Staff Advisory Committee Meeting  
January 8, 2008  
11:30am – 1:30pm – Dining Rooms 8&9

Present: Doreen Burgers, Ruth Crane, Ron Dunleavy, Pam DeSimone, Heather Dominey, Jeff Fitton, Roberta Gordon, Deborah Healey, Walter Hunter, Angel Hilliard, Karen Leonard (Chair), Nancy Magers, Lori Maguire, Maritza Marti, Beth Murphy, Chris O’Neil, Sarah Peri, Joe Sarno, Lisa Sheehan, Lea Snyder, Alfred Tente, Steve Tompkins, Amy Umstadter, Courtney Wuethrich

Absent: Kristen Soule

Karen welcomes group  
Bert introduces Joe Sarno to SAC members and shares his background with the group. Joe will be taking Bert’s seat on SAC beginning with the January 22nd meeting.

Announcements

Karen mentioned that SAC members may volunteer for BEAR Day on February 1st. Interested members should contact Angel if they wish to participate. Karen also passed out a ranking sheet for subcommittee assignments. Each subcommittee chair made a presentation to new members:

**Pam DeSimone – Staff Participation Subcommittee**
Pam explained the role of the Staff Participation Subcommittee in selecting staff to serve on University-wide committees. She also noted that January through March are the busiest months for SPS with placements on the Brown University Community Council (BUCC), Human Resources Advisory Board (HRAB), and the University Resources Committee (URC).

**Jeff Fitton – Events Subcommittee**
Jeff explained the role of the Events Subcommittee and encouraged new members to get involved in planning University events.

**Steve Tompkins – Outreach & Communications Subcommittee**
Steve explained the role of the Outreach & Communications Subcommittee and discussed its past accomplishments. The first task will be to draft a letter to Ruth Simmons thanking her for the Winter Break Closing.

A SAC member asked about switching committees after one year of service. Bert suggested that the best time to switch committee is at the start of a new year.

All new members paired up with an existing member for introductions.

Advisor’s Report

Walter Hunter also welcomed Joe Sarno. Walter welcomed feedback from SAC members regarding the University’s initiatives and decisions staff-related matters. Walter encouraged all members to ask questions about such matters. And finally, he encouraged new members to give their opinions honestly and openly.
Walter is currently working on a new cell phone policy for Brown given the IRS’ new rules related to business cell phones. A task force has been put together to review how other universities handle this issue. Walter is not sure in what direction Brown will go.

Walter informed the group that the third and final outdoor siren was installed as part of the emergency notification system – University is currently working on communications for it. It would be useful for SAC to work on communicating messages to University. He also noted that approximately 60% of students and staff have registered their cell phones for emergency notification.

The University is also working on future communications for the winter break closing in 2008 and summer hours.

Bert briefly discussed her role in implementing the new payroll system and mentioned that she would like to come back to SAC as the project progresses to get their input and feedback.

A SAC member asked if there are Jewelry District members on the Parking Task Force who are not drivers? She stated that there are safety concerns in the Jewelry District area. Walter mentioned that safe corridors have been identified throughout campus. He recommended that SAC members contact Mark Porter directly if they see security guards and police in areas that are not useful. For questions on the Parking Task Force, he recommended contacting Beth Gentry.

Jeff Fitton reported on skating party that SAC sponsored; there were about 100-150 people who attended and SAC was thrilled with the great turnout. He congratulated Lisa Sheehan for all her hard work coordinating the event. SAC should consider doing it again because it went very well.

Walter photographed new members for SAC website.

The meeting adjourned at 1:30pm.
Staff Advisory Committee Meeting
January 22, 2008
11:30am – 1:30pm – Dining Rooms 8&9

Present: Doreen Burgers, Ruth Crane, Ron Dunleavy, Pam DeSimone, Heather Dominey, Jeff Fitton, Deborah Healey, Walter Hunter, Angel Hilliard, Karen Leonard (Chair), Nancy Magers, Lori Maguire, Maritza Martí, Beth Murphy, Chris O’Neill, Sarah Peri, Joe Samo, Lisa Sheehan, Lea Snyder, Kristen Soule, Alfred Tente, Steve Tompkins, Amy Umstadter, Courtney Wuethrich

Announcements
Karen welcomed SAC members and announced that Heather Emerick from Human Resources will present an overview of the Meyers-Briggs Type Indicator at the 2/5/08 meeting. Karen made a motion, which was seconded, to approve the minutes from the 1/08/08 meeting. She also reminded SAC members that Brown Athletics is offering free tickets to faculty and staff for upcoming basketball and hockey games.

Subcommittee Reports

Jeff Fitton – Events Subcommittee
Jeff asked SAC members to consider volunteering for BEAR Day on 2/1/08 and passed around a sign-up sheet. At the most recent Events subcommittee meeting, a signature event for staff at Brown was discussed.

Jeff passed out the ideas that were generated from this meeting and mentioned that they talked about having a spooky skating event in October at Meehan Auditorium. On the agenda for discussion at upcoming subcommittee meetings will be Rebuilding Together.

Ruth mentioned that she reserved Sayles Hall for an organ concert and the group discussed options for organ players.

Pam DeSimone – Staff Participation Subcommittee
Pam contacted all SPS members about their upcoming meeting the week of 1/28/08. SPS will have two committees that will have openings; one opening on the University Resources Committee and two openings on the Brown University Community Council.

Lea Snyder – Outreach & Communications Subcommittee
To date, 300 responses were received from the SAC survey regarding the Winter Break Closing. Also, the O&C Subcommitte helped the SPS subcommittee develop an online application for University committees. Steve also mentioned that O&C is focusing on some new goals because of all the new members.

Staff Concerns
A concern was brought up regarding outside contractors coming into University buildings without a visible ID. Joe Samo mentioned that the Brown Card Office is supposed to issue temporary badges and would follow up with them. Walter asked SAC members how they felt about all staff wearing IDs; there were mixed feelings about this issue.

Another concern was brought up regarding the safeRIDE cancellation during bad weather. Walter mentioned that safeRIDE is cancelled in bad weather because it is not safe for them to operate. He also talked to Chief Porter; the Chief has agreed to have
DPS transport people to their parking lot if they need assistance. A SAC member mentioned that this is a concern for Jewelry District employees who need to get back to campus in order to get home. Walter suggested that SAC meet with Chief Porter to present him with a list of its concerns.

There was also a discussion about communicating alternative evacuation routes (other than College Hill) during a snowstorm. A SAC member asked about alternative work arrangements in the event of a snowstorm. Members felt that it was a good idea for staff to work from home if they have that capability. Karen asked Lea to put something on SAC’s website about this. SAC members suggested that HR should propose the idea of alternative work arrangements during a snowstorm to Brown managers.

Ruth also suggested getting a message on the MIR3 emergency notification system earlier. Ruth suggested having a temporary message on the snow line saying to check back at a certain time for more information.

Steve mentioned acknowledging those staff who work during the Winter Break Closing. Joe mentioned that many of those folks are union employees and receive compensation for working when Brown is closed. Joe will look to see if anyone worked during the Winter Break closing and did not receive compensation.

**Brainstorming Discussion**

SAC members were given 5 minutes to brainstorm ideas for guest speakers for upcoming meetings. Karen noted the group’s ideas and encouraged all to email her with additional ideas for presenters.

SAC members were given 25 minutes to brainstorm initiatives for SAC to work on in the upcoming year. Karen posted all the topics around the room and members were asked to prioritize their top 5 initiatives:

**Initiative #1 - Traveling SAC Forums**

Lea proposed having a series of meetings to talk to staff about what SAC accomplishes; this would not be structured like a regular meeting per se, but more of a forum open to all staff. She also questioned how popular these forums have been in the past. A suggestion was made to post these meetings on training.brown to handle the registration process. Lea mentioned that we should limit the meetings to 1 hour.

The meetings or forums would be open to all and begin with a current SAC member talking about their experience, why they joined their particular subcommittee and the volunteer opportunities they’ve had at various events. Two more suggestions were made: have those staff who have served on University committees come to these meetings to share their experiences; have a representative from each SAC subcommittee talk about the work of the subcommittee.

SAC members discussed whether guests should be able to voice concerns at these meetings; Walter mentioned that SAC would have to carefully consider how to structure and advertise this.

SAC members discussed locations for these meetings – both on campus and in the Jewelry District; a suggestion included 70 Ship Street, the Hi-Hat Lounge, and 110 Elm cafeteria.
SAC members could serve as ambassadors and go into departments to discuss SAC; another suggestion was made to show the SAC video at BEAR Day or Staff Development Day where there are large groups of people.

**Initiative #2 - More Visible Presence for SAC**
A SAC member suggested having t-shirts or buttons made to advertise SAC – these could be made up in conjunction with the SAC reunion. It would be helpful to have something to identify SAC alums (e.g., could have ribbon or pin. SAC currently has a banner that is taken to all events. Karen suggested having current SAC logo redesigned and rolling that into this project. A SAC member suggested a logo design contest involving the students and the staff.

Members discussed a possible SAC presentation at New Employee Orientation (NEO) - maybe consider a rotation of volunteers or consider incorporating SAC video into NEO program. Angel mentioned that the format and content of NEO will be reviewed this semester. A member suggested that it might be worth videotaping a subcommittee and focusing on the particular work of that subcommittee.

A member suggested that the 5 year service award letter include information about joining SAC.

**Initiative #3 - SAC publicity in Brown publications**
To further publicize SAC, members suggested reaching out to such publications as Inside Brown, The Brown Daily Herald, and the Brown Alumni Magazine (maybe featuring Brown alums who are SAC members). Department/Division specific publications such as BioRhythms (BioMed) and Facilities News (Facilities Management) were also recommended.

Walter suggested picking a topic first and then contacting a publication, such as the BDH. He also mentioned timing these public relations articles to coincide with when appointments are needed on committees or when SAC recruits new members.

**Initiative #4 - Featuring Employees on SAC’s website**
The group discussed featuring profiles of employees on SAC’s website. A suggestion was made to do a survey and pick a few people who would be likely candidates, which would fall under O&C’s responsibilities. Other ideas included highlighting an Excellence Award winner and having video, rather than written, profiles.

**Initiative #5**
**Get SAC info out to departments**
The group discussed sending pdfs out to department managers that are graphically pleasing.

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

Joe Samo will not be at the next SAC meeting; however, Toni Tinberg will take his place.

