacted Sara Tortora to determine the status; Sara mentioned that the President has not reviewed the request yet but suggested that Ruth follow up with Marisa within the week.

Ruth informed the group that Rebecca Barnes will be doing a program on strategic growth for Staff Development Day. This program will take the place of the staff forum that was originally suggested. A suggestion was made to provide staff with a webcast of this session; Angel will talk to Media Services about taping the program at 70 Ship Street.

Ruth contacted Chief Mark Porter of Public Safety about safe walking corridors. The safe corridor plan is still under review by the Public Safety Oversight Committee (PSOC). Bert mentioned that Michelle Nuey and Mark Perry are available to present training on safety tips for any department – HR recently had one.

Ruth, Gillian and Heather met with Michele Wise and Kim Almeida in the Benefits Office regarding the Employee Education Program (EEP) and the possibility of covering the cost of conferences. The EEP is an IRS qualified plan and, therefore, subject to regulations. Michele will be presenting to the HRAB sometime in the future about expanding the program to include seminars.

Ruth updated SAC members about the kiosk project for Dining Services and Facilities staff members. Since the Facilities email program is not web compatible, the kiosk is not a viable option at this point. Facilities will be presenting to the ITPRC to get their software changed.

Ruth thanked those SAC members who volunteered to serve as commencement ushers and BEAR Program workers.

The meeting adjourned at 1:25pm.
Staff Advisory Committee
April 17, 2007
11:30am - 1:30pm – Sharpe Refectory, Dining Rooms 8&9

Present: Ivone Aubin, Gillian Bell, Chad Cavanaugh, Ruth Crane (Chair), Pam DeSimone, Heather Dominey, Jeff Fitton, Melanie Gaudet, Roberta Gordon, Ellamae Gurney, Angel Hilliard, Lori Jargo, Bettye Johnson, Karen Leonard, Chris O’Neil, Kate Richardson, Lea Snyder, Stephanie Terrizzi, Steve Tompkins, Courtney Wuethrich.

Absent: Christine DeCesare, Tracy Frisone, Walter Hunter, Maritza Marti, Cynthia Yearwood

Announcements
Ruth passed out a poll and asked SAC members to rank their top 5 choices for presenters at upcoming meetings.

Ruth reviewed the 2007 SAC budget with Marisa Quinn. The President’s Office would like SAC to concentrate on events held on campus and has set aside a budget for SAC to sponsor employee events at Brown. The proposed events for this year include: a Staff Appreciation Week (co-sponsored with Campus Life), Rebuilding Together, Ambassador Program, SAC Alumni Reception, Brown Theater Night, President’s Forum, Ice Cream Social (opened up to a wider audience), Music Recitals (include student performers) and a Family Skating Event.

Angel gave an update on Staff Development Day. There are 62 courses confirmed in the general topic areas of Faculty Research, About Brown & Beyond, Professional Development and Personal Growth. There will also be suggested tracks for staff who want to focus on one topic area (i.e., Faculty Research, Digital Imaging, The Constant Gardener). There will be a Morning Mail announcing the Staff Development Day shopping period between May 1 and May 21. Registration goes live on May 22nd.

Steve Tompkins asked for volunteer ushers for Brown Family Feud. He also informed the group about the new team selection process. Jeff suggested that SAC have a Family Feud team. Melanie, Ruth, Gillian, Jeff, and Bert volunteered to be on the team. Ruth indicated she would work with Steve to collect a “Sac Sack” of goodies collected through SAC members’ various departments and offices.

Subcommittee Reports

Outreach & Communications – Ruth reporting for Christine DeCesare
A Morning Mail was sent out on 4/17 directing all staff to FAQs about SAC and the Staff Questions page on SAC’s website. Ruth has already had 8 inquiries as a result of this communication.

Staff Participation Subcommittee – Melanie Gaudet
No report from SPSS

Events – Lori Jargo
Lori reported that 43 staff and students have volunteered for Rebuilding Together, plus 8-10 staff from Facilities Management. The cap will be 60. Lori also sent an email to the Swearer Center so they could include Rebuilding Together in their Swearer Center Bulletin. Lori passed out waivers that all volunteers have to fill out (including family
members) and she requested that all volunteers send an email to Lori if planning to include spouses, partners, and children.

There is little to no parking at the Banister House site and strongly suggested that volunteers do not bring their cars. There will be a bus from the Rhode Island Community Food Bank and a bus from the Power Street parking garage at 8:00am. The bus will make several round-trips to the Power Street lot throughout the day. Kate has ordered box lunches (including vegetarian) and a continental breakfast for all volunteers. Tee shirts will be given to all volunteers as well.

Lori will send an email to all volunteers asking that they commit to either a morning shift, an afternoon shift or an all day shift so that John Colarusso from Facilities Management will be better able to plan the work that needs to be done. Ruth suggested that Lori put a deadline for response in the email.

**Roundtable Discussion**

SAC members were asked to reflect on the following questions during this roundtable discussion:

- What were your expectations for SAC?
- What has SAC done well?
- What could SAC do better?
- What goals would you like to see SAC accomplish?
- How would you recruit new members for next year (how were you recruited?)

**What were your expectations for SAC?**

Several SAC members expected that SAC would be a policy driven committee charged with making changes at the University; they were surprised to find out that this was not the purpose of the committee.

Several members also expected to make more connections with staff and departments throughout campus through their participation on SAC. It was unanimously felt that this expectation has been met and SAC members have developed better relationships throughout the Brown Community as a result.

When Bert visited Ohio State to learn more about how their Staff Advisory Committee was run, she worried that SAC would be a gripe session or a forum for members to advance their personal agendas. This has not been the case at all, and she has watched SAC members, over the years, grow professionally as a result of serving on this committee.

**What has SAC done well?**

Most members felt that SAC has improved its communications with staff, both through the new website and Morning Mail. The new site has created more of a presence within the Brown Community and the challenge will be to stay in the “eyes” of all employees.

Staff also felt that SAC has made a strong effort to recruit staff for membership on University committees.

SAC members also felt that Walter and Bert have been excellent in addressing staff concerns and getting back to the membership with answers. They have also been good about informing SAC members about what is happening in the senior administration. SAC is also a wonderful forum for learning the reasons behind University policies.
Several members agreed that the student/staff appreciation event will be a great way to engage more with students.

SAC does a good job advocating for the needs of the staff; SAC is on the radar screen of employees and is an integral part of the Brown Community.

SAC gives its members the opportunity to meet with senior administration and learn about the goals and challenges of their divisions.

**What could SAC do better?**

SAC should communicate to the community that they are not a policy-making committee.

SAC could improve on documenting the protocols for various events. Documenting procedures would make it easier for future SAC members to run events.

SAC could compile a monthly newsletter to inform the community about its accomplishments.

Several members felt that holding a series of focus groups would be a good opportunity to get a pulse on staff concerns. They also endorsed a forum with President Simmons.

The SPS subcommittee of SAC should provide information on the committee itself (i.e., goals) when trying to recruit staff members to serve. Staff will have a better idea of what they are getting into. Melanie expressed disappointment that there is not more interest in serving on University committees.

It is important that SAC stays on top of technology (i.e. Campbell video on website). There are other methods to consider as well, including RSS feeds, podcasts. Consider having a SAC video with testimonials about the benefits of joining (similar to the BEAR Day video)

**What goals would you like to see SAC accomplish?**

Betty liked the idea of having music recitals as a staff event.

SAC should consider having more meetings outside of the Sharpe Refectory which would give SAC members the opportunity to see other buildings on campus and become familiar with different departments around campus; SAC should consider inviting members of the host department to attend a meeting.

SAC should conduct more focus groups and open meetings (Bring a Friend to SAC Day!) this year.

Some members suggested that a forum with the President would be a worthwhile goal for this year.

SAC members should consider going FEC, UCS, BCC and other meetings to learn more about the goals those committees are trying to accomplish.

Ruth commented that she would like to see SAC as a regular line item on the President’s budget.
How would you recruit new members for next year (how were you recruited?)
Several members felt that one on one personal interaction was the best means of recruiting new members to serve on SAC. Chris suggested that holding more open meetings might be another good way to recruit members. Most members said that they were recruited by a colleague.

SAC should communicate with supervisors, managers and department heads about allowing their staff time off to serve on SAC. This targeted communication may improve the overall recruitment effort. Chad Cavanaugh gave a presentation to Facilities managers about his participation on SAC at a monthly staff meeting. SAC should also communicate to faculty the importance of committee involvement.

SAC members could make a presentation at MDP (I or II) to recruit new members.

SAC should consider keeping the applications of those who did not get accepted for another year; staff who were not accepted would not have to reapply. Melanie mentioned that applicants were not selected because the pool was larger and more competitive. The challenge for SAC will be how to reengage those who were not selected to consider applying again.

A suggestion was made to have a SAC representative at all large events; in addition, SAC should consider an information session on Staff Development Day (SAC: It’s Not About Policy!).

SAC should send an email to those staff who have reached their 2-year anniversary asking them to consider applying for SAC. Bert said that HR could run a report (hire date+24 months) to get the names. Kate suggested that a SAC brochure could be slipped into paychecks.

Another suggestion was made to target new employees at orientation (SAC used to do a presentation at orientation); Angel will now forward the email list of new employees going to orientation to Ruth Crane. Heather suggested having a brochure in orientation folders about joining SAC. Gillian mentioned that this already takes place.

When recruiting new members, Ellamae suggested that, in addition to the advantage of networking, the opportunity for personal growth should be stressed in the marketing materials.

Advisors’ Report – Bert Gordon reporting for Walter Hunter
Bert noted that, in response to a staff concern, there will be a presentation on Staff Development Day on employee relations entitled, “Why Should Employee Relations at Brown Be Important to Me?” Wendy McRae-Owoeye will present the program in response to a staff concern brought up several weeks ago.

Also in response to a staff concern, Bert reported that she and Director of Benefits Drew Murphy will be meeting with representatives of TIAA-CREF regarding the possibility of adding a more comprehensive offering of socially responsible investment funds, one in which employees could entirely invest with a highly competitive rate of return.

There will be a Morning Mail within one week or so regarding the new policy on background checks. Staff will be directed to a web page listing the resources available, including information sessions.
Staff Concerns

Ruth will email SAC members regarding the most recent staff concerns she has received.

The meeting adjourned at 1:30pm.
Staff Advisory Committee Meeting
May 1, 2007
11:30am - 1:30pm – Hillel Center

Present: Ivone Aubin Gillian Bell, Chad Cavanaugh, Ruth Crane (Chair), Christine DeCesare, Heather Dominey, Jeff Fitton, Tracy Frisone, Melanie Gaudet, Roberta Gordon, Ellamae Gurney, Angel Hilliard, Walter Hunter, Lori Jargo, Betty Johnson, Karen Leonard, Maritza Marti, Kate Richardson, Lea Snyder, Stephanie Terrizzi, Steve Tompkins

Absent: Pam DeSimone, Chris O’Neil, Courtney Wuethrich, Cynthia Yearwood

Announcements
Ruth announced that the SAC Meeting on May 15th will be held at 121 South Main Street.

Ruth asked for approval of the SAC Minutes from the March 6, March 20, April 3, and April 17 meetings. A motion was made to approve all minutes and was seconded.

Ruth briefly reviewed the Student/Staff Worker Appreciation event held last week. She suggested some enhancements to make next year’s program even better (i.e., balloons at the table).

Ruth wished Ellamae Gurney best wishes on her new position with Fidelity. SAC will need to fill her vacancy on the committee by picking one of two alternates chosen last year: Lisa Sheehan from Geology or Louis Tortolani from Chemistry. Lisa and Louis will be invited to the next SAC meeting. Ellamae’s position on the Brown Bombers softball team will also need to be filled.

Subcommittee Reports

Events – Lori Jargo
Rebuilding Together on April 28th was a success and Lori thanked all the volunteers. She showed a short video clip of Carol Mancini of Bannister House thanking the Brown group for their hard work. Several slides depicted participants painting, landscaping, and making other improvements to the nursing facility. There were 10-12 students who also participated. Lori will write up a summary of Rebuilding Together for the SAC procedures manual.

Bert informed SAC members that Ruth Simmons mentioned SAC’s integral role and concerted efforts in the success of Rebuilding Together at a dinner meeting.

Outreach & Communications – Christine DeCesare
There was no report from O&C

Staff Participation Subcommittee – Melanie Gaudet
There was no report from SPSS

Guests:
Bruce Keeler, Debra Konicki, and Tammie Ruda – Advancement
Tammie Ruda began with an update on Boldly Brown: The Campaign for Academic Enrichment. The nucleus (quiet) phase of the campaign began on July 1, 2003. Before the public announcement of the goal was made on October 22, 2005, $550 million (41% of the $1.4 billion goal) was raised. As of March '31st, $970 million has been raised; Advancement is predicting it will reach $1 billion before June 30th.
The campaign has been designed to support the initiatives outlined in the Plan for Academic Enrichment (PAE). When the PAE was approved by the Corporation in February 2004, it gave a focus to the campaign. Tammie briefly reviewed the 10 initiatives of the PAE. Boldly Brown will focus on the following 6 areas in support of the Plan: students, research, biology & medicine, facilities and academic programs.

The 4 objectives of the campaign are:
- To enhance financial resources
- To build capabilities to sustain fundraising post-campaign
- To engage the Brown community
- To broadcast the message of Brown University

The goals of the comprehensive campaign include fundraising for endowment ($660 million), facilities ($200 million) and current use money (money spent between July 1 and June 30th).

Advancement is pleased with the progress of the campaign to date. The big buckets (i.e., financial aid) are being filled at an even pace. Two major initiatives include the Nelson Fitness Center and the building for Cognitive & Linguistic Sciences. With the demolition of the Smith Swim Center, priorities may be shifted.

Tammie also explained to SAC members the endowment funds and the yearly payout from the interest earned on the endowment.

Bruce Keeler informed SAC members that Advancement is in the early stages of planning a Campus Campaign for faculty and staff to support Boldly Brown. There will be separate committees of faculty and staff and each committee will take a different approach.

Walter mentioned that participation by staff and faculty in a campaign gives confidence to donors that everyone in the organization is part of the overall fundraising effort. Faculty and staff participation is a key indicator for donors.

Bruce mentioned that every staff and faculty member will have the opportunity to participate in the Campus Campaign, which will seek multi-year pledges. There will also be a payroll deduction feature. The focus of the faculty-staff campaign will be on the University’s annual fund, Bio Med’s annual fund and the Brown University Sports Foundation.

Advancement will ask faculty and staff if there should be other gift options to consider. These options must come from the “Table of Needs” which are listed on both the campaign and PAE websites. The “Table of Needs” include the top priority projects identified by the Provost’s Office and add up to more than the overall goal of the campaign.

The Campus Campaign will be a short, focused mini-campaign proposed to begin in January 2008. Advancement is looking for volunteers who would go out to departments and do groundwork for the campaign. They might consider a competition among departments for the most participation. Web-based communication, email and campus mailings will also be considered.
Bruce stressed the importance of having continued faculty and staff solicitations post campaign. This is an important message to outside donors that employees feel so strongly about the purpose and mission of the University that they chose to contribute. Contributions beyond the life of the campaign will have positive ramifications for Brown. Brown has never solicited staff to support a campaign.

Since SAC is the conduit to our peers throughout the University, there are ways SAC can help in the Campus Campaign:

- SAC could serve as a sounding board as to how ideas will be received by University staff
- SAC could help build a staff committee through the Staff Participation Subcommittee, or SAC could, by word of mouth, make recommendations for members
- General promotion of the Campus Campaign

Bruce and Tammie indicated that, currently, there is no participation goal for faculty and staff. There is a benchmark of 73% participation by the faculty in the Campaign for the Rising Generation. The goal of the Campus Campaign has not been determined, but it needs to be both achievable and ambitious. Advancement is more concerned with faculty and staff participation than suggesting a dollar amount for a gift.

Melanie suggested checking the staff participation in the Medical School campaign. The Medical School solicited staff at home multiple times, which was not a good approach.

SAC members raised some concerns about the campaign:

- A hurdle for staff participation will be that the salary pool has not matched inflation
- A January date may not be optimal because of the launch of the annual charities drive
- January is also the time when increased health insurance rates go into effect
- Using snail mail for solicitation efforts is a waste of money
- People may associate the Campus Campaign with SAC; SAC might jeopardize its position as the avenue for employee concerns (ombuds-like)

SAC members made the following recommendations for the Campus Campaign:

- Timing is critical - kickoff the campaign when people are feeling more excited (July and October were mentioned/avoid September and May)
- Pick goals of the campaign that resonate with the staff and that will galvanize them to participate (i.e., Campus Walkway); when staff see the tangible results like the walkway, it may make them more inclined to give
- Make it appealing for staff to participate; consider giving a small gift to thank staff for contributing (i.e., contributors to the Annual Fund receive a Brown University print)
- Bricks depicting the donor's name were mentioned as a possible gift ($150)
- Conduct focus groups to get feedback from staff
- Consider a podcast from Ruth Simmons about staff contributing to the campaign – the message would be that a stronger, more viable University would benefit the entire Brown community
- Consider sending out educational pieces about the campaign to all staff, but it's important to leave staff alone once they've said no
- Important to make sure that supervisor pressure to participate in the campaign is not a factor
• Consider ways for staff to give through departments, rather than as individuals; however, would lose the ability to show the % of individual contributors.
• Consider department gifts “in honor of”
• Consider gifts in tiers; staff should be given guidelines for giving (i.e., $5.00/week, $25.00/month)

**Advisors’ Report – Walter Hunter**

Walter updated SAC members regarding the status of crisis planning at the University. Brown is looking at communication systems that have the capacity of sending emergency messages to all members of the Brown University community via cell phones, PDAs, land lines, etc. These systems are also able to tell whether or not emergency messages were received and allow recipients to specify and reply back that they are okay.

Brown is also looking at installing two sirens to alert Brown community members of an emergency situation. Sirens are being considered for the Pembroke side of campus and south of University Hall. Once these communication systems are in place, the next step is to educate all members of the community about emergency action procedures and carry out practices (drills, mock exercises).

Currently, Brown’s only method of sending information is via email and voice mail. There is an Emergency Action Plan in place, as well as a hostile intruder plan. President Simmons wants the authority to be with the appropriate people to take action when there is a crisis situation.

**Staff Concerns**

Walter would like SAC members to examine their role in addressing staff concerns. This will be taken up at a future SAC meeting.

Steve Tompkins mentioned that students want to duplicate Brown Family Feud at orientation for first years. Heather Emerick has met with students to review the procedures and will assist them with this project.

The meeting adjourned at 1:30pm.
Staff Advisory Committee Meeting  
May 15, 2007  
11:30am - 1:30pm – 121 South Main Street

Present: Ivone Aubin, Gillian Bell, Chad Cavanaugh, Ruth Crane (Chair), Christine DeCesare, Pam DeSimone, Heather Dominey, Jeff Fitton, Tracy Frisone, Angel Hilliard, Lori Jargo, Karen Leonard, Kate Richardson, Lea Snyder, Steve Tompkins, Courtney Wuethrich, Cynthia Yearwood

Absent: Melanie Gaudet, Roberta Gordon, Walter Hunter, Betty Johnson, Maritza Marti, Chris O’Neil, Stephanie Terrizzi,

Announcements

Ruth asked for approval of the SAC Minutes from the May 1 meeting. A motion was made and seconded to approve the minutes.

Ruth reviewed the trip she took to Missouri with Judy Nabb to learn about the University Staff Ambassador (USA) Program at Southern Missouri State University (SMSU). This is a year-long program for 20+ staff to gain a behind-the-scenes perspective of what goes on at their University. Each session has a theme – the session Judy and Ruth attended dealt with athletics and theater arts. In addition to getting tours of the athletic facilities, the USAs heard from the athletic director and participated in a pilates class. Following the athletics presentation, the USAs toured the performing arts space at Missouri State University – a state of the art facility. Judy and Ruth also met with 4 years worth of alums from the USA and received an enthusiastic response about the program from all the former participants.

Ruth passed around a brochure that SMSU uses to promote their Staff Senate (formerly referred to as the Staff Advisory Council); the Staff Senate does not vote on issues; they either endorse or challenge recommendations of the senior administration. Representatives of the Staff Senate meet with the President once each month.

Ruth thanked those who volunteered to form a Family Feud Team: Gillian Bell, Ruth Crane, Christine DeCesare, Bert Gordon, and Jeff Fitton. Angel will try to think of a clever name for the group.

Ruth thanked Maritza Marti (Little Papi) for filling in for Ellamae Gurney on the softball team.

Ruth reviewed the SAC by-laws for filling vacancies on SAC:

“The Chair will activate one of the following procedures to fill any vacant positions. These recommendations must be approved by full committee by majority vote of the members present at the meeting:

a. Recommend a staff member from the membership alternate pool, making selection based on order created by the selection committee.

b. Delegate to the Membership Selection Board the responsibility of making a nominee recommendation to the full Committee

c. Recommend a former member who has served a full term and been off the Committee for twelve months.”
Ruth chose to follow procedure “A” and will bring first alternate Lisa Sheehan from Geology to observe the next meeting. The group voted to accept Lisa Sheehan as Ellamae Gurney’s alternate if Lisa agrees to join after observing the meeting. If Lisa is not interested, second alternate Louis Tortolani from Chemistry will be accepted as the alternate member.

Subcommittee Reports

Outreach & Communications – Christine DeCesare
Morning Mails will go out on May 18, May 28, and June 5 to promote the public service drives on Staff Development Day which will benefit Crossroads Rhode Island and the Rhode Island Community Food Bank. The Morning Mail will direct staff to the SAC website for more information.

O&C is also working on summaries for Rebuilding Together and Student Worker Appreciation Days for the SAC website. O&C may consider adding a third collection site at Brown Family Feud.

Events – Lori Jargo
Lori thanked Kate and Jeff for taking charge of the 2 collection drives on Staff Development Day. At the last subcommittee meeting, the group began planning a staff theater night that will take place on Thursday, July 12th at the Leeds Theater. The play is a comedy entitled, Boom. SAC will get 25 free tickets and then purchase the remaining tickets for $5 each. The Events subcommittee also is planning a coffee and dessert reception prior to the play. Tickets will be given to staff for free; if a staff member wants to bring a guest, the cost will be $5. Events will work on a mechanism for ticket distribution. In addition, they will send an email to all SAC alums inviting them to participate and encouraging them to spread the word about the event. Ruth suggested a raffle drawing to entice participants to attend. Theater Night will be advertised at Staff Development Day – Jeff Fitton will make a poster/flyer.

Lori contacted Ibrahim Essa in the HR Benefits Office to discuss SAC’s role in the Benefits Fair. Lori informed the group that SAC plans to play a bigger role in planning the event.

Lori sent a summary of Rebuilding Together to President Simmons for review. There was discussion about whether to included pictures from the event on SAC’s website without the permission of the person in the photograph. Lori will give those staff in the photos a sneak preview before pictures are posted to the web; she will also put them behind web authentication. At the next SAC meeting, Ruth Crane will ask Walter what the policy is, if any, regarding pictures posted to Brown websites.

Staff Participation Subcommittee – Ruth Crane for Melanie Gaudet
Marisa Quinn contacted Melanie regarding a staff opening on a new committee that will be formed: Slavery Memorial Commission.

Discussion Topics
There was a lengthy discussion regarding the role SAC should play in the upcoming Faculty-Staff Campaign which centered on the appropriateness of SAC endorsing this effort. Ruth and Gillian will draft a letter to Bruce Keeler and Tammie Ruda and use the recommendations listed in the 5/1 minutes as a basis for their response. (Debra Konicki, the third presenter at the meeting has since left the employment of the University.) Walter and Bert will review the letter before it is sent. Ruth will inform Bruce and Tammie that the recommendations are forthcoming.
There was another lengthy discussion regarding the procedure for addressing staff concerns. Ruth reviewed the current process and Gillian reviewed how concerns were handled before the website postings. Kate recommended that SAC should be an avenue for information, rather than a source of information. Jeff recommended dating the staff concerns on the SAC website. Ruth will follow up with Walter and Bert about this topic and this discussion will continue at the next meeting.

The final discussion topic was a comparison of SAC’s mission statement with the mission statement from SMSU. Ruth asked SAC members if they would like to consider revising SAC’s current mission statement and they agreed that it is worth discussing. Christine asked about the history behind the current mission statement – Ruth will ask Bert and Walter for background. Kate mentioned that she thinks SAC should continue to work toward its current mission. Gillian liked the social responsibility piece of SMSU’s mission. Tracy suggested adding guiding principles to the current mission statement, rather than remove what’s already there. Ruth asked SAC members to research staff council mission statements from their alma maters to bring to the next meeting.

Cynthia Yearwood announced the Art@Work staff art show at Staff Development Day; she encouraged members to promote this back in their departments.

**Advisors’ Report – Walter Hunter**

There was no advisor’s report.

The meeting adjourned at 1:15pm.
Staff Advisory Committee Meeting
June 5, 2007
11:30am - 1:30pm – University Hall, Corporation Room

Present: Gillian Bell, Chad Cavanaugh, Ruth Crane (Chair), Christine DeCesare, Pam DeSimone, Heather Dominey, Jeff Fitton, Tracy Frisone, Melanie Gaudet, Roberta Gordon, Ellamae Gurney, Angel Hilliard, Walter Hunter, Betty Johnson, Karen Leonard, Kate Richardson, Stephanie Terrizzi, Courtney Wuethrich

Absent: Ivone Aubin, Lori Jargo, Maritza Marti, Chris O’Neil, Lea Snyder, Steve Tompkins, Cynthia Yearwood

Guests:
Ruth welcomed Lisa Sheehan, alternate for SAC, who was observing the group. Lisa has worked for Geology for 28 years. (Note: after this meeting, Lisa Sheehan accepted the position on the SAC committee as Ellamae Gurney’s replacement.)