The meeting adjourned at 1:30pm
Staff Advisory Committee Meeting  
February 5, 2008  
11:30am – 1:30pm – Dining Rooms 8&9

Present: Doreen Burgers, Ruth Crane, Ron Dunleavy, Pam DeSimone, Heather Dominey, Jeff Fitton, Deborah Healey, Walter Hunter, Angel Hilliard, Karen Leonard (Chair), Nancy Magers, Lori Maguire, Beth Murphy, Sarah Peri, Lisa Sheehan, Lea Snyder, Kristen Soule, Alfred Tente, Amy Umstadter, Courtney Wuethrich

Toni Tinberg attended in place of Joe Samo

Absent: Chris O’Neil, Maritza Marti, Joe Samo, Steve Tompkins

Announcements
Karen welcomed SAC members and guest presenter, Heather Emerick from Human Resources. She also informed the group that Toni Tinberg from Human Resources was sitting in for Joe Samo. Karen thanked all BEAR Day volunteers.

Karen mentioned that Facilities Management is seeking nominations for the Gaspar-Arzoozian Outstanding Union Employee Award. Facilities is also hosting a presentation about new campus construction on Thursday, 2/7, in the Petteruti Lounge.

Subcommittee Reports

Lea Snyder – Outreach & Communications Subcommittee
Currently, 422 staff members responded to the survey regarding the Winter Break closing. O&C compiled the results, thanks to Sara and Heather, and is now working on writing a letter to President Simmons. O&C is also working on profiling staff members and will ask for nominations over spring break. O&C also fixed all broken links on the SAC website and is working with SPS to keep the online application page up to date.

Pam DeSimone – Staff Participation Subcommittee
The SPS committee met last week; they have chosen 2 staff representatives and one alternate for the Brown University Community Council. SPS received 9 applications for the University Resources Committee (URC) and chose 3 finalists. The URC interviews will be held next week.

Jeff Fitton – Events Subcommittee
Events did not meet last week. They have secured Geoff Greene to play the organ in Sayles Hall for the SAC concert in Sayles Hall. Events will also contact John Colarusso and Gary Martins to begin planning the Rebuilding Together event in April.

Guest Presenter – Heather Emerick, Human Resources
Heather gave an overview of the Myers-Briggs Type Indicator - the language that allows us to talk about observable differences in human behavior. She shared how the Indicator is used in the Center for Staff Learning and Professional Development to train individuals, work teams and departments at Brown.

Advisor’s Report
Walter discussed the transition plan for SAC in the upcoming months. He also led a discussion about BEAR Day on February 1st. Angel recorded the feedback from SAC members which will be used in planning the ’09 program.
Staff Concerns
Lea mentioned that staff members were polled at the Benefits Fair regarding pet insurance and she wondered what the status was. Karen will follow up with Ibrahim Essa in the Benefits Office.

CIS staff wanted to raise the issue of technology training not being covered under the Employee Education Program. Walter suggested having Michele Wise from the Benefits Office write a memo to SAC members to clarify this along with the distance learning issue.

Lisa raised the question of where employees will park once construction begins on the new fitness center. Walter recommended contacting Beth Gentry who is in charge of the Transportation Office. This led to a discussion of why the satellite fitness centers are closed to staff. Walter said that the centers are open only to students because students will feel more comfortable exercising with just their peers.

There was also a discussion about limited seating in the Ivy Room because students are using now more than in years past. Ruth mentioned that this topic was brought up previously and is explained on SAC’s website (see below): The Ivy Room seems very crowded these days ... with students! Dining Services acknowledges that the popularity of the Ivy Room seems to have increased this year. Many staff members are unaware that, with the exception of the Faculty Club, all Dining Service’s operations are open to the entire Brown Community. Below are some reasons for the increase in students who are choosing to eat at the Ivy Room:

1) Brown has its highest rate of meal plan participation in many years, so there are more students eating more meals in all of dining operations. Additionally, some students have selected one of four new meal plans which have a higher number of points associated with them than the traditional plans do.

2) The Ivy Room lost about 25 seats when the passenger elevator was installed the summer of 2006. Dining Services is looking at seating plans that would try to return at least 15 of those lost seats, based on fire code capacities.

Dining Services has taken the following steps to help the traffic and seating issues that have surfaced:
Reviewed the setup and staffing of the deli and hot food service areas to increase efficiency and reduce the waiting time in-line; Reviewed menu options on the hot-service line both in the Ivy Room and MDR to help balance traffic; Opened the Chancellor’s Dining Room Annex (off of the Main Dining Room) for overflow seating during lunch, when available.

Walter suggested raising the concerns about the Ivy Room and the satellite fitness centers in an email to Russell Carey, Interim VP-Campus Life & Student Services.

The meeting adjourned at 1:05pm
Staff Advisory Committee Meeting  
February 19, 2008  
11:30am – 1:30pm – Dining Rooms 8&9  

Present: Doreen Burgers, Ruth Crane, Ron Dunleavy, Pam DeSimone, Heather Dominey, Jeff Fitton, Deborah Healey, Walter Hunter, Angel Hilliard, Karen Leonard (Chair), Nancy Magers, Lori Maguire, Beth Murphy, Chris O’Neil, Sarah Peri, Joe Sarno, Lisa Sheehan, Lea Snyder, Kristen Soule Alfred Tente, Steve Tompkins, Amy Umstadter, Courtney Wuethrich  

Absent: Maritza Marti  

Karen welcomed the group. Amy made a motion to approve the minutes from the 2/5/08 meeting; Kristen seconded. All were in favor.  

Announcements  

Pam DeSimone – Staff Participation Subcommittee  
Pam was pleased to announce that Jill Rossi was selected as the newest member of the University Resources Committee (URC).  

Jeff Fitton – Events Subcommittee  
Jeff invited Laura-Lee Radtke, Catering Event Manager, to the last Events Subcommittee meeting to discuss affordable food options for the large April SAC event, which has yet to be scheduled. The Rebuilding Together event will occur on April 26th, and Brown is awaiting its assignment from the Providence chapter of Rebuilding Together. A “Sounds of Spring” organ concert is scheduled for March 27th. The final logistics are being worked out.  

Steve Tompkins – Outreach & Communications Subcommittee  
A letter was sent to President Simmons thanking her for the Winter Break, including a summary of staff comments. The group is working on a list of priorities for the year: featuring an employee on the SAC website, a mission statement for the subcommittee, web clean-up, creating more of a SAC presence on campus (BDH, on-line, etc.) The Rebuilding Together event will be a good opportunity for PR.  

Staff Concerns:  

Ruth brought up the following two staff concerns:  

1) The Health Buy-Out at Brown: a staff member was wondering when the last time this was reviewed. They did a small amount of research at other private institutions in Rhode Island and found that Brown’s pay-out is much smaller in comparison.
Walter responded that Brown is aware of the fact that other employers have a higher buy-out and feels that, often, the motivation for companies to offer a higher buy-outs is to motivate employees to take insurance from their spouses, thereby saving the company money in the long run. This issue never gets much traction at Brown because our coverage is comprehensive and is arguably the best plan in RI. Therefore, Brown keeps it at its current fair rate. With that said, once the new VP of HR is hired, this issue could go to the HRAB.

2) A staff member asked if Brown could develop a Research/ Administrative paid leave for one staff member annually to pursue a special project, internship or finish a master's program. A program of this nature is unprecedented and, as such, it is unlikely that it will happen at Brown at this time.

3) Beth raised the issue about increasing awareness of volunteer opportunities at Brown and in the Community. It was suggested that SAC invite a rep from the Swearer Center to discuss ways to better share this type of information with the entire campus.

SAC Guest Speaker Presentation

Guests: Ricky Gresh, Director of Student Activities, John Cooke, Project Manager/ Facilities, and Robert Silver, Schwartz/Silver Architects

Topic: From Center Of Campus To The Campus Center: Stephen Robert ‘62 Campus Center and J. Walter Wilson student services

Ricky informed SAC that Faunce House and the J. Walter Wilson buildings are getting major overhauls in order to centralize and streamline a new Campus Center and Student Services Center

What students, faculty and staff say they want:
• Informal meeting/lounge spaces (Blue Room)
• Evening/weekend activities and dining
• Balancing private/reserved with shared/community space
• Maximize available/useable space
• Flexibility -spaces have different uses at different times
• Welcoming, comfortable, appealing (natural light)
• Student group space: more opportunities for collaboration
• Technology (wireless, event/meeting services)
• Dance/practice group needs are critical

Stephen Robert ’62 Campus Center at Faunce House: Three “Requirements”
1. Adequate space for a fairly broad range of activities, in order to create enough reasons for people to go there on a regular basis;
2. Be identified clearly as belonging to the whole campus community; and
3. Located in a central place identified with the whole campus community and easily accessible to as many people as possible.

**Timeline for Campus Center:**
- Construction ongoing
- Offices occupy building July/August 2008

**J. Walter Wilson Student Services Center “Requirement”:**
1. Centralize student services and resources

**Goal:** Increase Programmable Space by moving the following to J. Walter Wilson Student Services Center:
- Mailroom and US Post Office
- Office of the Chaplains and Religious Life
- Student group storage (TF Green, etc.)
- Dance/Practice space (Leung Gallery)
- Campus infrastructure (cable, etc.)
- International Students and Scholars Office (additional space for TWC)

**Timeline**
- Construction ongoing
  - Offices occupy building July/August 2008
  - Spring 2008: Community input into program and scope development
  - Summer 2009: Renovation begins
  - Building may close completely; offices and programs temporarily relocated.
  - Target Date for Completion: August 2010

Ricky asked suggestions; what would staff like a campus center to include? Suggestions included: food court, working cash stations, declining card charging stations, movable coffee cart/outdoor seating, space for winter Farmer’s Market, a manned information desk, better info kiosks (electronic?), more accessible e-mail/internet kiosks, bike racks, expanded campus market.

Ricky also encouraged interested SAC members to volunteer for ushering commencement weekend. Karen will follow-up with SAC members.

Ricky encouraged SAC and their colleagues to send their Campus Center thoughts to robertcampuscenter@brown.edu and to check the web-site: brown.edu/sao/faunce/campuscenter.html.

**Advisor’s Report:**
Walter indicated that the HRAB subcommittee approved HR’s recommendation that criminal background checks must be completed on all new staff hires, including LDEs, effective immediately.
Walter announced that Brown’s new emergency siren will be tested on Thursday, 2/28/08. Letters will be sent to Brown neighbors prior to test date. There are three sirens on campus: on the BOB, on the Athletics Department roof and on the roof of the Ratty. Brown is contemplating whether to place a siren in the Jewelry District. With that said, the University understands that the city of Providence is considering placing its own siren in the Jewelry District given that it is near such a busy port.

Joe Sarno reported that HR has developed a formalized telecommuting policy; the draft is nearly complete. It has limited applicability. It should be posted along with the other HR policies soon.