Advisors’ Report – Walter Hunter

Walter discussed his meeting with Tammie Ruda and Neil Steinberg from the Advancement office. He relayed that Tammie and Neil were appreciative of SAC’s recent feedback about soliciting staff as part of a campus campaign. Walter informed them that SAC is a strong and positive group and if SAC raised concerns about a campus campaign, their response would be indicative of the staff community. He suggested to Neil and Tammie that SAC be used for advice and feedback, but not as the voice soliciting money from other staff members or even as spokespersons to spearhead the campaign. Walter indicated that Advancement will ensure the campaign does not exclude staff either. Communication about the campaign is imperative so that staff feel as though they are in the loop. Advancement will likely form a new campus campaign committee made up of staff members outside of SAC.

Walter solicited ideas about the campaign process from SAC. Should SAC be a clearing house for interested staff members (via SPS) or should Advancement be doing all the leg work on recruiting for this new committee? Walter also asked if a video of President Simmons speaking to staff about the campus campaign would be more effective than a letter from her.

Staff participation will be important in this campaign; potential donors would receive a strong message through what percentage of staff participate. Walter suggested there might be a donor challenge in which a donor might be willing to pledge a large sum to the campaign if certain participation goals are reached.

Walter asked for Campus Campaign feedback from the committee. Melanie stated that it would be great if Advancement really takes Walter’s comments into consideration and they are careful not to overwhelm staff with solicitations for contributions. Kate added that staff may be more likely to contribute to something specific, such as a walkway or a brick with their name on it. Walter suggested bringing the Advancement team back to talk to SAC about more suggestions. Ruth suggested that she and Gillian write a letter outlining SAC’s recommendations and inviting Advancement to return and discuss the next steps. Gillian thanked Walter for meeting with Advancement and representing SAC’s strong reactions. Walter noted that it is important for SAC to continue to voice its opinions.
Walter had not talked to the President’s Office regarding an “Actor’s Studio” type of forum with President Simmons, but felt this type of event would be a great informal way to showcase the President’s strengths. The idea of posting the President’s interview on the web was posed and positively received.

Ruth mentioned that Davol Fitness wanted to offer Brown employees a special rate. Bert noted that Angel Hilliard was working on an employee discount website, which will inform staff about the discounts and “strictly pass information onto our staff members”, while not endorsing any vendors.

**Staff Concerns**

Ruth received a question/request from an employee who is grateful for the RIPTA discounted tickets, but wanted to know about receiving free RIPTA rides like other RI Universities. Walter mentioned that this option has been reviewed by the Senior Administrators and SAC will be briefed when a determination has been made.

Bert stated that the process for addressing staff concerns should be reviewed. Walter mentioned that SAC’s feedback and reactions are very valuable in developing a response to staff concerns and that SAC should not be just considered a pipeline. He noted that not all questions need to be brought to SAC for discussion and Gillian stated that as Chair, she only posed questions to SAC when she believed the committee could provide insight.

Ruth felt it was appropriate to respond to all questions, but agreed that not all questions need to be brought to the full group. Kate stated that SAC’s responses should include resources as opposed to posting an actual answer, such as a link to the HR vacation policy when a question about vacation accrual is raised. This approach would be best as policies change and SAC wouldn’t want outdated information appearing on its website.

Walter stated that there have been several questions about why employees can’t donate time to another employee who may require additional sick/vacation time. Employees are supposed to accrue this benefit in the event they themselves need it; accrued sick time should be treated as an insurance policy. As for sharing vacation time – it would be difficult to police, could be easily abused, and would have an impact on staffing levels. Brown encourages their staff to use their vacation time in order to prevent burnout and revitalize their employees. In the future, there may be a benefits pool where staff will be able to select benefits that are most appealing.

Betty asked why people cannot be paid yearly for the vacation time they do not use. Bert replied that not paying staff for vacation they do not use forces them to use the time. Walter added that the money paid would not be trivial. Paying people for not using sick time reinforces the problem of “presenteeism” (when people who are sick come in, and only make matters worse by infecting others around them.) Bert reminded the group that sick and vacation time can be used to bridge an employee until they are able to receive TDI or long term disability (which has a waiting period of the first 6 months.) Both Walter and Bert stated that the University is quite sensitive to these issues and would certainly consider options to help individuals who, in those rare cases, run out of vacation and sick time.

**Subcommittee Reports**

**Outreach & Communications** – Christine DeCesare
Christine mentioned that Events sent its 3rd morning mail reminder about the personal goods and nonperishable food drive during Staff Development Day (SDD). She asked SAC members to remind colleagues about it. She thanked Heather for writing a nice description about the Brown Worker Appreciation Day event which will be posted on the SAC web site. In addressing the request for on-line event registration, Christine stated that this feature had only been utilized twice at Brown, and both times it was for very large events (2000-3000 people). In addition, the software had to be customized each time. It may be something that is available and standardized in the future but is not available for small functions at this point.

Events – Jeff Fitton for Lori Jargo
Jeff reported on behalf of Lori that collections for both SDD drives would begin tomorrow. Advertising for “Theatre Night” will be in the form of table tents during the SDD lunch. Ruth also noted that informational SAC bookmarks would also be available at the collection tables. The first 25 people to request theater night tickets (July 12th opening of “Boom”) will receive 2 tickets. 25 tickets will be donated by the theater department and the other 25 will be paid for by SAC. Because there will be no on-line registration for this event, email will be used to “reserve seats.” It was also determined that no reception will be held prior to theater night in order to save money.

The Ice Cream Social and the Student Music Showcase will be combined this fall to provide more exposure to each as well as minimize expenses.

Staff Participation Subcommittee – Melanie Gaudet
Melanie noted that there was some excitement about the “Slavery and Justice” memorial committee discussed earlier, but it was determined that this committee will initially be staffed by people at the state and local government level and then be brought back to campus. More information will follow. She encouraged SPS members to start thinking about a committee co-chair.

Ruth thanked the 2007 SAC Family Feud Team, which included: Melanie, Christine, Gillian, Jeff, and herself. She also thanked all who agreed to usher at “Family Feud” and mentioned that volunteer ushers are to report to Salomon Center at 1:45 PM.

Loose ends
Ruth and Gillian will compose a follow-up letter to Advancement, and circulate it to SAC for their review prior to sending it.

Ruth had circulated a proposed new mission statement for SAC. She asked for comments and suggestions. Christine mentioned that she found the new details to be helpful and Gillian stated that she liked the aspect of social responsibility as the new mission includes the surrounding community. Tracy stated that the statement seems a bit long and that perhaps the bullet points should be used as guiding principles. Christine suggested combining the paragraphs to create the actual statement and making the bullets into guiding principals. Gillian suggested that the mission statement was not quite yet ready for a vote. Ruth requested that comments and suggestions be forwarded to her for fine-tuning.

Melanie mentioned that the name “President’s Staff Advisory Committee” seems to misrepresent the committee as the committee is more of an advisor to Senior Administrators, and not so much a direct line to the President. Ruth asked Bert if SAC had always been the “President’s Staff Advisory Committee”. Bert stated that it had always been under the President. Kate added that
though SAC is not currently a direct line to the President, it may be in the future and the name should not be modified.

Ruth asked if the group felt a release form was needed when posting any staff photos on the SAC web site. Tracy suggested a disclaimer statement be added at the bottom of any web page so staff would know who to contact in order to have their photo removed. Melanie stated that most if not all of the pictures are taken in public areas, where there would not be an “expectation of privacy.”

Ruth noted that both the SAC budget concerns were to be addressed by the President’s office during a meeting with Marisa Quinn the following week; it is hoped they will provide additional funding in the new fiscal year. Melanie asked if SAC had foot the entire bill for the All Staff Appreciation Day. Ruth replied that Russell Carey’s office also contributed. Christine mentioned that it is important that these events reach as many staff as possible. Bert mentioned that when an event is tied to a cause, such as Breast Cancer Awareness, there is always a good response. Jeff also noted a great response usually revolves around whether or not food is provided. Ruth suggested a movie night on the green. Christine noted that could be a very expensive event but may be possible to tie to Commencement when the large electronic screen (i.e., jumbotron) is already up. There was discussion about a family event such as a Field Day (kickball, whiffle ball, Frisbee, etc.) Kate recommended Ruth contact Ken DeBlois as he often puts together such events.

Ruth reminded everyone that the June 19th meeting is “bring a friend to SAC day” at the Watson Institute; she reminded people to bring potential recruits. An open SAC meeting would likely occur in the early fall. Melanie stated the last open meeting had a good deal of positive feedback.

Ruth informed the group that new co-chair nominations are due this month, and the vote will occur in July. There was discussion regarding the process. Ruth asked SAC members to forward their nominations to her via e-mail prior to the next meeting.

The meeting adjourned at 1:10 PM.
Staff Advisory Committee Meeting  
June 19, 2007  
11:30am - 1:30pm – Watson Institute

Present: Chad Cavanaugh, Ruth Crane (Chair), Christine DeCesare, Pam DeSimone, Heather Dominey, Jeff Fitton, Melanie Gaudet, Angel Hilliard, Walter Hunter, Lori Jargo, Bettye Johnson, Karen Leonard, Maritza Marti, Chris O’Neil, Kate Richardson, Lea Snyder, Steve Tompkins, , Cynthia Yearwood

Absent: Ivone Aubin, Gillian Bell, Tracy Frisone, Roberta Gordon, Stephanie Terrizzi, Courtney Wuethrich

Guest Presenter: Mike McCormick, Assistant Vice President, Planning, Design & Construction, Facilities Management

**Mike McCormick – Plan for Academic Enrichment (Facilities Management)**

Ruth Crane introduced Mike McCormick.

Mike said he likes to do these information sessions to communicate about the construction projects taking place over the summer. He discussed the planning process, beginning with the Plan for Academic Enrichment which drives Facilities Management’s Strategic Framework for Physical Planning.

Strategic Framework for Physical Planning – The Facilities Management Master Plan focused on 3 interrelated planning principles:

1) Focus on circulation structure to foster community and to unify and enhance the campus and its surroundings
2) Consolidate the core
3) Move beyond College Hill to keep pace with growth

**Summer 2007 Projects:**

**Thayer Street Improvements:**

- Brown has partnered with the city and local property holders to create the Thayer Street District Management Association, which is empowered to collect dues, manage the capital improvement, and focus on collective advertising
- Capital improvements include sidewalk replacement, crosswalks, curb cuts, trees, planters, and lighting will be completed by July 2007
- Gates Leighton is the architect

**Lighting Improvements:**

- New lights on historic campus will provide softer, ambient light and reduce energy costs. These lights will be the standard for future lighting and the campus lighting project will be completed in the fall 2007.

**Campus Improvements:**

- There will be numerous sidewalk repairs and landscape improvements throughout campus

**Signage and Way-Finding:**
Shuttle signage will be improved, along with (highway and street) signs directing visitors to Brown’s campus

**Pembroke Field:**
- Brown will restore and preserve Pembroke Field as an important green space for both Wheeler and Brown. Restoration work includes replacing the fence surrounding the field with an entrance for Wheeler students.

**The Walk:**
- The walk was identified in Frances Halsband’s master plan and will connect the Pembroke and Main campuses. The work on this project will be done in 3 phases.

**Peter Green House Relocation:**
- Currently the home of the History Department, the Peter Green House is an important step toward consolidating the core and improving campus communications. There will be 6 new faculty offices and support space.

**Utilities Project:**
- This ongoing project involves the renewal, expansion, and upgrade of 7 miles of existing utility systems

**Pembroke Hall Renovation:**
- This building will be the home for the Cogut Center for the Humanities and will include restoration of both the interior and exterior. The Pembroke Library will remain the same.

**J. Walter Wilson:**
- Scheduled for completion in August 2008, this lab space will be converted into a student resources center to consolidate all the necessary resources for students into one main building (i.e., Psychological Services, the Registrar, Mail Room, OIP, etc.)

**Temporary Swim Center:**
- The Smith Swim Center will be demolished and a temporary bubble structure will be constructed in parking lot behind OMAC.
- A new swim center will be built in conjunction with the Nelson Fitness Center
- There may be a need to convert the tennis courts next to the Facilities building to a temporary parking lot
- The timeline for this project is fast – Facilities hopes to break ground in August

**Turf Practice Fields:**
- Two artificial turf fields will be built for football; artificial fields allow for constant usage throughout the entire year

Mike reviewed street closings and other projected street impacts for SAC members. There are $30 million worth of projects this summer, which is 2-3 times what Facilities handles normally in a summer. In order to ensure a safe working environment during all construction projects, Mike informed the group that there will be clear signage, safety barriers, police details and a worker badge program. Facilities will also make sure all construction activities stay within all fences.
Mike addressed a series of questions on Faunce House renovations (The Stephen Robert Center), parking, Jewelry District expansion, and plans for individual buildings.

Mike described his work on the parking task force which includes officials from the City of Providence, RISD, Wheeler School, the Court House, along with traffic engineers. They will recommend long term, on-street, paid parking and want to encourage public transportation. He offered to come back to SAC when the parking task force completes its report.

Ruth opened up the meeting and welcomed guests and SAC alums. She explained the scope and mission of SAC and had everyone introduce themselves.

**Subcommittee Reports**

**Outreach & Communications – Christine DeCesare**
No report – next agenda item is Morning Mail about the SAC theater night.

**Staff Participation Subcommittee – Melanie Gaudet**
Melanie appointed co-chair Pam De Simone, who will take over for her when she steps down.

**Events – Lori Jargo**
Lori reviewed the charitable collections from Staff Development Day with Jeff and Kate. Crossroads collected approximately 60 gallons of personal care items, and the Rhode Island Community Food Bank collected two barrels of food.

Lori will work with Outreach and Communications to get the word out about SAC Theater Night on Thursday, July 12th.

**Advisors’ Report – Walter Hunter**
Walter thanked all those involved with Staff Development Day. He informed SAC members that the Plan for Academic Enrichment will be revisited this summer. He reviewed the ten initiatives and asked for input regarding initiative #10: Enhancing the Quality of our Facilities, Infrastructure, and Administrative Support. Specifically, he asked SAC members what can Brown do to attract and retain the best possible staff? Ideas included:

- Affordable health insurance
- More opportunities for advancement
- Enhancing the Employee Education Program (EEP) in non-traditional ways, such as certification for Apple/Microsoft and distance learning; increase the $2500 amount that employees are given to cover courses
- Create a program to help folks develop a career path, with a group, advisor, and a head hunter within Human Resources
- Establish a mentoring program that allows people to bounce ideas off advisors
- Create an internal certification program at Brown, similar to Stanford University’s Cardinal Curriculum. Ruth discussed an ambassador program, a year-long comprehensive program for one day per month
- Establish an a la carte or cafeteria benefits plan program
Walter asked the group about their sense concerning Brown as a family-friendly employer. It was suggested that tuition assistance be expanded to include books and fees. Everyone is in awe of how family-friendly Brown is; however, one member noted that there may be marked differences between departments regarding family flexibility. A SAC guest suggested that a pie chart representing total compensation would be helpful.

Steve brought up the issue that employees in the Jewelry District lose connections to campus and we need to better integrate employees who are off College Hill. The ability to telecommute is another way to retain staff and promote the family friendly environment.

Ruth welcomed new member Lisa Sheehan to SAC and tied up other loose ends. She said she sent a letter to Development regarding feedback from the staff/faculty campaign. Ruth met with Marisa Quinn to review funding for next year – Marisa advised reviewing SAC needs on a case by case basis. President Simmons will meet with SAC on October 2nd. Ruth is still trying to schedule a forum with the President using the Actor’s Studio format.

The meeting adjourned at 1:30pm.
Staff Advisory Committee Meeting  
August 21, 2007  
11:30am - 1:30pm – Joukowsky Room, Pizzitola Memorial Sports Center

Present: Gillian Bell, Chad Cavanaugh, Ruth Crane (Chair), Christine DeCesare, Pam DeSimone, Jeff Fitton, Tracy Frisone, Roberta Gordon, Angel Hilliard, Karen Leonard, Chris O’Neil, Kate Richardson, Lisa Sheehan, Lea Snyder, Cynthia Yearwood

Absent: Ivone Aubin, Heather Dominey, Melanie Gaudet, Walter Hunter, Lori Jargo, Bettye Johnson, Maritza Marti, Stephanie Terrizzi, Steve Tompkins, Courtney Wuethrich

Announcements

Ruth asked for approval of the SAC Minutes from the June meeting. A motion to approve was made by Jeff and seconded by Christine.

Ruth mentioned some unfinished business regarding revising SAC’s mission. Ruth has some further tweaking to do on the mission and will send an email to the group requesting feedback.

Ruth thanked Bert, Steve and Ruth for volunteering on Sunday, August 27th for the BEARS program.

Ruth announced that Saturday, September 29th is the date for the faculty-staff football game – the Governor’s Cup (URI vs. Brown). SAC will be soliciting raffle prizes for the event.

SAC will start recruiting for the 2008-09 class. Karen and Ruth are working together to step up recruiting by making sales pitches to senior administration and department managers. The letter that SAC sends to new employees has been worthwhile, as Ruth has received much positive feedback; Ruth is saving the feedback so she can target those people during the recruiting drive when they reach their 2 year service mark.

The SAC meeting with Ruth Simmons will be on October 2nd in Leung Gallery – Ruth asked the group about taking President Simmons through the newly designed SAC website, rather than doing a PowerPoint presentation. Christine DeCesare said that the website reports on everything they’ve done so it’s a perfect tool to use. Bert suggested linking to the new staff ambassador program from the SAC website.

Ruth also asked the group for feedback on the best approach for discussing the possibility of a staff forum during the October 2nd meeting with the President. Suggestions from SAC members included a panel discussion with cabinet members or a podcast as possible formats.

Guest: Judy Nabb

Ruth Crane introduced Judy Nabb, Manager of the Center for Staff Learning and Professional Development. Judy began by asking the group what the term ambassador meant to them. She informed the group that she met with Walter and Beppie Huidekoper, and Beppie agreed to fund the ambassador program for three years and included the following overview of the program:

Background
• SAC subgroup began to investigate framework and conceptual model for Ambassador Program to tie into SAC objective “to identify opportunities for staff to become more involved in the University…”
• Presented findings to President and sought assistance of Human Resources (HR)
• Subcommittee identified model Ambassador Program at Missouri State University (MSU)

Program Goals
• Expose staff/faculty to both big picture and intricacies of how the University operates
• Provide participants with a clearer understanding of the value of their role within the University and of their contribution to the PAE
• Provide staff an opportunity to become more involved and connected to the University
• Foster increased and enhanced communication across departments and divisions
• Leverage fresh perspectives in generating new ideas and solutions for the University
• Serve as form of staff recognition
• Promote employee retention

Description and Participant Eligibility for Brown University’s Staff Ambassador Program
• Selected participants will learn about the functional purpose of all academic and non-academic areas in an experiential manner
• Ambassadors will serve as resource guides to students, staff, and faculty
• Ambassadors will be encouraged to explore opportunities to become engaged in the Brown community
• Professional development component
• At graduation, Ambassadors will present their specific goals for professional development
• Open to staff at all levels—work 67% time or greater and have completed probationary period
• Will be open to regular faculty (1)

Proposed Program Format, Application Process, Curriculum Topics
• Twelve month program consisting of 12 full and/or half-day sessions for 25 participants beginning in January 2008
• Participants will be selected by senior staff for respective division
• Each year, Brown University Ambassadors will be recognized at BEAR Day
• Linking Ambassador Program with the BEAR Day celebration will promote program excitement and recognition of top performers selected for this prestigious opportunity
Draft Curriculum Topics

<table>
<thead>
<tr>
<th>Topic(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setting the Stage: A Backstage Pass to Brown’s History, Governance, Organizational Structure, and Mission</td>
</tr>
<tr>
<td>The Foundation: Brown’s Distinguished Faculty and Unique Curriculum</td>
</tr>
<tr>
<td>Admissions, Financial Aid, Residential Life, and Dining Services</td>
</tr>
<tr>
<td>Life on Campus: Athletics, Theater Arts, Cultural Events, Connecting with Students, Student Organizations, and Public Safety</td>
</tr>
<tr>
<td>Internationalization: Students, Scholars, and Services</td>
</tr>
<tr>
<td>Division of Biology &amp; Medicine</td>
</tr>
<tr>
<td>Information Services: PAUR, CIS, and the Libraries</td>
</tr>
<tr>
<td>Graduate School and Research</td>
</tr>
<tr>
<td>Financial Management: Budget, Investment, and the Legalities of Running a University</td>
</tr>
<tr>
<td>Facilities Management</td>
</tr>
<tr>
<td>Giving Back: Career Development Center, Advancement, and the President’s Staff Advisory Committee (SAC)</td>
</tr>
<tr>
<td>Graduation</td>
</tr>
</tbody>
</table>

SAC members asked the following questions:

Q: How much of program has been planned? Will participants know when sessions are and other arrangements?
A: The program will be planned one year in advance and participants will know, in general, what topics will be covered.

Q: How will ambassadors be engaged in different events, i.e. Parent’s Weekend?
A: CSLPD will maintain a listserv to keep lines of communication open to both current and past cohorts.

Q: Can a staff member be selected if currently on SAC?
A: Yes

Q: Who would make the selection in a division, i.e. public health – would it be a dean or Eli Adashi?
A: Both – CLPD is encouraging senior officers to get feedback on applicants from department heads; senior officers will also be encouraged to appoint a committee to make the selection.
Judy asked SAC members for ideas for faculty members who might be interested. SAC members suggested targeting junior faculty; speakers would be permanent faculty, not adjuncts. Names included Jan Hesthaven, Jim Campbell, Mark Cladis and Jack Mustard. One SAC member commented favorably on integrating faculty and staff together in this program by including faculty member in the cohort. Christine will look in the database about new faculty hires put out by PAUR; she will also look to see which faculty members have been in the news.

Judy mentioned that they may bring the representative from MSU to Brown for the kickoff. Ambassadors also may wear a clothing item to distinguish themselves as ambassadors; Judy may incorporate designing a clothing item as a team building activity.

Judy encouraged group to send her an email with further feedback or suggestions for developing program.

Subcommittee Reports

Ruth congratulated Jeff Fitton, the new co-chair of Events, and Pam DeSimone, the new co-chair of SPS.

Outreach & Communications – Christine DeCesare

Steve Tompkins and Lea Snyder are new co-chairs of Outreach & Communications subcommittee next year. O&C had a meeting about recruiting – Lea came up with podcast idea – Gillian volunteered to be one of the featured members in the podcast, which will show 2 SAC members having a conversation about being a member of SAC.

Christine also asked SAC members for feedback on their top five favorite things about SAC. The trend seemed to show that SAC members like the advisor reports because they like being in the know – it’s important to get that message across to recruits. Last year, SAC received the most applications from people who were nominated by current SAC members. Kate mentioned that at the first SAC meeting members were asked how they were nominated-consider this strategy again. In the recruiting effort, it will also be important to clarify the amount of contact with Ruth Simmons at SAC meetings.

Christine also talked about the Benefits Fair on November 2nd and the ice cream social. O&C will do morning mails advertising these events.

Christine mentioned that O&C hasn’t done poll in a while. Bert suggested polling the staff to determine the top 2-3 issues on the minds of staff. It was also suggested to ask about continuing summer hours on the survey.

Christine asked if SAC should do a morning mail about the free RIPTA pass: Bert suggested inviting Beth Gentry to a future SAC meeting to find out if there will be a bigger rollout about UPass? SAC members suggested bringing it up at the Administrative Leadership Meeting and academic/administrative department managers’ meetings. There should also be handouts on UPass for bulletin boards in departments to reach non-computer people. SAC can talk to Beth to create a fun fact campaign that might include “Ride the Bus Day” (Easy Rider?) and have a contest between departments. [Bert subsequently spoke to Beth and she is very interested in both attending a SAC Meeting and in SAC assistance in the UPass roll-out.]
Events – Jeff Fitton for Lori Jargo

Jeff reported that the SAC Theater Night had 32 people attend; 60 people requested tickets.

Events met with Ibrahim Essa from the Benefits Office. The Fair will be held on Friday November 2nd in Sayles Hall. Last year SAC was the welcoming committee for the Benefits Fair. Jeff asked group to consider a cowboy theme at Fair (Howdy = how do I). Jeff also talked about securing raffle items for the Fair, the Ice Cream Social and the Family Football Game. Events may send a letter to the Thayer Street Improvement group to solicit donations. Jeff suggested doing the raffle at the end and notify people to pick up their prize.

Jeff suggested several dates for the Ice Cream Social – the group decided to look at the Jewish holidays before scheduling the event. Suggestions for the location included Leung Gallery or Petteruti Lounge? The Underground in Faunce House was also suggested.

Family and Friends football game: raffle prizes. Good to have SAC members show up. Highlights of football game set to music for the morning mail.

Staff Participation Subcommittee – Pam DeSimone for Melanie Gaudet

There was no report from SPS.