Walter informed SAC that the Corporation would be meeting over the weekend of 2/23/08. They will focus on the University budget, including staff salary increases. There is pressure regarding Brown’s financial aid policy, donations and the endowment. Some discussion occurred regarding the cost of living increases (oil prices, increased grocery prices, etc.), and how Brown does benchmark salaries with comparative organizations in the state and country. Walter suggested that SAC invite Betsy Warner (Director, Compensation & Organizational Services) to be a guest in order to discuss these concerns.

Some additional staff concerns were brought up. Steve suggested that B.E.A.R. Day not be held late Friday afternoons, as some staff have never been able to attend due to their religious beliefs and obligations.

Karen reminded the group that the next meeting will be held on March 4th in University Hall’s Corporation Room.
Staff Advisory Committee Meeting  
March 4, 2008  
11:30 a.m. – 1:30 p.m. - University Hall

Present: Doreen Burgers, Ruth Crane, Ron Dunleavy, Pam DeSimone, Heather Dominey, Jeff Fitton, Deborah Healey, Walter Hunter, Angel Hilliard, Karen Leonard (Chair), Nancy Magers, Maritza Marti, Chris O’Neill, Sarah Peri, Joe Samo, Lisa Sheehan, Lea Snyder, Kristen Soule, Alfred Tente, Steve Tompkins, Amy Umstadter, Courtney Wuethrich

Absent: Beth Murphy, Lori Maguire

Announcements

Karen asked for a motion to pass the minutes from the 2/19 SAC Meeting; the motion was made by Jeff and seconded by Chris O’Neil.

A concern about Brown offering pet insurance was brought up at a previous SAC Meeting; Karen checked with Ibrahim Essa in the Benefits Office and he indicated that Benefits is currently looking into this. Ibrahim will be the guest presenter at the SAC meeting on 3/18 and discuss health and wellness programs at Brown.

Additional upcoming guest presenters include Mary Hogan on April 29th in the Portrait Room, 2nd floor of the Faculty Club and Roger Nozaki of the Swearer Center on May 13th.

SAC has been invited to attend the March meeting of the RISD Staff Council. Steve McDonald, RISD’s General Counsel, will present information on FERPA (Family Educational Rights and Privacy Act). The meeting is on March 13 at 10 a.m. in RISD’s Met Dining Hall (30 Waterman St.), Refectory Room A. Since outsiders have to be escorted into the building, SAC members were asked to let Karen know by Friday, March 7, if they would like to attend. It will be a great opportunity to see another staff committee in action.

Joe spoke to Carlos Fernandez about IDs for outside contractors. Facilities Management is looking into making sure all outside contractors wear Brown-generated IDs.

Guest Presenter: Chris Powell, Facilities Management

Karen introduced Chris Powell, the director of sustainable energy and environmental initiatives in Facilities Management. Chris began by discussing the University’s efforts to create a more sustainable environment and the goals it has created to reduce greenhouse gas emissions over the next several years which include:

- Reducing carbon emissions to 42% below 2007 levels by 2020
- Requiring all buildings to follow LEED (Leadership in Energy and Environmental Design) process
- Reduction of greenhouse gas emissions for all new facilities between 15-30%

Brown will reduce carbon emissions through energy efficiency, fuel switching between oil and gas, cogeneration, and possible renewable energy investments. Chris explained to SAC members that cogeneration involves creating 2 energy products from 1 source (like creating electricity from steam). If Brown doesn’t reach 42% level, the committee will
identify external investments in renewable energy (i.e. investing in a wind farm in Vermont).

Chris also explained the LEED process in building high performance design (HPD) buildings. There are numerous guidelines that have been created to achieve HPD status. Silver is the minimum level of LEED goals. Currently, all Brown projects have enough points to achieve LEED silver; however, Brown would like to achieve LEED gold status for their buildings.

Beppie Huidekoper asked Chris to establish a staff sustainability team to focus on areas throughout the University and capture best practices for sustainability. The focus areas will include: Facilities Management, Purchasing, CIS, Dining Services, Business and Financial Services, Human Resources, and Environmental Health & Safety. The Staff Sustainability team will look at what departments are doing now, how can our practices be better and where do we need more information. Chris emphasized that Brown wants to make both good environmental and financial decisions. SAC recommended that Chris use SPS to recruit members for the Staff Sustainability Team.

Chris answered questions regarding electricity and green energy and using off campus locations for green initiatives (like Haffenreffer). He mentioned that wind technology costs have come down considerably over the past few years, so it’s not bad to wait.

Ruth asked about reminding staff again about tips for saving energy. Chris said it is necessary to communicate a change in behavior to enhance energy conservation. He also mentioned creating an energy champion for each building with the possibility of monitoring each individual building on campus. Brown’s biggest buildings will be done soon. Ginger Gritzo was hired to examine recycling in certain Brown buildings (some buildings have no system for recycling).

70 Ship Street will be examined for energy efficiency along with older buildings on campus to determine what could be better (i.e., when 70 Ship Street was bought, it wasn’t originally set up for laboratory space).

Subcommittee Reports

Jeff Fitton - Events Subcommittee

Jeff confirmed that the Sounds of Spring recital will be held on Thursday, March 27th, at noon in Sayles Hall. Geoff Greene will be the organist and it will be a Brown Bag event.

Rebuilding Together will be held on April 26th and School One will be the site. Deb Healey and Courtney Wuehrich will lead the group from SAC. East Side Monthly is planning on doing a series of articles regarding School One and Rebuilding Together. Jeff also discussed logistics regarding transportation and food.

Worker Appreciation Day-Karen will contact president and vice president of the Undergraduate Council of Students about SAC’s participation and involvement.

SAC’s signature event- The Events subcommittee met with Ricky Gresh about organizing a signature event for SAC. There were logistical concerns about having a large event like this during the week. SAC may want to consider a smaller, more focused event, or a series of events (The Best of Brown Series). SAC could also consider quarterly events/tours that vary in topic and size.
There was some discussion regarding President Simmons' attendance at large events versus smaller, more personal events. A SAC member suggested having an event at Rochambeau House when the weather is warmer to take advantage of their beautiful indoor space and exterior Japanese gardens.

**Pam DeSimone - Staff Participation Subcommittee**

The Staff Participation Subcommittee is on hiatus. SPS's next project will be staffing the Human Resources Advisory Board (HRAB).

**Steve Tompkins & Lea Snyder - Outreach & Communications Subcommittee**

O&C cleaned up and condensed SAC's website and fixed all the broken links. O&C also cleaned up the news section of the website and made a storage area for archive information. O&C is also working on an online volunteer page. This could be used for volunteer opportunities such as Staff Development Day, BEAR Day, Commencement, theater opening. Lea will email SAC members about accessing the Depts4 server.

**Advisor's Report**

In place of an advisor's report, Joe discussed the siren testing that occurred on February 28th. He asked members if they could hear the siren from where they were on campus; there was a general consensus that the sirens need to be louder. Joe noted that he would relay this information to Walter Hunter.

The meeting adjourned at 1:10pm
Staff Advisory Committee  
March 18, 2008  
11:30-1:30pm - Sharpe Refectory, Dining Rooms 8&9

Present: Stephanie Altomari-Cavanagh (Fill-In Recorder), Doreen Burgers, Ruth Crane, Ron Dunleavy, Pan DeSimone, Heather Dominey, Jeff Fitton, Deborah Healey, Walter Hunter, Karen Leonard (Chair), Nancy Magers, Lori Maguire, Maritza Marti, Chris O'Neil, Sarah Peri, Joe Samo, Lisa Sheehan, Lea Snyder, Kristen Soule, Alfred Tente, Steve Tompkins, Amy Umstadter, Courtney Wuethrich

Absent: Angel Hilliard, Beth Murphy

Announcements  
The minutes for the 3/4 meeting were approved.

Karen thanked all SAC members who volunteered to work at Commencement. She requested that those who were still interested in volunteering but had yet to do so inform her or Ricky Gresh.

Karen also discussed the recent visit she, Courtney, Sarah, and Ron had with the RISD Staff Council. The committee has 30 elected representatives, five of which are on the executive board: Chairperson, Vice Chairperson, Recording Secretary and Parliamentarian, Corresponding Secretary and Historian, and Treasurer. The formality of their meetings was also noted as well as the number of visitors that appear to attend their meetings. Steve McDonald had been the guest presenter during the visit and spoke about FERPA laws. The group also discussed upcoming events at RISD, mainly pertaining to museum and gallery events, and then moved onto new business, at which time Karen, Courtney, Sarah, and Ron left the meeting. Steve asked if the group witnessed any procedural items they believe should be inducted into the current Brown SAC meetings to which Karen noted the possibility of including more visitors in the meetings. Amy asked if there was a discussion about future partnerships between the two groups and Karen stated that had not been discussed. A discussion took place about the gallery nights for staff that offer both RISD and Brown staff member’s free admission.

Subcommittee Reports

Staff Participation Subcommittee - Pam DeSimone  
No report was given.

Outreach & Communications - Lea Snyder and Steve Tompkins  
No report was given.

Events - Jeff Fitton  
Jeff noted that the Morning Mail to announce the “Best of Brown” launching has been sent. He thanked the committee for their assistance. Jeff stated that Rebuilding Together would be held on 4/26 and School One would be on site. He also noted that SAC would again be accepting charitable donations of professional clothing at Staff Development Day. Details of this drive would be discussed at an upcoming meeting.

Guest Presenter - Ibrahim Essa, Human Resources/Benefits  
Karen introduced Ibrahim Essa, Benefits Communication Specialist, who was in attendance to present on the Benefits and Wellness Programs offered by the Benefits
Office. Ibrahim discussed the different programs available to staff as well as requested the assistance of the committee regarding how to better promote the available programs.

Ibrahim gave an in-depth look at the Benefits website, pointing out the “Headlines” section of the Benefits page, where all news about upcoming programs as well as information pertaining to any benefit changes or enhancements is posted. Ibrahim offered information on how to participate in the numerous programs via training.brown.edu. Some current programs offered are Unwind, for stress reduction, and Smoke Free, a smoking cessation program. Ibrahim also spent time explaining the annual “Planning for Retirement Series” which is a 7-part series assisting employees in handling the many aspects of planning for retirement.

Ibrahim discussed LTC Insurance spring enrollment process which will begin on 4/10-5/2. A rep from RetirementGuard LLC will be on campus to meet with employees, answer questions, and provide information. Appointments can be scheduled by calling them directly at the number provided below.

Ibrahim also discussed Financial Tuesdays where TIAA-CREF reps are available on campus on the 2nd and 4th Tuesdays for each month, while Fidelity reps are on campus on the 3rd Tuesdays of each month. In addition, TIAA-CREF provides a telephone counseling service that can provide information about your retirement needs by utilizing the number listed below.

Finally, Ibrahim noted that Brown University had received the Silver level award in 2005 for the Wellness Programs. Our renewal application will be submitted this year for this 3 year award.