Advisor’s Report – Bert Gordon for Walter Hunter

The Human Resources Advisory Board will conduct their annual planning meeting on September 27th. Bert asked for feedback from SAC members on pressing HR issues on the mind of staff that the HRAB should consider. The following issues were raised:

- Each time an employee changes positions at Brown, the probationary period starts all over again, particularly with respect to vacation and sick time. Would Human Resources consider revising this policy to make the probationary period less restrictive and/or shorter to minimize the feeling that you are “new all over again?”

- Extra time is needed to navigate through the construction projects on campus and the noise is disruptive. Staff want more notice about construction going on near their buildings. Also, Facilities should do a better job of telling people what is happening ahead of time.

- The parking lots for Athletics may be eliminated; staff who park in those lots have not yet been notified about the plans.

- The University is growing as a result of the Plan for Academic Enrichment; however, the size of the staff has not grown accordingly. Professional development planning for staff is also critical because work is becoming more complex.

- The amount of paper that is still generated in offices is excessive (used the 6-page professional services agreement as an example).
• Online courses should be a permanent option for the Employee Education Program; consider revising both the EEP and TAP materials to include checklists detailing the steps necessary for both programs and the deadline dates.

• Part-time staff are not eligible for summer hours.

• Brown should consider endorsing a flexible work schedule policy and offer staff the option of telecommuting

• Broaden the sliding scale for health insurance

• Consider a cafeteria style benefits plan for those employees who don’t take full advantage of Brown’s benefit package.

• Why isn’t vision care provided under Brown’s health insurance policy?

• Jewelry District employees who don’t normally drive occasionally need to drive their cars to work; their only option for parking is in a garage, which can be very expensive.

• Consider the issue of Brown supporting or partially supporting daycare expenses for staff; or providing a daycare facility

Staff Concerns

Staff in the Jewelry District who don’t normally drive to work need to bring their car sporadically (maybe only a few times a year). Their only option is a garage, which is very expensive. Bert suggested bringing this up to Beth Gentry when she visits a future SAC meeting.

SAC members suggested having lots with a few spaces designated as first come, first served. There was also a suggestion to have a parking pass pool.

The meeting adjourned at 1:30pm.
Staff Advisory Committee Meeting  
September 4, 2007  
11:30am - 1:30pm – Dining Rooms 8&9

Present: Gillian Bell, Chad Cavanaugh, Ruth Crane (Chair), Christine DeCesare, Pam DeSimone, Heather Dominey, Tracy Frisone, Melanie Gaudet, Roberta Gordon, Walter Hunter, Angel Hilliard, Lori Jargo, Bettye Johnson, Karen Leonard, Maritza Marti, Kate Richardson, Lisa Sheehan, Lea Snyder, Steve Tompkins

Absent: Ivone Aubin, Jeff Fittion, Chris O’Neil, Stephanie Terrizzi, Courtney Wuethrich, Cynthia Yearwood

Guests: (SAC Alumni) Ann Rockwell Roe, Michelle Ross, Jill Rossi

Announcements

Ruth thanked Bert, Steve and Ruth for volunteering on Sunday, August 27th for the BEARS program.

Guest: Beth Gentry

Ruth Crane introduced Beth Gentry, Director of Business and Financial Services. Beth began by giving an overview of the new UPass program with RIPTA. Brown is the first school to offer a program like this for faculty and staff. Beth’s office is looking at every possible transportation alternative and is working closely with RIPTA to offer options to the Brown community. UPass will be a less expensive and green way to travel to Brown.

The communication plan for UPass began with a press release that was sent to 2 dozen media outlets; currently working with the Providence Journal on an article about the new program. A Morning Mail was also sent to all faculty, staff and students. For those who don’t have Morning Mail, flyers were distributed and hung in departments. UPass was also advertised on Brown’s homepage and there were ads in both the Brown Daily Herald and Campus Connect. UPass was tested with existing bus riders before it was introduced to the community.

safeRide is another service for which Beth is responsible. There have been new maps posted to the transportation website because changes have been made to both the Downcity and RISD shuttle routes. The Transportation Office is looking at ways to tie shuttle stops to existing RIPTA routes. They are also looking at better ways to get to the hospital district and will be investigating more user-friendly vans.

Beth reviewed the College Hill Parking Task Force committee work. They are currently working on version 4 of their report. The large committee is made up of constituents from Brown, RISD, Moses Brown, Wheeler, city officials, neighborhood associations and others. The plan is to roll out a report that can be transferable to other parts of the city, not only on College Hill, so there will be consistent practices throughout Providence. The committee is looking at parking in a comprehensive way to consider needs of all constituencies (i.e., signage, long term parking, lighting, short term parking).

Beth also reviewed the status of parking on campus. The current construction projects are causing several lots to go offline. The Transportation Office is reviewing the possibility of moving students off campus to create more spaces on campus for faculty and staff. They are currently working with Campus Life to determine the parking options for
students and this should be firmed up by the end of the semester. Parking is also working on data cleanup with the existing system and will eventually implement a new system to manage parking.

Beth briefly commented on the Zip Car program on campus. Currently Brown has 3 Zip Cars and is considering purchasing another. RIPTA would like Brown to lower the age to 18 (from 21) and the 2 parties are discussing liability issues surrounding this option.

There were several questions for Beth from SAC members. Gillian informed Beth that the Eagle Street Shaw’s Supermarket (listed in the new Brown flyer) is now closed. Gillian also questioned why the carpooling discussion board was not used. Beth mentioned that she would like a more comprehensive transportation discussion board that encompasses everything.

Lori asked about incentives for people who would like to bring scooters or motorcycles to work. Would Brown consider a special parking area for them during the summer months? Beth mentioned that they have not looked into this. Other SAC members suggested looking at those staff who are on an academic year schedule (9-10 months) and have parking for 12 months to free up spaces for this group. This issue may be one for the new transportation message board to solve; Brown could consider having 3 rates for parking (9 months, 10 months, 12 months) or consider subletting spaces.

Kate asked if the RIPTA ferry is included in the UPass program and it is not. She also urged RIPTA to inform all their drivers about the new program (some were unaware of it this morning).

Christine asked whether the Parking Task Force is looking at painting lines on the streets to ensure maximum use of space for parallel parking. Beth said they are considering that.

Lea mentioned that Jewelry District staff who only drive their cars to work a few times a year do not have any options for parking other than the Richmond Street garage or on street parking. Beth will look into whether or not the Richmond Street garage will allow users to leave during the day and will also investigate whether a ZipCar would be useful in either the Davol Square lot or Richmond Street garage.

Melanie brought up 4 issues: (1) the Park and Ride lot schedule should be reviewed (the last bus leaving Kennedy Plaza is 5:15pm). She also mentioned that (2) ZipCars are very prevalent in the Washington DC area, (3) she hasn’t seen much preference given to carpoolers in terms of lot choice even though Brown states that in their policy. Beth said she will be reviewing all policies for consistency. (4) Melanie also questioned whether or not the new parking system will have a user interface so people could see where they are on the waiting list, for example. Beth said she is not certain the new system will do that.

Lori asked whether one’s auto insurance covers the use of the ZipCar; Beth will look into this and get back to the group.

Tracy questioned whether class B stickers could be purchased for staff in her department; she knows of several staff who would be willing to buy these types of stickers. Gillian recommended that Tracy write a letter to the city. Beth mentioned that Providence recently hired a new person who is in charge of looking at Providence parking in a more comprehensive and consolidated way.
Bert questioned the use of satellite parking lots. Beth said they are looking at these lots for students, in an effort to move their cars off campus.

Angel questioned underground parking in new buildings that are in the planning stages; while Beth mentioned that she was not aware of any plans, Chad said Facilities reviews this option each time a building is built, but it is usually too cost prohibitive to consider.

Betty asked why the parking garage at 222 Richmond Street is not full; Beth mentioned that when tenants sign their lease, it includes a certain number of spaces. The Transportation Office is looking into this now.

When the questions concluded, Ruth asked Beth how SAC could help the Transportation Office. She mentioned a SAC PR campaign and the SAC survey tool; Beth said the RIPTA contract includes a follow up survey for staff but would consider a SAC survey too. Ruth also offered SAC’s help in promoting the new program (department contest to ride the bus, bus buddy day, etc.). Beth is working closely with Tim McCormick of RIPTA to market the program. Beth feels it is important to remove the intimidation factor from riding the bus.

A SAC alum at the meeting mentioned that RIPTA has a schedule specifically for the tunnel, “Wayland Square/Thayer Street.” She also suggested that RIPTA consider a stop at the Providence Place Mall for Brown students.

A SAC member suggested a Brown Bag lunch for the community on how to ride the bus. Make sure there are regular bus riders there who can help new users. RIPTA was a guest at New Student Orientation and will also be at the Benefits Fair on November 2nd. The RIPTA info line is very good for schedule questions as well.

Subcommittee Reports

Outreach & Communications – Steve Tompkins

O&C will be focusing on a recruitment video for SAC which might include a voiceover from President Simmons and comments about the SAC experience from Gillian Bell. O&C will work with Media Services to produce the video (in the form of a podcast on SAC’s website); Media Services estimated it would take 8 hours to complete the project at a cost of approximately $500.

Ruth asked SAC members if this was a good use of SAC funds and also mentioned that there is $1500 remaining in the fund from the President’s office allocation. There was some discussion that this video would not be as direct as reaching out to staff in a more personal way. Bert mentioned that SAC recruiting has been difficult over the past 2 classes, and this video would be a worthwhile effort. Gillian added that the video would be a helpful tool in clarifying misconceptions about joining SAC. Melanie questioned whether this video would make a difference in swaying a staff member to apply to SAC but added that the video might be a good use of the surplus funds since the President indicated she expected SAC to approach her with special projects such as this. Lea felt that a video would help sway her if she were applying; also, it could be made in a generic way and used more than just once. Kate felt that SAC could use the money to create a new event that would have more of a direct impact; Ruth urged the events committee to come up with some ideas for a new event to reach out to staff.
Ruth asked members for an informal show of hands; 13 approved spending money to create a SAC recruitment video. Ruth mentioned that funding for this initiative (vs. funding a specific event) will be discussed at the next meeting. O&C will meet following today’s meeting to discuss this further and do some preliminary work on the script.

**Events – Lori Jargo**

The Ice Cream Social will be held on Thursday, September 20th in the Petteruti Lounge. This social will replace the SAC meeting originally scheduled for September 18th; Angel will cancel the food for this meeting and Events will take care of ordering the ice cream.

The Family and Friends football game will be held on September 29th: Events is working on securing raffle prizes.

The Benefits Fair will be held on Friday November 2nd in Sayles Hall.

**Staff Participation Subcommittee – Melanie Gaudet**

Melanie welcomed Pam DeSimone again as the new chair of SPS. The Computing Advisory Board (CAB) has requested SPS’s help in filling a vacancy on the CAB. They have asked SPS to do a broad search inclusive of all staff, keeping in mind that the person SPS chooses should be tech savvy. Melanie will draft a morning mail later for publishing on Thursday.

**Advisor’s Report**

There was no advisor’s report.

**Staff Concerns**

Staff concerns were not discussed at this meeting.

The meeting adjourned at 1:12pm.
Staff Advisory Committee Meeting
October 2, 2007
11:30am - 1:30pm – Leung Gallery, Faunce House

Present: Ivone Aubin, Gillian Bell, Chad Cavanaugh, Ruth Crane (Chair), Christine DeCesare, Pam DeSimone, Heather Dominey, Tracy Frisone, Melanie Gaudet, Roberta Gordon, Walter Hunter, Angel Hillard, Lori Jargo, Bettye Johnson, Karen Leonard (Co-Chair), Maritza Marti, Chris O’Neil, Kate Richardson, Lisa Sheehan, Lea Snyder, Steve Tompkins, Courtney Wueethrich, Cynthia Yearwood

Absent: Jeff Fitton, Stephanie Terrizzi

Guests: Marisa Quinn and President Ruth Simmons

Ruth Crane introduced herself and each SAC member introduced themselves to President Simmons and Marisa Quinn.

Ruth Crane and Karen Leonard presented the highlights, accomplishments and challenges over this past year for the Staff Advisory Committee. They reviewed SAC’s redesigned website, new programs, and community service efforts and also gave a brief overview of the new University Staff Ambassador Program that SAC was instrumental in launching for Brown faculty and staff.

President Ruth Simmons asked how ambassadors will be chosen. Bert replied that ambassadors will be chosen by divisional committees.

The President also asked Ruth Crane and SAC members to look ahead and give her an idea of some upcoming events that SAC is working on. Ruth Crane mentioned ideas that were generated at the recent SAC-sponsored Ice Cream Social including a Blizzard of ’78 party, a forum with the president, a family skating party, bring your child to work day, an organ recital in Sayles Hall and performances by Brown’s various a capella groups.

Marisa Quinn asked if SAC could get a broader sense of what people are looking for in terms of events; Ruth Crane mentioned doing a possible campus-wide staff survey from the SAC homepage.