At the conclusion of his presentation, Ibrahim requested feedback from the committee on how to better promote the current list of programs to employees. Lea suggested adding a link from the SAC page to the Benefits sites.

Karen questioned if there are any mental health programs offered other than the Unwind program. Ibrahim stated that there are several support groups on campus and the plan is to offer more mental health wellness programs. Additionally, Ibrahim referenced the Faculty Staff Assistance Program with Liberty Mutual as a resource that is available to all staff with personal concerns. Ibrahim also circulated a sign up sheet for SAC members to be included on the distribution list for the Wellness Champions listserv.

Questions were also answered about the walking program timing as well as the timing for Shape UP RI. Discussion also took place on the projection utilized during certain Wellness presentations and which rooms should be avoided for their projection and or lighting problems. Questions were raised about a gym reimbursement program for those who buy a gym membership. Walter stated that the benefit is continuously reviewed and considered by Drew Murphy, Director of Benefits, based on the cost effectiveness.

Contact Numbers listed during presentation
RetirementGuard LLC - 1-888-793-6111 or e-mail: helpme@retirementguard.com
TIAA-CREF telephone counseling service – 1-800-842-2776
Wellness Programs: http://training.brown.edu/index.php?campaign=Wellness
Advisors’ Report – Walter Hunter
Walter noted that the University has announced the wage and benefit changes for FY 2009. He noted that the salary pool was set at 3.5% for FY 09 and that the maximum premium contribution for 2 person and family plans would be capped at 38% (reduced from 50%) effective January 1, 2009. He also noted there will be a small increase to the current yearly parking cost. The committee also discussed parking options on campus. There was also a discussion about campus crime, as well as the incident involving the Hillel staff member over the weekend. Despite the aforementioned incident, Walter stated that campus crime was down as Public Safety has increased their visibility throughout campus.

Staff Concerns

Staff concerns were addressed during the Advisor’s report, so Karen requested that remaining time be used for a roundtable discussion for committee members to discuss their experiences on SAC thus far. Doreen stated that she has enjoyed her time on the committee and in an effort to alert her staff to the fact she is a SAC member, she prints and posts the approved minutes for each meeting in her department. Courtney suggested a well-received idea of voluntarily adding a line to the end of a member’s email signature that would identify him/her as a member of SAC. This would be one more way of communicating SAC’s presence to campus staff. The Outreach & Communications subcommittee is taking the lead on drafting a standard signature.

A SAC member noted that since the construction at Athletics, and the move of lot 90, the walk to the lot has become increasingly dark as the path is not lit. Walter requested that the SAC member email Public Safety and c.c. Chief Porter to make him aware of this.

The meeting adjourned at 1:30pm.
Staff Advisory Committee Meeting  
April 1, 2008  
11:30am – 1:30pm – Dining Rooms 8&9

Present: Doreen Burgers, Ruth Crane, Ron Dunleavy, Pam DeSimone, Heather Dominey, Jeff Fitton, Deborah Healey, Walter Hunter, Angel Hilliard, Karen Leonard (Chair), Nancy Magers, Lori Maguire, Maritza Marti, Beth Murphy, Chris O’Neil, Sarah Peri, Joe Samo, Lisa Sheehan, Lea Snyder, Alfred Tente, Steve Tompkins, Amy Umstadter

Absent: Courtney Wuethrich, Kristen Soule

Announcements
Karen showed SAC members slides from Geoff Green’s very successful organ concert in Sayles Hall; approximately 120 people attended.

Karen also informed SAC members that SAC has a campus mailbox at the Mailroom and the address is Box 1955. The mailbox will eventually be moved to J. Walter Wilson.

Karen passed around a thank you note from CrossRoads Rhode Island thanking members of the Brown community for their generous donations at the Holiday Bazaar. She also passed out copies of an East Side Monthly article regarding the upcoming Rebuilding Together project with School One.

Karen reminded everyone that Bert Gordon will present at 4/15 meeting.

Karen asked for motion to pass the minutes from the 3/18 meeting; Nancy made the motion to pass the minutes, and it was seconded by Lori.

Subcommittee Reports

Pam DeSimone – Staff Participation Subcommittee
There was no report from SPS.

Jeff Fitton – Events Subcommittee
Jeff reported on SAC’s Sounds of Spring Concert which featured Geoff Green playing the Hutchings-Votey organ in Sayles Hall. There were approximately 120 in attendance. He also reported that a misunderstanding led to the absence of a Morning Mail reminder on the day of the concert.

Rebuilding Together will be held on April 26th and Jeff will send the first Morning Mail announcement soon. The Events Subcommittee visited the School One site and will also meet with Jane, the director of Rebuilding Together Providence. Jeff will forward Rebuilding Together information to Lea Snyder to add to SAC’s website. Jeff asked SAC members about removing the ½ day shift option during Rebuilding Together. Members felt that keeping the ½ day shift would maximize participation for those volunteers who can’t commit to a full day of work. Jeff also mentioned that the organizers of Rebuilding Together are encouraging Brown volunteers to attend the post party at the RI Community Food Bank. He also mentioned that volunteer participation has been limited in the past for 2 reasons: lunch costs for Brown volunteers and restrictions at the site itself (space, materials, tools, etc.). A suggestion was made to contact the East Side Market and/or Whole Foods to see if they would donate lunch.
Jeff mentioned that SAC participated in the Undergraduate Council of Students’ Worker Appreciation Day last year; however, Karen has not been able to connect with UCS. Ruth Crane mentioned the Frozen in Grand Central Station project in New York and suggested that SAC members could do a similar event on the Green. She will forward the video clip to all for a preview.

**Steve Tompkins - Outreach & Communications Subcommittee**

O&C is working on a list of SAC taglines for email signatures and will present them to SAC soon. Lea is also doing a lot of work on SAC’s webpages, including redesigning the events portion of the webpage to make it more accessible to users. The O&C subcommittee had a very helpful session with Heather Emerick of CLPD to help define O&C’s mission statement.

**Staff Concerns**

A staff concern was brought up regarding Altus Benefit Administrators, the carrier Brown uses to handle medical reimbursement claims under the Flexible Spending Account program. It was brought up that Altus has given inconsistent information regarding allowable reimbursements, particularly regarding dental/periodontal care, daily supplements, etc. These types of expenses were covered in the past. Altus has a list of allowable expenses published on their website, but it is not inclusive. Joe Sarno will check with Director of Benefits, Drew Murphy, and report back to the group at the next meeting.

**Guest Presenter: Betsy Warner, Director of Compensation & Organizational Services**

Karen introduced Betsy and Jen McIntyre from HR’s Compensation & Organizational Services Office. Betsy’s overview of her area included information on how jobs and salaries are reviewed, the job audit procedure and Hay system, and the organizational review process.

**Q:** Are organizational reviews scheduled in advance or can they be done at a department director or chair’s request?

**A:** Compensation does 3-4 large organizational reviews each year and requests may come from a variety of sources (department, senior officers). Organizational reviews give Compensation the opportunity to understand the work of the University.

**Q:** What triggers a job audit?

**A:** Job audits are based on a business need. The University uses the Hay System to evaluate Brown’s 2500 jobs. Used nationwide, the Hay System is a consistent and objective framework to evaluate jobs according to know-how, problem solving, and accountability. Once a job is reviewed and given points, it is put in a salary range. In order for a job audit to occur, 20% of the job should have changed requiring higher level skills. Betsy also mentioned that Compensation Services participates in numerous salary surveys throughout the year and carefully reviews market data to determine what a job is worth.

**Q:** Do job audits typically occur after a department has undergone an organizational review?

**A:** There is much work to accomplish after an organizational review has been completed. Compensation Services often helps departments write new job descriptions and design professional development plans for staff members.
Q: Oftentimes, Brown staff, who apply for jobs within Brown, never hear back from HR regarding the job status.
A: Betsy will follow-up with employment on this issue. Betsy commented on plans to enhance resources for internal applicants. On Staff Development Day there will be a career development track providing just this type of information. While still in the planning stages, we envision having a panel of people who’ve progressed in their jobs while at Brown. We are also hoping to have a career fair to get people to think about moving to other departments within Brown. Betsy also mentioned that jobs are so varied at the University- which is like a small city - that it may be difficult to move from one department to another.

Q: There is a misconception around Brown that staff shouldn’t bother to apply for lateral jobs.
A: There are many reasons for seeking a lateral move, i.e., skill development; work-life balance, etc. A staff member could conceivably get an increase with a lateral move to another department. The same review process is used for lateral transfers where HR reviews the skills that the internal applicant would bring to the position.

Q: MDP info on compensation could be more widely disseminated - what about staff who aren’t comfortable talking to their managers about compensation issues?
A: Betsy suggested offering a Brown Bag Lunch information session for everyone and Walter agreed.

Q: Brown should consider total comp communication
A: HR needs to do a better job of communicating total compensation information to all staff. When we have the new HR system, it will be easier to do this. Ibrahim and Jen are currently working on a total compensation piece for HR. Consider a check-off website so staff may calculate their total compensation based on the benefits they receive.

Q: When internal candidates are offered jobs at Brown, oftentimes they are not offered the same amount as a person from the outside.
A: Compensation looks at what the person should be making in that particular job based on the skill sets they bring to the position. An automatic 10% increase is no longer a guideline for promotions. This objective criterion is applied to determine the salary offer regardless if the candidate is internal or external.

Q: Is there a chain of command for evaluating jobs?
A: New positions are typically reviewed by Compensation. Replacement positions are typically evaluated by the HR Generalists, who work with Compensation to determine the appropriate salary range.

Q: There is a question on the self evaluation form regarding future career goals. This question does not apply to all staff because some staff’s skill sets are so unique.
A: This question has to do with succession planning and is used as a way to help your staff develop by asking where they want to be in the future. Betsy suggested not using form and just talking about accomplishments, obstacles, and goals for particular groups of employees. Another SAC member suggested including the phrase “if appropriate” in that question. There was another suggestion to include other activities outside of their job so that managers know what staff members are interested in doing.

Q: Is merit-pay consistent across all departments at Brown?
A: Compensation Services reviews all performance and equity increases to ensure consistency and accuracy. All their materials are on the website.

Q: Any suggestions for motivating union personnel?
A: Walter recommended contacting Steve Maiorisi in Facilities Management. He is a good resource for proven strategies that work with union staff. Also attending the Power of Recognition training offered by Angel is recommended.

Q: How do departments allocate % for merit increases?
A: This year's merit pool is 3.5% and departments have the flexibility to reward within the performance guidelines. Betsy cautioned that those who have been rated as proficient are not created equal. The decision is up to the department as to how they allocate increases.

Q: Why was the 5-point proficiency scale on the performance evaluation form changed to a 4-point scale?
A: Betsy mentioned that anytime you are changing a performance review form, it is also an opportunity for you to change the rating scale to avoid giving the same ratings over and over again. There was a lengthy discussion among SAC members regarding giving and receiving effective feedback and communicating effectively.

Betsy suggested emailing her with suggestions or recommendations for Compensation & Organizational Services to consider.

Advisor's Report - Walter Hunter
Walter is prioritizing potential risks that the University may face in the future. He has looked at 139 possible risks to determine their probability and severity of their respective impacts. He will report this initial list of prioritized risks to the Audit Committee of the Corporation in May.

The meeting adjoumed at 1:20pm.
Staff Advisory Committee Meeting
April 15, 2008
11:30am - 1:30pm - Dining Rooms 8&9

Present: Doreen Burgers, Ron Dunleavy, Pam DeSimone, Heather Dominey, Jeff Fitton, Deborah Healey, Walter Hunter, Angel Hilliard, Karen Leonard (Chair), Nancy Magers, Lori Maguire, Maritza Marti, Chris O'Neil, Sarah Peri, Joe Samo, Lisa Sheehan, Kristen Soule, Alfred Tente, Amy Umstadter, Courtney Wuethrich

Absent: Ruth Crane, Beth Murphy, Lea Snyder, Steve Tompkins

Announcements
Karen welcomed the group and asked for motion to pass the minutes from the 4/1 meeting; Ron made the motion to pass the minutes, and it was seconded by Jeff.

Karen is working on a letter from SAC to Betsy Warner, Director of Compensation & Organization Services. She will forward it to Joe Samo and Walter for review before sending it out by the end of this week.

Karen is also working on letters to President Simmons requesting funding for future events and inviting her to the Best of Brown SAC event.

Karen reminded the group that the next meeting will be at the Brown Faculty Club on 4/29. Mary Hogan will be presenting and the remainder of the meeting will be a discussion of new member recruiting.

Subcommittee Reports

Pam DeSimone - Staff Participation Subcommittee
SPS is working a replacement for the Human Resources Advisory Board (HRAB). Staff member Linda Murphy also requested that SPS nominate 2 people for Campus Planning Advisory Board. They want to choose one person for this summer and one for next summer.

Jeff Fitton - Events Subcommittee
The Events Subcommittee reported that there are 58 volunteers for Rebuilding Together, 27 in the morning and 28 in the afternoon. This number does not include Facilities Management employees. A Morning Mail went out on 4/15 and Rebuilding Together is also on the banner page of Brown’s website. Gary Martins and John Colarusso (Facilities team captains) will build individual teams to conduct work at School One.

Jeff also reported that SAC will be collecting for CrossRoads Rhode Island and the RI Community Food Bank at Staff Development Day.

Events is also in the early planning stages of SAC’s 10 year celebration.

Steve Tompkins - Outreach & Communications Subcommittee
Ron Dunleavy reported that O&C has the taglines that will be presented to SAC. O&C has also developed a mission statement with the help of Heather Emerick. Ron has contacted the Brown Alumni Magazine to get an article written about Kristen Soule (SAC member and Brown alum).
Guest Presenters: Bert Gordon, Christine Wood, Mike Enos, Heather Emerick

Bert began with a discussion of the status of replacement of the HR payroll project. She also explained to SAC members that there is a subproject planned for September - a transition from a semi-monthly payroll (24 paychecks) to a bi-weekly payroll (26 paychecks). She is relying on SAC members to ask questions. Following her presentation, Heather Emerick will send SAC members an anonymous survey to further gauge their opinions about the project.

HRMS (Brown’s pay and benefits management system) needs to be replaced because the system is based on old technology (Cobol). Bert explained the current limitations of our current HRMS and indicated that, because it does not give departments what they need, workarounds are often necessary.

She reviewed the project sponsor group and target dates. In May/June, Brown will send out Requests for Proposals (RFP) to vendors. She is currently collecting department requirements to better determine needs. Brown anticipates a target date of October for vendor selection and an implementation date of January 1, 2011.

Bert also reviewed the intermediate improvement project: converting two semi-monthly payrolls to one bi-weekly payroll. The conversion has been approved by the ITPRC (Information Technology Project Review Committee). The final decision whether to approve the conversion to a bi-weekly payroll system will be made on May 12th.

Bert reviewed the current proposal to convert two semi-monthly payrolls: S1 (non exempt staff and graduate students) and S2 (undergraduate students) with an implementation date of September 1, 2008. A bi-weekly payroll is more efficient and consistent because it’s a fixed 14-day standard pay period. While annual salaries will not be impacted by the conversion to a bi-weekly pay cycle, individual pay period totals will change because there will be 26 paychecks instead of 24. Pay day will be every other Friday.

Bert explained that in September, S1 and S2 employees will get one paycheck; in October, they will get three. Brown will do a prepaid salary program for September (not mandatory) with up to 2 weeks pre-paid salary which can then be paid back over a 3, 6, and 9 month period.

Bert encouraged all SAC members to provide feedback on the survey that they will receive via email.

Questions

Q: Is there a BioMed representative on the project governance team?
A: Yes, John Deely

Q: Are you considering adding finance requirements to the HRMS vendor’s requirements?
A: Yes

Q: Will this be a one-time change?
A: Yes

Q: Is the conversion to 24 paychecks a definite or a maybe?
A: On May 12th, they will receive a go or no go decision
Q: What is the breakdown of people affected by this change?
A: S1 payroll has 1200 employees; the S2 payroll has 2000.

Q: Has there been communication about this?
A: Not until the go/no go decision has been made. The project team is starting with focus groups. The focus groups will poll impacted employees and managers who implement payroll in their departments.

Q: What are advantages of doing it in September?
A: Volume is low

Q: Is there any consideration for changing the monthly payroll to biweekly?
A: Not in the project but it may be considered in the future

Q: What are the tax implications if taxes have to be taken out of every paycheck?
A: System annualizes paychecks; therefore, there will be no impact on an employee's tax liability.

Q: How should billing due dates be changed based on new system?
A: Utility companies will work with you to change billing due dates

Q: Is it better or worse to have deductions twice per month or once per month?
A: It is easiest to have 24 pay deductions per year.

Comments
A SAC member commented that staff and graduate students will be concerned because pay will “go down” and it will be more difficult to meet monthly needs. Walter indicated that, with respect to monthly bills that’s true, but not with respect to ongoing expenses because staff/graduate students will be getting paid faster.

Another member said that when you know you’re getting paid every other Friday, it will be easier and more regular to budget and it will be easier for students who will now get paid in a more standard way.

A comment was made regarding the ease of combining the S1 and S2 payrolls, especially when graduate students have fellowships. S1 is 1200 staff, S2 is 2000. Another commented that he is not comfortable with “bonus” paycheck terminology, but does recognize that 26 paychecks are better because you’re paid for all hours worked (including overtime).

Advisor’s Report - Walter Hunter
The final candidates are being reviewed for the VP of Human Resources position.

Walter invited all SAC members to his farewell party on May 29th.

Joe Samo reported that he discussed (with Drew Murphy, Director of Benefits and an Altus Representative) the staff concerns with Medical Flexible Spending Accounts that were raised at the April 1st SAC meeting. The Altus representative stated that products that are not clearly medically necessary (e.g., vitamins, water picks), cannot be auto-adjudicated using an FSA debit card. In such instances, staff members should pay for the item and submit the receipt along with a doctor’s note – setting forth the medical need for the item. Thereafter, Altus will reimburse the staff member for the purchase.
Altus said that IRS rules are liberal with respect to what may medically necessary, but claims must be supported with documentation – receipt and a doctor’s note. A doctor’s note is valid indefinitely unless the doctor includes a finite period in his/her note (i.e., “the staff member requires an iron supplement for the duration of her pregnancy”). Such items cannot be auto-adjudicated; instead, only clear cut items (i.e., prescription drugs, aspirin) may be auto-adjudicated (purchased using FSA debit card) and only if purchased at an IIAS vendor (e.g. CVS, Walgreens).

**Staff Concerns**

A member brought up that, with all the construction going on around campus, walking paths are changing daily but signage doesn’t. People don’t know where to walk. Joe will contact Facilities Management to get better signage.

Karen was contacted about the possibility of Human Resources supporting a Runaway Caregiver’s Club as part of HR’s Wellness Program. This was suggested by 2 staff members who are interested in organizing a few weekends for caregivers to get away. There was a discussion about the type of support Brown could offer. Karen said that the organizers felt that they would have more leverage if Brown’s name was used. SAC members felt that neither Brown nor SAC need to be involved. A SAC member brought up that 20 people is considered a group rate anyway regardless of Brown’s name.

A suggestion was brought to a SAC member about Brown offering tax preparation assistance for staff. Doreen mentioned that Brown has made the choice to not offer help with taxes for liability reasons.

The meeting adjourned at 1:20pm.
Staff Advisory Committee Meeting  
April 29, 2008  
11:30am – 1:30pm - Faculty Club, Portrait Room

Present: Doreen Burgers, Ruth Crane, Ron Dunleavy, Pam DeSimone, Heather Dominey, Jeff Fitton, Deborah Healey, Walter Hunter, Angel Hilliard, Karen Leonard (Chair), Nancy Magers, Lori Maguire, Maritza Marti, Beth Murphy, Chris O’Neil, Sarah Perl, Joe Samo, Lisa Sheehan, Lea Snyder, Kristen Soule, Alfred Tente, Steve Tompkins, Amy Umstadter, Courtney Wuethrich

Announcements
Karen welcomed group and thanked all the volunteers who participated in Rebuilding Together at School One. She recognized the Events Subcommittee who organized the event and thanked Ruth Crane for taking pictures and coordinating the shuttle transportation. Ruth is working on a slide show for SAC members.

Karen was contacted by Rosario Navarro of Campus Life to help plan Worker Appreciation Day, tentatively scheduled for May 7th. Karen passed around a sign up sheet looking for volunteers to staff tables on the main green and in the Sharpe Refectory.

Karen asked for motion to pass the minutes from the 4/15 meeting. Joe Samo noted that he made some additions to the minutes regarding auto adjudication and asked SAC members to review it. Sarah made the motion to pass the minutes, and it was seconded by Ruth.

Subcommittee Reports
Pam DeSimone - Staff Participation Subcommittee
There was no report from SPS.

Jeff Fitton - Events Subcommittee
Jeff reported that 80-100 people participated in Rebuilding Together and recognized all SAC members who volunteered. The Christian Science Monitor covered the event. Karen will send a thank you to University Shuttle who donated 6 round-trips between Brown and School One during Rebuilding Together. Events is planning upcoming events including the Staff Development Day community service drives and SAC’s 10-yr anniversary party.