Marisa also asked if SAC was planning on co-sponsoring Student/Worker Appreciation again? Ruth Crane indicated that SAC will repeat all events as long as funding is available.

Ruth showed the group the new SAC video; President Simmons suggested that it be shown online. She also indicated that she was amazed at amount of work that SAC members accomplished throughout the year. She congratulated the group on being a visible representative of what staff contribute to the University.

Marisa asked SAC members if there are ways for the administration to engage/involve staff University wide. Ruth Crane endorsed the open meetings (like the Brown Community Council) that include everyone – especially when there is a guest speaker involved.

Marisa asked SAC members whether people throughout the university have a working knowledge of everything that’s going on on campus regarding such issues as the campaign, various construction projects, etc. Bert mentioned that people like receiving emails from the President such as the emails sent following Corporation Meetings. The
President’s office could consider videotaping key meetings (similar to the Boldy Brown website). It was suggested that SAC be used more frequently to help get the word out.

President Simmons suggested that SAC talk to members of the cabinet/executive committee about facilitating information flow. Marisa listed an alphabet soup of governance committees to that get things done, but sponsoring events like football games are also still worthwhile.

President Simmons addressed the group. She began by saying that the academic year is off to a good start. Her challenge is to have conversations about the nature of community and the need for mutual respect addressed soon. She spoke with Chancellor Tom Tisch about the contentious environment that currently exists in higher education. She is watching a Dartmouth group of alums who are trying to take over the board at Dartmouth; there are free speech issues at Columbia. The President stressed the importance of shaping the community, particularly by strengthening various modes of communication and inclusion. She asked group how Brown can improve its governance structure.

She recapped her most important points:

- Brown should engage in a skillful, robust discussion about what is taking place; she urged SAC members to share information about what each is doing and how; it’s reassuring and has a positive impact on community. People are raising the right questions.

- Transparency in governance: Brown has created a number of groups that reveal what is taking place regarding key decisions. The Brown Community Council (BCC) is an excellent example. The BCC is a forum for difficult subjects because of the mix of participation. The President’s rule of thumb is: As soon as it happens it must be reported. Transparency in governance and the timely reporting of issues are 2 important measures that preserve trust within community.

- The President’s job is to think about all areas at Brown and what is in best interest of the University; everyone else has a mandate to think about this in their own areas.

Questions and Comments

Q1: Melanie commented that the Staff Participation Subcommittee was happy to receive an email from the chair of Responsible Investing Committee looking to select a staff member to serve. Staff members are now thought of as part of the whole community when committees are considering and selecting members. The President commented that Brown is naturally saying staff members should be a part of its committees. She mentioned that, with respect to Darfur, it took a lot of time and involved the entire community to think about the best approach – and approach it in a way that responds to our mission. The President holds people off when they want her to make a unilateral decision without consulting the community.

Q2: Gillian commented that having faculty, staff, and students attend events together helps to unite community. President Simmons finds that Brown is an easier place in terms of getting faculty, in particular, to accept that notion. Faculty are very willing to do this but Brown doesn’t have large meeting spaces on campus and this is a great liability. She
mentioned that Smith had a huge hall so it was easy to accommodate all constituencies. Brown is now moving from things that it must do to moving towards things that it would like to do. President Simmons mentioned that a person with mobility impairments can move around Wriston Quad and get into the Ratty now. It’s an exciting time because now we can see what would be nice to add to Brown University.

Q3: Bert mentioned that she took a lot away from both the Rebuilding Together and Bears Program (Brown Early Arrival Response System). She had the opportunity to interact with students and their parents and even got invited to breakfast. President Simmons responded by asking what it is about working at Brown that makes it more than a job. She described a chance encounter with a student who went to Iraq; she later invited him to the Salmon Rushdee dinner. He visited President Simmons recently and shared his summer research experience at Berkeley. This is what our work means at Brown and remarked that SAC can help organize those kinds of interactions. The President loved the Thanksgiving idea of inviting students to dinner.

Q4: Kate asked if the President’s Office had thought about putting a blog together to reach out to the entire community. The President said that no one has suggested this, but she has so many writing assignments, it may not be possible. She feels this would have value only if she could write it. Marisa suggested sending a blogger along with someone on an international trip. The President mentioned that she feels uncomfortable with the notion that she needs to do everything - there are an array of individual leaders who are best positioned to handle things in their own areas, and she doesn’t believe in the model of one leader to address the University.

Q5: Ruth Crane suggested a forum that might feature a panel discussion that President Simmons could sit on. The President reinforced her model of the wide swath of leadership at Brown; she has faith in her senior staff and does not like to undermine their authority. She would like to see Walter, Beppie and Bert out front conducting forums. If an event is issue oriented, it should reflect the persons responsible for those issues. She also mentioned that she will happily attend any event as long as there is enough lead time and encouraged SAC members to find fun more informal things for her to do.

Q6: Melanie endorsed the idea of the panel of senior leaders at Brown addressing staff; she suggested that, because President Simmons has achieved mythic rock star status, the staff would love to have her in attendance as well. The President said she is trying not to feed into that notion by suggesting that what she does is more important than others. The President would consider a series of small groups to discuss a normal range of issues that are relevant and important. She would even do a party and mentioned that Smith did a big dance. She prefers normal interaction rather than grandstanding and her governance structure acknowledges and reflects that. She wants the Brown community to understand the intent of her direction/leadership and that she will do both good and challenging things for the University.

Q7: Ruth Crane asked if her open office hours were extended to staff as well as students. The President responded by saying that her mission is to be an educator, not an employer. That is why she does more things with and for students. Staff communicate with her all the time; she would never deny a staff member the opportunity to meet with her, as long as its an issue she deems important. The President will work with SAC on events, as long as there is enough notice – i.e., her office is booking spring events at this point.
The President also mentioned that she wants a copy of the SAC video - she would like to send it to corporation members

**Group Feedback**

SAC members discussed and brainstormed a variety of events that the President might attend including an all-staff special ball, a 10th Anniversary of SAC party, an end of the year SAC dance for staff, or a smaller venue like a Blizzard of ’78 party. SAC will give the President a menu of ideas/events from which she can choose.

Bert passed out and reviewed the book, *The Iceberg is Melting* – she would like to spend an hour at the next SAC meeting discussing this book about change. She mentioned that it is a quick read that should take approximately 45 mins.

**Subcommittee Reports**

There were no subcommittee reports.

**Advisor’s Report**

There was no advisor’s report.

The meeting adjourned at 1:35pm.
Staff Advisory Committee Meeting
October 16, 2007
11:30am - 1:30pm – Orwig Music Building

Present: Ivone Aubin, Ruth Crane (Chair), Christine DeCesare, Pam DeSimone, Heather Dominey, Jeff Fitton, Tracy Frisone, Melanie Gaudet, Roberta Gordon, Walter Hunter, Angel Hilliard, Lori Jargo, Karen Leonard (Co-Chair), Maritza Marti, Chris O’Neil, Kate Richardson, Lisa Sheehan, Lea Snyder, Courtney Wuethrich, Cynthia Yearwood

Absent: Gillian Bell, Chad Cavanaugh, Bettye Johnson, Stephanie Terrizzi, Steve Tompkins

Host: Jen Vieira, Department Manager, Music
Jen Vieira conducted a tour of the Music Department’s facilities, recital halls and practice spaces.

The SAC group then convened in the Orwig Music Library’s conference room for the remainder of meeting. Ruth began by asking SAC members to review SAC’s mission statement on the reverse side of their agenda. She explained to the group that she had also discussed the mission statement with SAC alums and requested their feedback. Jeff questioned the wording of the last bullet point:

“Provide a supportive network to assist the University in communicating and achieving its goals”

There was a discussion regarding that point as members expressed the wording suggests SAC is the mouthpiece for the organization. After some discussion, it was agreed that the revised bullet will read:

“Provide a supportive network to collaborate with the University in communicating and achieving its goals”

Jeff made a motion to approve the revised mission statement and it was seconded.

Ruth continued by asking SAC members to review and accept the minutes from the 8/21, 9/4 and 10/2 meetings. A group motion was made to approve all minutes.

Karen Leonard reviewed the current applications to the Staff Advisory Committee for the upcoming class. SAC received 13 nominations – 4 of those nominees have applied; 5 have applied who weren’t nominated (9 applications received to date). The deadline for applications is Friday, October 19th. Bert asked about reaching out to all nominees. Karen will follow up and reach out to the nominees and their nominators. Bert suggested emailing the Administrative Leadership
Group to solicit more applications. Karen will contact Kathy Furtado in Beppie’s office to follow up.

Jeff asked about reaching out to union staff to apply for SAC; union staff are not eligible to serve on SAC due to the nature of their sole and exclusive representation by the union.

Pam asked for a review of the nomination process. Ruth explained the process which begins with new chair (Karen Leonard) forming a selection committee. The current selection committee consists of Bert, Walter, Karen, Gillian, Ruth and 3 new members. There is representation from each subcommittee on the selection committee.

Karen read the thank you note that SAC wrote to President Simmons.

Ruth read an email from Brian Gaston of the Theater Department. Brian has implemented a SAC staff discount of $8 (instead of $12) for every opening night of a Brown play.

Ruth also announced that there will be no meeting on 10/30. On 11/6, Chris Amirault of the Education Department and the Brown Fox Point Daycare Center will be the guest speaker; Ruth will get more information from Chris on his presentation. Bert will also conduct the book discussion on “Our Iceberg is Melting” at the 11/6 meeting. Brenda Allen will be the guest speaker on 11/27.

Subcommittee Reports

Christine DeCesare – O&C

Last meeting was a celebration of O&C’s accomplishments! O&C is in a holding pattern until the full SAC committee agrees to a plan for future events. Christine reviewed web statistics for the SAC website—and will talk to Scott Turner for clarification as stats seem incorrect.

Lori Jargo – Events Subcommittee

The Benefits Fair will be held on 11/2, from 8:30am- 3:30pm in Sayles Hall; Lori asked for volunteers for 1 hour timeslots. SAC plans to show the new SAC video on a laptop at the fair.

Melanie Gaudet – SPS

SPS recommended the appointment of Jeff Hiris to the Computer Advisory Board (CAB). The CAB accepted the nomination without reservation. Melanie will meet with Pam DeSimone soon to hand over the reigns as chair of this subcommittee—upcoming appointments include the Brown Community Council, the University Resource Committee, and the Diversity Advisory Board.

Staff Concerns
Ruth and Lori explained the policy regarding the University having access to staff email; more communication about this policy would have been preferable. Ruth said she felt SAC could have been useful in communicating what’s going on. Lea mentioned that if SAC had to sign off on this policy, we should have had more than just a cursory review. Bert explained this was a formal “Comment and Review” period and how policies are promulgated. As such, we need to be very responsive to providing feedback. Bert also suggested that the process and the new policy was a good one, but perhaps it could have been better communicated. She suggested Connie Sadler be a future guest speaker at a SAC meeting.

Feedback about Ruth Simmons Meeting:

Ruth began by asking for comments on the 10/2 meeting with President Simmons. Kate mentioned that the goals the President mentioned were much broader this year and she did not pinpoint a specific agenda on which to focus.

Ruth has already talked to Ricky Gresh about inviting students for Thanksgiving dinner and she is waiting to hear back from him. Lots of students go to staff/faculty homes for Thanksgiving now, but it’s not an organized effort. The group discussed whether it should be organized and some felt it might lose some of its magic. An effort such as this could be encouraged at the departmental level. Kisa Takesue usually posts a Morning Mail from the Third World Center. Cynthia suggested that maybe SAC could add a bullet to its website, “Guess who’s coming to dinner?” Lisa commented that it is rewarding to have students over and it’s amazing how many don’t have a place to go on Thanksgiving.

Ruth asked the group if they are comfortable with hosting more open SAC meetings. Walter Hunter said that it’s important to make yourself available to community; SAC should continue to have outreach opportunities and be as open as possible.

Ruth asked SAC members about SAC presenting at an Executive Committee or Cabinet meeting (a suggestion of President Simmons). Walter suggested that the Executive Committee would be more appropriate. Ruth will contact Marisa Quinn about scheduling this. The Executive Committee meets from 10:30am – 12:00pm on the 1st Monday of the month.

SAC members then discussed President Simmons’ question: What makes working at Brown more than a job? One member suggested having a group of long term employees talk about their Brown experience which could then be incorporated into the B.E.A.R. Day video. Another member suggested having people write about it their experience in an essay and have prizes. SAC could post something on the Administrator’s page of Brown homepage.

The group then discussed the events for President Simmons to attend. Everyone agreed that it is necessary to plan far in advance (minimum of 6 months). This
will be a challenge for this group because of SAC turnover in membership. SAC
members suggested both small and large events like Staff Development Day and
regular SAC meetings the President could attend. The goal is to engage
President Simmons in regular social events that facilitate interaction with staff.