Steve Tompkins - Outreach & Communications Subcommittee
O&C posted staff discount for Brown Dance in Morning Mail. They have also updated the SAC website with Rebuilding Together information and will post the video when it’s ready. O&C continues to work on SAC taglines for the bottom of SAC member’s emails. They have narrowed it down to four choices, which Steve reviewed. Members voted on their favorite, but tag lines are optional.

Guest Presenter: Mary Hogan, General Manager, Brown Faculty Club
Karen introduced Mary Hogan. Mary began by mentioning that the main goal for the Faculty Club is to have all 7 rooms full everyday and their mission is to provide good service for all members of the Brown community. She suggested that SAC members can help the Faculty Club achieve their main goal by spreading the word. The Faculty Club is open seven days a week for personal and work functions.

Mary explained that all membership forms are now online and there are all categories of memberships and all members of Brown community are welcomed to join. She reviewed some hidden benefits of membership which included: affordable dues of $60-100/year, payroll...
deduction for dues, no cash transactions, new member listing in the newsletter, and reciprocal memberships with more than 100 clubs locally (i.e., The Hope Club, Providence Art Club) and nationwide. She reminded the group that reservations are suggested and there is no need for members to carry their cards because member numbers are on file.

The Faculty Club has 10 production and service staff led by David Chabot, the Club’s chef, and 4 management staff. There are 1100 active members. Mary invited SAC members to the open membership meeting on Monday, May 12th, open to all members of the Brown Community.

Mary reviewed the Club’s facilities and website and also promoted the Mothers’ Day brunch and May take-away special of strawberry rhubarb tarts (The Faculty Club prepares and packages them).

Questions:
Q: Is there minimum spending?
A: No, dues haven’t been raised and there is no minimum amount to spend each month

Q: How is the Faculty Club doing?
A: Sales greater than $1 million/yr

Q: A SAC member has heard feedback that the service at the Faculty Club is slow and suggested advertising lunches as 1hr quick meals.
A: Mary has heard the same feedback and is looking to do more buffets in fall season to make service go more quickly; she reminded SAC members that reservations are important when planning.

Q: Could vendors come for meetings?
A: If it is arranged through a department, the vendor can pay with a credit card and the Faculty Club will make a note of that.

Q: Walter asked SAC members for feedback on the Faculty Club
A: Members agreed that food has come a long way in past 5 years

Advisor’s Report – Walter Hunter
Walter reported that fewer than 100 students signed up for off campus parking. Karen Leonard asked if the College Hill Parking Task Force is still intact – she is drafting a letter to Beth Gentry regarding transportation and parking.

Walter also read Beppie’s email to SAC members announcing Karen Davis as Brown’s new VP for Human Resources. Of note, Ms. Davis has more than 20 years of HR experience in higher education, medical schools and medical health centers. She currently serves as the #2 person in Harvard’s HR Department and will start here at Brown on July 7th.

Staff Concerns
A SAC member mentioned that someone who attended yesterday’s retirement program indicated that there is a discrepancy between MA and RI retirement benefits. The staff member suggested that the Benefits Office contact Massachusetts Blue Cross/Blue Shield to ask if Brown can mirror the benefits for MA residents. The staff member also sent an email to Drew Murphy. Joe Samo will follow up with Drew.

Karen mentioned that she would like to discuss Brown First with someone – she will be in contact with Doreen Burgers.
SAC Recruiting Discussion

Karen reviewed SAC’s recruitment process. SAC officially begins recruiting new members in September and members are selected in October. The membership selection subcommittee meets and agrees on list of 10 new members and alternates. This list is brought before the full SAC committee who vote for or against.

Recruitment, however, occurs throughout the year; as one example, Karen sends new employees emails about SAC, encouraging them to apply when they reach their 2 year anniversary. The President’s Office wants SAC to attract a diverse group of staff, representing a variety of departments, grades, etc.

Karen asked SAC members, in a Round Robin format, how they first become aware of SAC and how they applied. The following answers were recorded:

- Always had CIS representation on SAC
- Learned about SAC from former SAC members and then talked to her supervisor
- Heard about it from colleague - likes being part of solution as University grows
- Former manager was chair of SAC
- CIS members always on SAC and was encouraged by a colleague
- Heard about SAC from colleagues - several members said this
- Wanted to meet a broad group of people
- Supervisor was supportive and several department colleagues were on SAC
- Wanted to be a voice for all the centers in Public Health
- Learned about SAC from her supervisor
- 1st became aware of SAC at Staff Development Day - saw it as a way to give back
- Wanted to learn about inner workings of University
- Bert contacted her supervisor who supported her membership
- Learned about SAC through administration managers meeting and was nominated by a colleague
- Interested in having a campus connection and learn about Brown
- Important to give back to Brown and interacting with others

Karen asked for ideas on how SAC can communicate its importance to the University and the following answers were recorded:

- Have SAC attend department manager or FEC meetings
- Do 1 on 1 or 1 on group communications
- SAC advisor can help with non-supportive supervisors (Joe will work with Karen on this)
- Have supervisors ask their SAC staff member for briefings on all SAC meetings
- Be proactive with non-supportive supervisors
- Find a solution to have office coverage to encourage lower level staff to apply (borrow staff from other departments)
- Ask department managers why they haven’t had representation on SAC
- Concern that perception of SAC is negative; would like to put a positive spin and focus on actions and results
- Lead some education effort with cabinet/executive committee. Let them know what SAC does
- Testimonials from faculty members about positive results of having staff serve on SAC. Touting the visibility of your department at SAC meetings is another opportunity. SAC members need to think about what a supervisor would see as a benefit (expand skill set, professional development opportunity).
• Maybe create an informational video of SAC that focuses on the benefits to your department of having a staff member serve on SAC (What can SAC do for you?)
• Have Karen and Joe Samo speak at an Executive Committee meeting; should inform Executive Committee members about the number of SAC members in their divisions.
• Walter mentioned that SAC has been a beneficial sounding board for the University when it has considered implemented initiatives and has been a very valuable forum for discussing staff issues.

Karen mentioned that June 17th is tentatively scheduled as “Bring a Friend to SAC Day.” Ruth will provide a list of current and past membership, and a subset of SAC will determine divisional representation. She also asked SAC members to think about how often SAC meets and suggested that SAC may want to consider fewer meetings. This may be an issue to raise with Karen Davis. There was a discussion about the frequency of meetings.

Lea announced that there will be a panel of Brown staff members who have served on SAC and other Brown committees on Staff Development Day. Pam DeSimone will help coordinate this session and Karen will facilitate it.

The meeting adjourned at 1:30pm.
Staff Advisory Committee Meeting
May 13, 2008
11:30am – 1:30pm – Dining Rooms 8&9

Present: Doreen Burgers, Ruth Crane, Ron Dunleavy, Pam DeSimone, Heather Dominey, Jeff Fitton, Deborah Healey, Walter Hunter, Angel Hilliard, Karen Leonard (Chair), Nancy Magers, Lori Maguire, Maritza Marti, Beth Murphy, Chris O’Neil, Joe Samo, Lisa Sheehan, Lea Snyder, Kristen Soule, Alfred Tente, Steve Tompkins, Amy Umstadter, Courtney Wuethrich

Absent: Sarah Peri

Announcements
Karen welcomed group and thanked all the volunteers who participated in Worker Appreciation Day on May 7th. There were volunteer tables on the Green and in the Ratty. The event was very successful, with a lot of faculty support. Campus Life purchased 1500 carnations and had approximately 300 left over. Ron suggested better signage for next year (making it clear that the carnations are free to take). Karen will target next year’s Morning Mails to include both students and faculty. Karen advised that next year’s SAC chair contact Campus Life early in the semester.

Karen asked for motion to pass the minutes from the 4/29 meeting. Amy made the motion to pass the minutes, and it was seconded by Doreen.

Karen reported on SAC’s budget for events. She requested funding from the President’s Office for upcoming events such as Spooky Skate in October and SAC’s 10-yr anniversary party in August. Karen invited President Simmons to the anniversary party.

Angel updated SAC members on Staff Development Day, scheduled this year for Wednesday, June 4th. There will be 80 seminars offered in 4 categories: About Brown & Beyond, Faculty Research, Personal Growth and Professional Development.

Subcommittee Reports

Pam DeSimone - Staff Participation Subcommittee
SPS is recruiting staff to fill 3 openings on 2 committees: 2 openings on the Human Resources Advisory Board (HRAB) and 1 opening on the Campus Planning Advisory Board (CPAB). SPS has 19 applications and will recommend 3-4 names.

SPS will also send out a survey to current and past members sitting on University committees to ask for feedback on their experience; the survey may be put on SAC’s website or it may be sent as a targeted email. There was a discussion about the staff term limit on the URC. Currently the URC term limit for staff is 2 years, but for faculty/students it’s 3 years. Walter suggested SAC should discuss the term amount difference with the new advisor.

Jeff Fitton – Events Subcommittee
Events is planning upcoming events including the Staff Development Day community service drives to benefit Crossroads Rhode Island and the RI Community Food Bank. Jeff received information about a Bookstore diaper drive collection. This will be considered for a future event and will be coordinated with the Bookstore.

Lea Snyder – Outreach & Communications Subcommittee
O&C completed the SAC taglines project and sent them to SAC members on the listserv.
Rebuilding Together’s camp project has been posted to SAC’s website.

Guest Presenter: Roger Nozaki, Howard Swearer Center for Public Service

Karen introduced Roget Nozaki, the Director of the Howard Swearer Center for Public Service. Roger has been affiliated with the Center since its founding in 1988. Inspired by Howard Swearer, Brown made a permanent center that connects students’ community work to their undergraduate coursework under the Dean of the College. The focus of the Center is to 1) bring together student engagement and learning, and 2) face the challenges in Providence and RI. Roger also reviewed the Swearer Center’s community and fellowship programs and advising programs.

He explained that, in 2005, The Swearer Center underwent an intensive review and planning and engaged 150 stakeholders in the process. They defined their mission:

1) address inequalities
2) create share apply knowledge, and
3) educate and prepare students

This process resulted in a shift from programs to strategies. The Center focused on developing a framework to engage faculty, identifying strategies and resources for community impact, and defining clear goals for student learning and growth. This narrowed focus enabled the Center to provide greater depth. The following priorities were identified:

Priority #1 - Intellectual development at Brown University
Priority #2 - Faculty engagement
Priority #3 - Community impact strategies

Roger answered the following questions:

Q: Did Howard Swearer champion the public service part of Brown’s mission?
A: Roger indicated he wasn’t sure but mentioned that Howard Swearer’s writings connect the University with broader world; he would often talk about sense of community and civility on campus.