Advisors Report

Walter reviewed the leadership training initiative for supervisors and managers.
Brown has contracted with the CFAR Company to create a program about
treating people in ways that enhance our collective value of dignity and respect.
CFAR will use an active learning model that will involve getting groups together
to collectively work on project. Walter reviewed the program’s objectives and
mentioned that 50 supervisors from the VP-Campus Life division will be in the 1st
cohort.

Ruth asked if faculty will be going through this program; Walter said that this will
come down the road. Another SAC member asked how long the initiative will
take for each group of 50; Walter said a few months. One final question
concerned how this program/initiative will be communicated to staff; Walter said
that this has not yet been determined.

Walter also reviewed the MIR 3 emergency notification system. He mentioned
that fewer than 900 faculty, staff and students responded to his email by
selecting 1, 2 or 3; however, about twice that amount, in fact, changed their “My
Account” page by adding their home and cell phone numbers for emergency
notification. He urged SAC members to encourage their colleagues to make the
necessary changes to their “My Account” page. O&C will draft something and run
it by Walter.

Walter mentioned that the only change to this year’s health insurance plan is that
there will be a switch to becoming a self insured plan; this will be a transparent
change to employees. Walter also reviewed the sliding scale – HR is thinking
about two models to revise the sliding scale in the future.

Meeting adjourned at 1:31
Staff Advisory Committee Meeting
November 6, 2007
11:30am - 1:30pm – Dining Rooms 8&9

Present: Ivone Aubin, Gillian Bell, Chad Cavanaugh, Ruth Crane (Chair), Christine DeCesare, Pam DeSimone, Heather Dominey, Jeff Fitton, Tracy Frisone, Melanie Gaudet, Roberta Gordon, Walter Hunter, Angel Hilliard, Bettye Johnson, Karen Leonard (Co-Chair), Maritza Marti, Chris O'Neil, Kate Richardson, Lisa Sheehan, Lea Snyder, Stephanie Terrizzi, Steve Tompkins, Courtney Wuethrich, Cynthia Yearwood

Absent: Lori Jargo

Announcements

Ruth welcomed group and began discussion regarding the new slate of SAC candidates. Karen reviewed the demographic makeup of the candidates. The SAC Selection Committee reviewed all candidates and discussed them at their meeting. Voting was done through Survey Monkey.

A member expressed concern that the slate of candidates was both management heavy and technologically heavy. A Selection Committee member said it is important to look very carefully at the applicant pool next year. Staff in support positions find it hard to get away from the office given nature of their responsibilities.

The Selection Committee indicated that when considering the slate, it kept in mind that SAC is a growth opportunity for members. Next year, it would be worthwhile to speak to the Administrative Leadership Group about encouraging more support staff to apply. Ruth suggested a longer presentation to this group next year which would include the SAC recruiting video.

A member challenged members to think about new ways of outreach next year to target staff at lower levels.

There was a group discussion about a possible interview process for SAC applicants but many felt that an interview would be too intimidating.

A member questioned why the SAC membership does not see the full slate of applicants before they vote. Bert explained it was for confidentiality reasons.

There was a discussion about candidates who were not selected. Bert mentioned that these staff members should be considered for other University-wide committees. The process is competitive and SAC will make that clearer next year. Karen suggested that an ad hoc committee be formed in early 2008 to re-visit and make recommendations for improving the recruiting process for SAC.
Ruth asked group to accept the slate as it stands. The result of the voting was:
Yes = 16 in favor
Opposed = 1
Abstention = 1

**Guest Presenter: Dick Spies, Executive VP for Planning/Senior Advisor to the President**

Ruth introduced Dick Spies, the Executive VP for Planning and Senior Advisor to President Simmons. Dick showed a slide presentation about the status of the Plan for Academic Enrichment. It has been 5+ yrs since PAE was implemented. The 1st version came in 2/02 in a partial way because of President Simmons’ conviction to move forward with plan in its partial phase.

Movement to go forward with the Plan was aggressive, but the committee decided to set a marker of 5 yrs out to review and determine if they got it right, but also to reviewed the Plans’ priorities

The current review process involves inviting everyone (all members) in the community to take a full review of where PAE is. The purpose of the review is to ensure that the Plan for Academic Enrichment reflects the values of the future, and does it continue to reflect Brown’s priorities because Brown is in a different place than it was 5 yrs ago.

The review takes into account the following guiding questions:
- Does the Plan reflect Brown’s priorities?
- What is missing from the Plan that still needs to be addressed?
  - i.e. internationalization was missing from org plan, are there other things like that?

Dick reviewed the timeline of the PAE review and the core elements. The core priorities have been sustained even though plan is more comprehensive:
- Increased faculty size – 81 of 100 new positions filled
- Increased faculty salaries
- Grad student support – 75% increase in grad student applications and grad students now have full coverage for health insurance
- Need blind admission
- % of classes with 20 students or less has increased (student faculty ration 9:1)
- New centers and multi-disciplinary initiatives established

Other priorities:
- BioMed + Public Health
  - Alpert gift of $100 million
  - Bio partnerships
- Diversity:
- Increased the diversity of faculty, staff, and student bodies
- Leadership from Brenda Allen, new senior officer position dedicated to enhancing diversity initiatives on campus

  - Campus community
    - Biggest barrier on our campus is space for people to get together
      - Student centers – Faunce House renovation
      - Fitness center – Nelson Fitness Center construction

  - Revenue
    - Boldly Brown Campaign in its 3rd year
    - Brown Annual Fund doubled in size since 2001
    - 21.7% endowment performance
    - Increase in contributions from Summer Studies revenues and other auxiliaries
    - Administrative savings reallocated to plan priorities (approx. 14 million/yr)

  - Community Collaboration:
    - Think about our interactions with community in a broader way
    - Facilities infrastructure/administrative support - underestimated the complexity of the challenges when crafting the Plan

  - Next steps
    - Asking now for input throughout the Brown community

**Dick opened the floor up for questions and comments:**

**C1:** There should be an anonymous forum for people to provide input on the Plan for Academic Enrichment?

**Q1:** Administration is taking away parking places with no thought to replacing them and no communication about what is next. Dick acknowledged that the administration could communicate better? He questioned whether the regular update booklets- were maybe not comprehensive enough. At the end of this year, the strategy is to take undergrads (200-300) and remove them from campus. Brown will provide parking for them elsewhere - #’s will work out. Brown is also working with the College Hill Parking Task Force which consists of several College Hill constituencies. One of their goals is to manage on street parking more effectively. By the end of this semester/or beginning of next semester there will be feedback.

**C2:** Bert mentioned that people do indeed read the Plan for Academic Enrichment. It’s mentioned at New Employee Orientation and several other programs that Human Resources sponsors. Dick receives positive feedback about the status report and also mentioned that Brown hasn’t used the web enough to communicate
C3: Events Review Committee- there are now so many more events at the University – would like to see funds from the Plan for Academic Enrichment be earmarked to run all events.

Q2: With all the faculty increases, has there been a proportionate increase in staff? Dick responded by saying that this is an issue that the current review will help us address. Brown has not kept a good balance between new faculty and administrative support. In some areas there has been like the Banner Project, the Life Sciences Building and in Public Safety. Academic departments have been pointing this imbalance out because academic needs are substantial. At the outset of the Plan, Brown tested the limits of the support structure to determine what the balance should be and did push the envelope a bit.

C4: Bert commented that not only is it the increases number of support staff that is needed, but also the skills the staff need to have. Due to the nature and complexity of the Plan, a higher level of skill is necessary.

C5: Turnover is quite high in her department which results in no continuity. The support has not been there and more training is needed for new people coming in on how Brown runs things. Recruitment and staff training allows us to be most effective which is what the plan requires. Dick commented that they have incorporated staff more on updates and reviews. Initiative #10 was very broad and the majority of staff felt left out; however, Brown is the only institution that includes staff in its strategic plan! Dick will think more strategically and aggressively about the support structure. A member commented that there should be a succession plan for staff similar to what the faculty have

Q3: What worked in the Plan for Academic Enrichment? Also, what didn’t work and what was out of your control? Dick commented that the focus on academic priorities served the University well. Brown did not do a good job at making small adjustments to responding to information in real time. For example, from the list of multidisciplinary initiatives, we should have asked all along whether or not they were worthwhile. Dick also commented that the degree to the institutions which we compared ourselves with has increased. Those institutions have been pushing harder as well to keep pace and the bar continues to be raised.

Q4: Do multi-disciplinary initiatives continue to be key priorities? Dick answered that multi-disciplinary work happens more naturally at Brown than most places. Whether or not this is a priority is exactly what is being reviewed by the deans.

Q5: When we secure discretionary funds for multi-disciplinary initiatives, does it go to the initiative or to the department? Dick said it depends- some funds may support faculty members directly; sometimes funds go to the center itself and sometimes money is directed to the department but targeted to a specific activity.
Q6: What was accomplished quickly and what was more difficult? Dick responded that the core elements of plan (see above) happened quickly (faculty salary increases/ faculty number increased/financial aid). It has taken a long time: to find the right level of support structure but Brown consciously pushed the envelope to see where the flaws were.

Q7: How have special security issues or other issues affected the Plan for Academic Enrichment. Walter commented that there have been no surprises that have been so long or so negative that it’s derailed the plan. Brown has added $2 million over 5 years to safety. Dick mentioned that they haven’t been able to add new undergrad housing- cant put so much in capital budget. Also, the biggest bullet dodged was what was happening in financial markets in 2002-2003

Q8: How much will the re-examination of the curriculum affect the plan? Dick commented that making adjustments to the student advising process is a clear area to work on. The curriculum itself – issue now is with the review committee is with concentrations. As we push forward, do we create more concentrations?

Q9: With the partnership with the Marine Biological Lab at Woods Hold, it is a challenge for Brown students to get credits transferred – also true of the RISD partnership. There is not a lot of communication between institutions; however, with RISD the process should work better. We need benchmarking with other schools to be more effective.

Q10: How does Brown evaluate issues that flare up, for example, the change in the way grad students’ funding is done. The Plan was explicit about raising the standards of the graduate school. Brown wanted to get away from the notion that the reason why we have graduate students is to teach undergraduates. We made decisions about graduate programs and how they link to research and the undergraduate program, not how it links to teaching

Q11: Is there something to give faculty more support for external funding because the faculty have teaching/research/publishing responsibilities as well. Dick mentioned that now we have the Office of the Vice President for Research (OVPR) which we didn’t have 5 years ago. Seed money is critically important, but there’s not enough of it. This is part of the planning process. Brown is guaranteeing 5 years of funding and this allows us to compete with other universities, will become a global competition

Ruth closed the meeting by asking Dick to think of ways SAC could help with the review process – Dick suggests that we communicate with staff via morning mail or otherwise. Brown will not do any mass mailings, but does want an inclusive process.

Subcommittee Reports
There were no subcommittee reports.

Advisor's Report

There was no advisor's report.

Meeting adjourned at 1:31pm
Staff Advisory Committee Meeting  
November 27, 2007  
11:30 a.m. – 1:30 p.m.  
Dining Rooms 8 & 9

Present: Ivone Aubin, Gillian Bell, Chad Cavanaugh, Ruth Crane (Chair), Christine DeCesare, Pam DeSimone, Heather Dominey, Jeff Fitton, Melanie Gaudet, Roberta Gordon, Walter Hunter, Angel Hilliard, Lori Jargo, Betty Johnson, Karen Leonard (Co-Chair), Martiza Marti, Chris O’Neil, Kate Richardson, Lea Snyder, Steve Tompkins, Cynthia Yearwood

Absent: Tracy Frisone, Lisa Sheehan, Stephanie Terrizzi, Courtney Wuethrich

Announcements:
Ruth thanked everyone who worked at the Benefits Fair and asked for approval of the minutes from October 16 and November 6. Bert had two typographical corrections to make to the November 6 meeting, after which the minutes were approved by the group.

Ruth mentioned that this was the last business-oriented meeting of 2007. The meeting on December 11 will be the annual holiday get-together and Yankee swap.

Ruth also reminded everyone that the Holiday Bazaar will be held on December 6, from 12-12:30 p.m., in Sayles Hall.

Book Discussion:  
Our Iceberg is Melting, by John Kotter and Holger Rathgeber

Bert began the discussion by asking for general reactions to the book or its major “take-aways.” Several ideas were put forth, including:

- Importance of classifying resistance
- Steps for change
- Stop and regroup along the way; readjust plans where needed
- Different personalities on teams bring different strengths
- Importance of facts and figures to quell panic/resistance
- Change can be positive
- Communication during change is vital
- Leaders recognize differences in personalities and utilize strengths
- Brainstorm as a team before taking ideas to the larger group

Bert then asked the group to discuss what the book says about change. The common themes were that change is inevitable, but scary; it requires a lot of work and buy-in from others; and surprising solutions are possible when everyone is involved.
At this point, Bert mentioned another book with similar ideas to this one: *Who Moved My Cheese*, by Spencer Johnson.