Q: How can we better engage staff in community service projects so that they serve as examples for students?
A: The Swearer Center will sit down and discuss projects with some existing partners (like the William D’Abate Elementary School). They currently don’t have the capacity to reach out to grad students and staff; their focus is on the undergraduate mission and community strategies.

Q: Could the Swearer Center provide a list of current volunteer opportunities for staff? Could the Swearer Center add these staff resources to its website?
A: Roger said he will give some thought to what programs are most appropriate for staff volunteers, but cautioned that there may be some logistical challenges for staff to become involved.

Q: Who is the audience for Swearer Bulletin?
A: Whoever signs up! Roger urged SAC members to sign up for this list on the Swearer Center website. SAC could send a morning mail to staff encouraging others to sign up; Roger will send Karen the information.

Q: Brown staff want volunteer opportunities; one SAC member mentioned that some colleges and universities have service sabbatical programs for staff.
A: Roger suggested connecting to student service organizations outside of the Swearer Center for one-time projects rather than ongoing projects throughout the year. These student organizations are often easier entry points for those who want to do community work, but don’t want a long-term commitment.

Q: What has been your most successful project to date?
A: The College Advising Corps has had the biggest impact. The program’s goal is to improve the college-going culture of the school and consists of working with high school students to apply and get into college. A SAC member suggested tapping into grad students to work with college advising corps counselors.

Q: Is there an assessment at the end of a student’s work at the Swearer Center?
A: Each semester, the Swearer Center surveys students to get soft reporting data. This has been helpful in distinguishing strengths and weaknesses, but more work needs to be done in the assessment area.

Q: How do students become introduced to The Swearer Center?
A: Roger mentioned CARN: the Community Action Resource Network. This event is held twice each semester and a range of community organizations are invited; between 300-400 students attend. Staff are more than welcome to attend the events.

Advisor’s Report – Walter Hunter
Joe spoke with Drew Murphy regarding retiree benefits and the difference between RI and MA residents in terms of health care benefits. Joe noted that MA retirees currently are not eligible for the Blue Cross/Blue Chip Advantage Plan and that the Benefits Office is considering options to address this point. SAC will invite Drew to future SAC meeting to discuss this issue as well as other benefits questions prepared in advance by SAC. Karen will send an email to the SAC listserv soliciting questions.

Staff Concerns
There was a staff concern regarding 360 degree feedback of supervisors. Amy suggested better education on the use of the current performance evaluation form under leadership/supervision section. Currently, there is no requirement to do 360 degree feedback at Brown. Joe will discuss this matter with Wendy McRae-Owoeye, Director of Employee Relations and Performance Development.

There was a staff concern regarding the customer service given by Altus Benefit Administrators. Once specifics are forwarded to Joe, he will discuss the matter with Drew Murphy.

There was a staff concern regarding the EEP benefit - specifically the confusion about why the IRS allows $5000 for courses and Brown allows a $2500 benefit. Joe will discuss this with Michele Wise in the Benefits Office.

There was a staff concern suggesting the use of an online anonymous suggestion box. There was a lengthy discussion about maintaining anonymity with this type of feedback tool. Nancy mentioned that this could be set up technically but questioned how it would be administered. Walter mentioned that there is already a mechanism for suggestions and staff concerns at SAC meetings. To resolve this issue, Ruth suggested that O & C make staff aware of how to voice concerns through the SAC website.

The meeting adjourned at 1:25pm.
Staff Advisory Committee Meeting  
June 3, 2008  
11:30am – 1:30pm – Dining Rooms 8&9

Present: Doreen Burgers, Ruth Crane, Ron Dunleavy, Pam DeSimone, Heather Dominey, Jeff Fitton, Deborah Healey, Walter Hunter, Angel Hilliard, Karen Leonard (Chair), Nancy Magers, Lori Maguire, Maritza Martí, Beth Murphy, Chris O’Neil, Joe Samo, Lisa Sheehan, Lea Snyder, Kristen Soule, Alfred Tente, Steve Tompkins, Amy Umstadter, Courtney Wuethrich

Guest: Bert Gordon

Absent: Sarah Peri

Announcements
Karen welcomed group and thanked all the SAC members who volunteered at Commencement. She also asked for a motion to pass the minutes from the 5/13 meeting; Nancy made the motion to pass the minutes, and it was seconded by Chris.

Angel updated SAC members on Staff Development Day and Karen mentioned the ABCs of Volunteering at Brown session that she coordinated.

Karen informed SAC members that she created 2 surveys to send to staff who have been at Brown for 2 years and 5 years, respectively. The goal of these surveys is to determine how SAC is perceived. The surveys will be open until June 20th and she will bring the results back to the full SAC committee. Thus far, about 20% of survey recipients have responded.

Karen also reviewed the process for nominating the SAC Chair for 2009. Once Karen receives the nominations, she will contact all nominees. There will be candidate interviews at the July 15th meeting at the Watson Institute. Each SAC member will have the opportunity to ask questions at the interviews and the voting will be done anonymously through campus mail. June 10th is the nomination deadline.

Subcommittee Reports

Pam DeSimone - Staff Participation Subcommittee
Pam reported that Micaela Hester has been selected for the Campus Planning Advisory Board (CPAB) and Jim Hutchison and Phyllis Hudek were selected for the Human Resources Advisory Board (HRAB). She also informed SAC members that the candidate for the Computing Advisory Board, chaired by Mike Pickett, needs to have an IT background.

Jeff Fitton – Events Subcommittee
The Staff Development Day collection drive was posted on the banner page on 6/3; the collection information is also posted on both the SAC website and the Staff Development Day website. Jeff passed around a sign up sheet for volunteers and the collections will be at Sayles Hall and Wayland Arch (or inside the Sharpe Refectory in case of rain). The Events subcommittee has picked 2 dates for Spooky Skate: October 26th and November 2nd. Events is also working on the 10-year celebration and will be looking at the Nightingale-Brown House and Rochambeau House as possible venues.

Lea Snyder – Outreach & Communications Subcommittee
O&C will make updates to the SAC webpages for events.
Staff Concerns

Bert informed SAC members that the bi-weekly payroll conversion will not take place until the new HRMS system is purchased and installed (scheduled for 2011).

A SAC member reminded the group that staff, as well as students, may access Ruckus, the program that provides music downloads for $5.99/month.

There was a discussion regarding the selection process for sub-committee co-chairs. Ruth informed the group that there were no set rules and chairs are selected informally through meetings or email communications. It is up to each sub-committee to determine the appropriate method and new co-chairs may be selected before or after the new SAC chair is elected.

There was also a discussion regarding the frequency of SAC meetings and Karen reviewed the frequency of other University committee meetings. SAC will review its meeting format in the upcoming months and consider options for reducing the twice/month model. It was decided to table this review until a new SAC chair is chosen.

Advisor’s Report

Joe Samo discussed signage on campus with Mike McCormick, Assistant Vice President for Planning, Design & Construction in Facilities Management. Mike would like feedback from SAC members on the new signage in place around construction sites. One member noted that the mounted maps have been helpful when navigating around campus.

The meeting adjourned at 12:45pm.
Staff Advisory Committee Meeting
July 15, 2008
11:30am – 1:30pm – Watson Institute, McKinney Conference Room

Present: Doreen Burgers, Ruth Crane, Karen Davis, Pam DeSimone, Ron Dunleavy, Jeff Fitton, Deborah Healey, Angel Hilliard, Karen Leonard (Chair), Nancy Magers, Lori Maguire, Beth Murphy, Chris O’Neil, Joe Samo, Lisa Sheehan, Kristen Soule, Alfred Tente, Steve Tompkins, Courtney Wuethrich

Absent: Heather Dominey, Maritza Marti, Sarah Peri, Lea Snyder, Amy Umstadter

Announcements
Karen Leonard welcomed SAC members and introduced Karen Davis, Vice President of Human Resources. Karen Davis made introductory remarks.

Karen L. announced that President Simmons approved SAC’s budget request to fund the 10-year anniversary party in August and Spooky Skate in October. She read the President’s letter to the group. Upcoming SAC meetings include:

• 8/19 Bring A Friend to SAC Day
  Karen L. described the objective of this event and recommended each SAC member bring one friend. Karen L. needs to know by August 1st if SAC members plan on bringing someone.

• 9/9 Brendan McNally
  Karen L. mentioned that Brendan McNally will report on the College Hill Parking Task Force. He will have met with the city by September 9th and give SAC members an update on the status of parking on College Hill.

• 9/23 Toni Tinberg
  Toni will discuss interview ethics with SAC members

Karen L. reviewed the status and nomination process for the SAC Chair for the 08-09 class. SAC members were given ballots with choices and Karen L. will send ballots to those who were absent from this meeting.

Karen L. also reviewed the results of the SAC survey - surveys were sent to staff who have been at Brown for 2 years and 5 years, respectively. The goal of the survey was to determine how SAC is perceived. She reported some common themes:

• Morning Mail is a useful communication tool
• Respondents do not have the time to serve on SAC for reasons including job responsibilities, supervisory pressure, other Brown commitments
• SAC’s accomplishments not readily apparent; however, the longer respondents worked at Brown, the more satisfied and familiar they were with SAC
• Respondents interested in SAC want to be more involved at Brown
• Most respondents heard of SAC but weren’t sure about what SAC does
• Respondents were generally satisfied with SAC

Karen L. suggested that SAC should think about more creative ways to communicate with staff. There were questions from SAC members regarding the survey, particularly regarding the various SAC collection drives.
Subcommittee Reports

Pam DeSimone - Staff Participation Subcommittee
Pam provided the background and objectives for SPS for Karen Davis. Pam reported that Catherine Axe has been named to the Computing Advisory Board. The HRAB asked SPS to have Steve Maiorisi added to the HRAB and SPS endorsed that recommendation. Doreen Burgers will be the new chair of SPS in January.

Jeff Fitton - Events Subcommittee
Jeff provided the background and objectives for Events for Karen Davis. Jeff announced that the 2nd program in the Best of Brown series will be SAC’s 10-year anniversary party at the Nightingale-Brown House on August 27th from 3:00-5:00pm. The anniversary party will be combined with tours of the house, which will take place at 3:00pm, 3:30pm and 4:30pm. Two tour guides will accompany each group of 20 guests. There will be a brief speaking program at the 4:00pm reception, which will also honor Bert Gordon’s service on SAC. President Simmons attendance has not been confirmed. Events will finalize other details including invitations, publicity and displays.

Events is also waiting for confirmation of the Meehan reservation for the 10/26 Spooky Skate party. Jeff also mentioned that Events will meet on 7/22 to discuss the next chair.