A member wanted to know how to best usher in change. Bert suggested that one consider “best practices”: look at other departments or universities that seem to deal with change well.

A member brought up the concept of the “Brown Way,” which is often spoken of around campus, but should be a “myth.” Change is necessary and the “Brown Way” should always be changing. Bert then used McDonalds and Starbucks as examples of companies that have changed based on customer data or new ideas. She also noted that fresh perspectives are often needed to see where change is necessary.

Bert concluded the discussion by encouraging the group to share the book with others.

**Guest Presenters: Brenda Allen, Associate Provost and Director of Institutional Diversity; Elizabeth Love, Project Analyst**

Ruth introduced Brenda Allen, the Associate Provost and Director of Institutional Diversity, and Elizabeth Love, Project Analyst. Brenda presented information relating to Brown’s New England Association of Schools and Colleges (NEASC) Reaccreditation.

NEASC is an independent organization that evaluates a school to make sure its mission is followed. A school must be accredited in order to receive federal funding for financial aid, faculty research, and other areas. Secretary of Education Margaret Spellings and her commission on higher education have made accreditation and, particularly, student learning outcomes assessment even more important. Brenda noted that reaccreditation is a great opportunity for reflection.

Accreditation is an on-going process. Every 10 years, Brown provides a comprehensive, written self-study, which is followed by a 3-day campus visit by a team of approximately 10 individuals from other institutions. After NEASC extends our accreditation, Brown then provides a 5-year interim report. During the time of the 10-year self-study and campus visit, widespread campus participation is expected.

Within Brown, many people are involved in the self-study. In addition to the President and Provost, who are Executive Sponsors, there is a Project Management Team, a Steering Committee, and a committee for each of the 11 standards that must be addressed in the self-study. Faculty, students, and staff are involved on the committees where appropriate.
Brenda noted that the Medical School has its own accreditation. Its most recent self-study will be appended to the NEASC self-study, which will address the Undergraduate and Graduate Schools.

Brenda then went on to describe a self-study, which she described as the cornerstone of the reaccreditation process. The self-study will introduce Brown to the reaccreditation team and provide a clear picture of Brown’s past, present, and future. Brown has chosen to write a self-study around an “Area of Emphasis,” which will be the undergraduate program. The reaccreditation teams and committees will work closely with the Task Force on Undergraduate Education.

For each of the 11 standards*, NEASC requires that we provide:

- A description of what we do
- An appraisal of how we are meeting the standard (with evidence)
- A projection (where we can do better and how we will do better)


Brenda provided a timeline of the project, which includes self-study drafts for review by the Brown community in Spring 2008. NEASC will receive the final draft of the self-study in Fall 2008 and a team will visit campus in Spring 2009.

The website for Brown’s NEASC Reaccreditation, which includes a feedback form, is: [www.brown.edu/Project/NEASC](http://www.brown.edu/Project/NEASC)

**Brenda concluded her presentation and took questions:**

Q1: Does NEASC provide a template for the self-study?
A1: Brenda answered that description, appraisal, and projection are required components for each of the 11 standards. However, there is room for uniqueness in the content of the self-study.

Q2: As an Ivy League institution, does Brown have different standards?
A2: No; it may be thought that Brown could not fail accreditation, but it is possible. Brenda readdressed the issues associated with the Spellings’ Commission, particularly where assessment of student learning outcomes is concerned. The issue is really about outcomes versus the cost of education. Brown always has to justify our open curriculum and how it contributes to learning.

Q3: Are reaccreditation results made public?
A3: Brenda responded that it depends on the school and the content. Some schools put everything from their self-study and campus visit on the Web, while others put pieces or nothing at all. She also noted that the drafts of Brown’s self-study will be made available to those with a Brown Web ID (authentication required) in the spring.

Q4: Will the curriculum review be impacted by this project?  
A4: The Task Force on Undergraduate Education will consider how to best show that our students are learning.

Q5: What would be a spectacular result of the reaccreditation process? What would not be spectacular?  
A5: Brenda feels that a spectacular result would be accreditation with the addition of Brown serving as a model for all of academia on how best to evaluate student learning. A disaster to Brenda would be accreditation without the question of assessment of student learning being answered.

Q6: Who are the staff serving on the committees?  
A6: In general, staff are those who do work associated with each standard. Committee members are listed on Brown’s NEASC website.

Q7: Would a change in Washington (D.C.) dictate a change in the direction of our self-study?  
A7: Brenda emphasized that Brown wants to address student learning outcomes, regardless of the political nature in D.C. A change, however, would hopefully open communication channels that have been mostly closed.

Q8: Do Brown “experts” serve on teams for other schools reaccreditations?  
A8: Yes; Beppie Huidekoper, Executive Vice President for Finance and Administration, recently visited another campus for its accreditation. Brenda also noted that Kathryn Spoehr, Professor of Cognitive and Linguistic Sciences, serves on the NEASC Commission (on Institutions of Higher Education).

Q9: How can SAC help during this process?  
A9: SAC can help get feedback from staff and encourage staff to attend open forums. SAC will also be involved in the campus visit.

Q10: (unrelated to NEASC reaccreditation) A member asked Brenda about the child care survey she coordinated recently.  
A10: Brenda said that the child care survey was completed and that a draft of the report with recommendations is being reviewed by various constituencies.
Subcommittee Reports

*Outreach and Communications:* Christine reported to the group that O&C met with Events to discuss short- and long-term activities. A Morning Mail went out for collections at the Holiday Bazaar, with two more reminders planned, including one the day before the Bazaar. SAC will commemorate the Blizzard of ’78 with stories from those who experienced it, as well as pictures. These will be featured on SAC’s website in January or February.

*Events:* Jeff reminded everyone that SAC is collecting for the RI Food Bank, Crossroads RI, and the Women’s Shelter of RI at the Holiday Bazaar. Volunteers are needed and will be recruited via email. SAC is sponsoring a Family Skating Party at Meehan on January 6 from 2-4 p.m. Jeff is looking into the possibility of having skate rental; otherwise, it will be a “bring your own skates” event. Jeff mentioned that SAC would like to have a “signature event”, possibly during spring break. Finally, some type of event to commemorate SAC’s 10th Anniversary will also be planned.

*Staff Participation:* Melanie reported that the Excellence Award Selection Committee met and reviewed a large stack of nominations (close to 100). In the near future, SPS will be accepting staff applications to URC and the Brown University Community Council (BUCC).

After the Subcommittee reports, Karen asked the group for their thoughts on recruiting and membership concerns. Specifically, should recruiting and membership be incorporated into SPS or should there be a separate, ad hoc committee? A member suggested that perhaps a standing subcommittee on recruiting and membership be formed. Another member expressed concern that the number of members on the three current standing subcommittees would be reduced.

Staff Concerns

A staff member has expressed concern that open meetings are held after work hours, which is not always convenient. Walter noted that lunch hour open meetings are often held as well.

A staff member wanted to know why Brown no longer offers Weight Watchers. Ruth said that this is addressed on SAC’s FAQ page, but that Blue Cross Blue Shield does not offer the specific program. BCBSRI, through their Good Health Benefit (GHB), offered Weight Watcher’s at a discounted fee to Brown employees until mid 2005 at which point BCBSRI stopped offering Weight Watcher’s through the GHB to any employer. At that point, the GHB began offering a BCBSRI weight management program called Weigh-to-Go. This program is free to employees who complete the program. The most recent sessions of Weigh-to-Go ended on November 21. HR received excellent feedback from participants regarding the quality of the program.
A staff member is concerned that Brown First has become too expensive. Several SAC members agreed and Walter said that he would bring this up with senior administrators.

**Advisor’s Report**

Walter reported that Development would like suggestions for how to best approach staff to give to the campaign. Development would like to solicit via Morning Mail and wants ideas for the “signer” of the solicitation.

Walter also told the group that the plan design of the benefit plans during this last open enrollment period did not change. Ruth asked how SAC could advertise this fact to the rest of campus.

Walter reported that the first cohort group (Campus Life) of attendees in the new Leadership Excellence Program was held for the first time and it was a great success.

The City of Providence approved Brown’s use of a campus-wide siren. It may be tested in December. In addition, as of three weeks ago, 62% of staff provided cell phone numbers for contact during an emergency.
Staff Advisory Committee Meeting  
December 11, 2007  
11:30am - 1:30pm – Dining Rooms 8&9  

Present: Ivone Aubin, Gillian Bell, Chad Cavanaugh, Ruth Crane (Chair), Christine DeCesare, Pam DeSimone, Heather Dominey, Jeff Fitton, Melanie Gaudet, Roberta Gordon, Walter Hunter, Angel Hilliard, Lori Jargo, Bettye Johnson, Maritza Marti, Chris O’Neil, Kate Richardson, Lisa Sheehan, Lea Snyder, Stephanie Terrizzi, Courtney Wuethrich, Cynthia Yearwood  

Absent: Tracy Frisone, Karen Leonard, Steve Tompkins  

Announcements  

Ruth welcomed the group and made a motion to approve the minutes from the 11/27 meeting, which was seconded.  

There was a group discussion about recruiting for next year. Both the President’s and SAC’s goal for recruiting is to attract a diverse group of staff from across the University. Ruth Crane suggested inviting Marisa Quinn to a recruiting meeting for her input and creative ideas. SAC might also want to consider a general survey to staff (targeting the 2-year or even 5-year anniversary employees). Marisa and SAC members could also speak at an Administrative Leadership Group meeting or an Executive Committee meeting.  

The discussion continued about forming an ad hoc Recruiting Committee and/or rolling some of the recruiting responsibilities into SPS's role. For example, maybe SPS should be given the responsibility of forming a short-term ad-hoc committee to include SAC alums and individuals who have and have not applied to SAC in the past. It was decided that we should keep it separate because some sub-committee members do not always get their first choice of the sub-committee they would like to serve on. As such, they would not have an opportunity to participate.  

Rather than change the by-laws, Gillian suggested that an ad hoc recruiting committee be formed several months before recruiting begins, as has been done in the past. The Chair asks for volunteers, and all interested parties meet two or three times to discuss the application, the application process, and recruiting methods. Ruth polled the group to see if everyone was comfortable with this simple and fair solution. All agreed it was likely the best approach for future SAC groups.  

The discussion continued regarding the best way to attract candidates to SAC. One suggestion was to go “knocking on doors” which would answer a lot of questions and quell a lot of fears. Another suggestion was made to ask SAC alums for help. Currently, an email is sent to all SAC alums asking them to nominate someone for SAC.  

A member asked what type of feedback we receive from the 2-year anniversary employee email. Ruth explained that she sends an email to all new employees and Karen sends the email to the 2-year anniversary employees; a suggestion was made to follow up more closely with this group.  

There was also a discussion surrounding faculty and supervisors who do not support or permit their staff’s participation on SAC. It is important for SAC members to reach out to faculty and supervisors and let them know how important SAC is to the University.
Another suggestion was made to involve high level administrators in the recruiting effort. SAC should also consider having department heads send an email to their direct reports suggesting they support SAC applications.

Members also expressed concern that email and Morning Mail does not reach/involve the whole University and that we need to consider a multi-pronged approach because of this.

**Subcommittee Reports**

**Lori – Events Subcommittee**
Ruth and Lori nominated Gary Martins and John Colarusso for an Excellence Award for Citizenship and they were selected by the 10-member committee! Lori also mentioned that she will complete the policy book and turn it over to Jeff Fitton.

Jeff reported that the Holiday Bazaar drive collected 450 lbs of food for the RI Community Food Bank and 2 trash bags of socks and underwear for Crossroads.

On January 6th, SAC will have a family skating event at Meehan Auditorium. SAC has support from the President’s Office to hold this event for faculty and staff families. Jeff anticipates about 60 people attending.

Events is also working on a Spring Break party in April and will get this event on the President’s calendar. Jeff also mentioned a concert in Sayles Hall during Spring Break.

**Melanie – SPS**
SPS is quiet now but will be gearing up for placements on the URC and the Brown Community Council in 2008.

**Christine – Outreach & Communications**
A Morning Mail will go out the week of 12/17 about the family skating event. The O&C committee still needs to discuss the blizzard anniversary commemoration.

**Annual SAC Reflection**
Ruth went around the room and asked each member to share a memory or reflection they would like to share about their time serving on SAC. She suggested that they might want to mention a particular member of SAC who helped them get acclimated to the group (maybe a buddy?), a meeting topic that enthralled them, or a conversation that made them think of life at Brown in a different way.

**Annual Yankee Swap**
Ruth then began the third annual SAC Re-Gifting Yankee Swap! This had been a big hit the last two years.

**Advisor’s Report**
There was no advisor’s report.

Meeting adjourned at 1:31 pm