Steve Tompkins - Outreach & Communications Subcommittee
Steve provided the background and objectives for O&C for Karen Davis. O&C is currently working on a survey regarding RIPTA usage. Steve asked the group if they’ve received any responses to their email tag lines. One SAC member reported that people have acknowledged the tag line and mentioned SAC. O&C is finishing up their mission statement; when it is complete, they will send it out to all members.

Agenda
A common reason that staff join SAC is to get to know colleagues who work in other areas of the University. In order to learn more about the wide variety of work done at Brown and as an introduction to Karen Davis, SAC members each answered the following 4 questions:
  - Describe your position
  - Describe your favorite work activities
  - Describe your perfect day at Brown University
  - When I retire, how do I want to be remembered?

Staff Concerns
A SAC member informed the group about a concern he received regarding Brown’s daycare benefit. Currently, there are two daycare options for the Brown Community: Taft Avenue Daycare Center (for infants/toddlers age 0-2 years) and Brown Fox Point Daycare Center (3-5 years). The concern involved a disconnect between the 2 organizations because of age restrictions – Taft doesn’t necessarily feed into Fox Point when children become of age.

A SAC member mentioned the challenges that Taft faces because it is a small facility accommodating a maximum of 20 children. Karen Davis mentioned that most Ivies are struggling with this issue and that Brenda Allen recently completed a report on dependent care for Brown. Michele Wise in the Benefits Office also researched outside vendors Brown might consider in order to expand the range of dependent/elder care providers. HRAB and the University will consider this issue further.
SAC members submitted their ballots for SAC Chair at the conclusion of the meeting. The meeting was adjourned at 1:30pm.
Staff Advisory Committee Meeting - Bring a Friend to SAC Day  
August 19, 2008  
11:30am - 1:30pm - Dining Rooms 8&9  

Present: Doreen Burgers, Ruth Crane, Karen Davis, Pam DeSimone, Heather Dominey, Jeff Fitton, Deborah Healey, Angel Hilliard, Nancy Magers, Lori Maguire, Maritza Marti, Beth Murphy, Chris O’Neil, Joe Samo, Lisa Sheehan, Kristen Soule, Lea Snyder, Alfred Tente, Steve Tompkins, Amy Umstadter, Courtney Wuethrich  

Absent: Ron Dunleavy, Karen Leonard, Sarah Peri

Announcements  
Ruth Crane welcomed SAC members and their guests to Bring a Friend to SAC Day.  

Ruth asked SAC members to approve the July 15th minutes; Kristen made a motion to approve the minutes and Steve seconded the motion.  

The Events Subcommittee presented Jeff Fitton with a going away gift and wished him luck in his new position at Johnson & Wales.  

Ruth introduced Amy Umstadter as the new chair of SAC, beginning in January 2009. Amy mentioned that she met with Karen Leonard to review the SAC survey results. A major theme in the survey showed that respondents are wary of the time commitment that SAC requires. Amy would like SAC members to consider shortening the meeting schedule and will send an email outlining some proposed changes to gain feedback.  

Ruth Crane provided SAC guests with an overview of the history and mission of the Staff Advisory Committee. Each SAC member introduced him/herself and introduced their guest. Ruth then introduced Karen Davis, SAC Advisor.  

Karen Davis - SAC Advisor  

Karen began by reviewing her many years of experience working in higher education, social services, public health and human resources. Since arriving at Brown on July 7th, she has spent most of her time talking to colleagues across campus to gain a better sense of the University and its most pressing human resource issues. Karen explained to SAC members that she will be asking them the very same questions she asked in her interviews in order to gather more feedback about human resources at Brown.  

What does Brown’s Human Resources Department do well?  
- Training Department is great – in particular, Judy Nabb and Heather Emerick and the MDP 1 & 2 program  
- HR staff are responsive - one SAC member commented that, if you can’t find it on the HR website, the HR staff are great about answering questions (specifically mentioned benefits, EEP, and training)  
- New Employee Orientation is good – however, another SAC member felt that her colleague’s orientation was lacking because misinformation was given when filling out forms  
- HR sponsors many morale-boosting events such as BEAR Day and Staff Development Day  
- HR is willing to conduct individual training programs for departments, although this is not widely publicized
• HR’s online employment system functions well and is easy to use; it was also mentioned how easy it was to use the student employment system.

What does Brown’s Human Resources Department need to improve?
• Hiring process before the individual is hired needs to be improved. HR should be more proactive and think long term about what departments need for staff positions. HR should work more closely with department heads to determine if open positions meet the department’s long term goals.
• There should be a way to get IT fluency when people arrive on campus.
• The Employee Education Program (EEP) should use a wiki.
• There is no follow up after a staff member receives a degree from the Employee Education Program; there should be a database of the new skills an employee has gained as a result of the EEP.
• The EEP benefit should be increased to include online courses as other universities have done.
• HR should look at each staff member’s benefits allocation and consider if it’s fairly dispersed. Each person should have an annual allocation of benefit dollars.
• HR should fix parking.
• The annual performance review process is not consistent for every department – i.e. the way the process is handled in one department is different from the way it’s handled in another.
• There is little recognition for post docs at Brown.
• There continue to be myths about internal job applicants and their associated pay raises. In addition, external candidates often get hired at a higher rate. Many internal candidates are interested in moving around, but don’t. HR should have an internal recruiting group and make the most use of its current workforce.
• Time sheets are still done on paper, in addition to other forms.
• There is a perception that staff members are overlooked in the Plan for Academic Enrichment.

What is your vision for Human Resources at Brown University and what would your priorities be?
• Establish a cafeteria benefits plan so employees may take advantage of the benefits that are appropriate for them.
• Many staff still don’t understand the scope of their compensation and they don’t understand what it costs the University for each employee to have benefits. HR should issue a total compensation statement (note: HR is in the process of doing that).
• The importance of making a sound decision on the new HR payroll system is important for HR.
• Succession planning is important for HR – HR should do more outreach with departments to plan for the future. Tools should also be in place for employees to take advantage of to manage their own careers at Brown. There is a perception that Brown does not fight hard enough to keep its staff.
• Bio Med is looked at as a different identity, but it is a significant part of Brown. There are extra layers of paperwork and communications for Bio Med staff to get things done.

Subcommittee Reports

Pam DeSimone - Staff Participation Subcommittee
Pam provided the background and objectives for SPS for SAC guests and had no other news to report. Pam also mentioned that Doreen Burgers will take over as chair of SPS in January ’09.
Jeff Fitton – Events Subcommittee
Jeff provided the background and objectives for Events for SAC guests. He also reviewed the plans for SAC’s 10-year anniversary party at the Nightingale-Brown House on August 27th from 3:00-5:00pm. The anniversary party will be combined with tours of the house, which will take place at 3:00pm, 3:30pm and 4:30pm. Two tour guides will accompany each group of 20 guests. There will be a brief speaking program at the 4:00pm reception, which will also honor Bert Gordon’s service on SAC. Jeff also passed out sign up sheets for volunteers.

Events has confirmed October 26th for the Spooky Skate party. Jeff also asked SAC members to consider a future Best of Brown program at the Ladd Observatory. Jeff announced that Lisa Sheehan and Lori Maguire will be the next co-chairs of the Events Subcommittee.

Lea Snyder – Outreach & Communications Subcommittee
Lea provided the background and objectives for O&C for SAC guests. O&C has not appointed a new chair yet for 2009.

Advisor’s Report
Joe Sarno reviewed the new Back Up Care benefit for members of the Brown community that will become effective on 9/1/08.

Staff Concerns
A SAC member mentioned that it would be helpful if there were an electronic forum (wiki, blog, listserv) for current parking pass holders to exchange information on parking assignments, or swap assignments, if necessary. The Transportation Office endorsed this forum, however, Steve suggested that it might be more useful if SAC waits for the returns from its RIPTA survey before meeting with the Transportation Office.

The meeting was adjourned at 1:30pm
Staff Advisory Committee Meeting  
September 9, 2008  
11:30am – 1:30pm – Dining Rooms 8&9

Present: Doreen Burgers, Ruth Crane, Karen Davis, Pam DeSimone, Heather Dominey, Ron Dunleavy, Deborah Healey, Angel Hilliard, Karen Leonard (Chair), Nancy Magers, Lori Maguire, Maritza Marti, Beth Murphy, Chris O’Neil, Sarah Peri, Joe Samo, Lisa Sheehan, Kristen Soule, Lea Snyder, Alfred Tente, Steve Tompkins, Amy Umstadter, Courtney Wuethrich

Absent: None

Announcements
Karen Leonard welcomed SAC members and SAC alums to the meeting.

Karen asked SAC members to approve the August minutes; Ron Dunleavy made a motion to approve the minutes and Kristen seconded the motion.

Karen recommended using the SAC listserv to bring up staff issues – it is a good tool to use between meetings when concerns are raised.

Angel Hilliard – Brown Gives Green Charities Drive

Angel gave an overview of the Brown Gives Green Charities Drive campaign that begins in early October with an announcement from President Simmons. This year’s administrative co-chair is Karen Davis, VP of Human Resources; the faculty co-chair is Mary Ann Doane from Modern Culture & Media. In 2008, Angel mentioned that approximately 7% of our staff and faculty raised $178,176, exceeding the $150,000 original goal. Brown’s charity partners are the United Way of Rhode Island and The Fund for Community Progress.

Given the state of our economy this year, Angel reviewed several strategies to use the Charities Drive budget dollars more effectively and, at the same time, increase the level of participation among members of the Brown community, and maintain or exceed the 2008 goal. The strategies included:

- Branding the campaign, “Brown Gives Green”
- Appointing 20+ site coordinators to increase awareness
- Adding a Change for Change program to collect spare change
- Department challenges to increase participation
- New and improved website
- Online form to payroll-deduct your donation
- Prizes for first-time donors and others to incentivize giving

Brendan McNally – Brown Parking Task Force

Karen introduced Brendan McNally, Special Assistant to the Executive VP for Planning, Dick Spies. Brendan began by mentioning that The College Hill Parking Task Force was created at the request of the Providence City Planning Commission in 2006 to examine parking and traffic issues on College Hill and to develop recommendations that would address the needs and concerns of all members of the community.
The Task Force worked collaboratively with representatives from institutions (i.e., Brown & RISD), schools (i.e., Moses Brown & Wheeler), neighborhood groups (i.e., College Hill Association), city officials, RIPTA, and the court complex to improve the parking situation on College Hill.

Brendan reviewed the interrelationship between demand (how many cars that need spaces) and supply (how many off and on street spaces exist) on College Hill. He also mentioned several Brown initiatives (costing $1.2 million) that have been implemented, including:

- safeRide for Brown & RISD shuttle service
- RIPTA’s UPass program
- Carpooling support (including Guaranteed Ride Home)
- Zip car rentals
- Bike to Brown

The findings from the Task Force showed that there is adequate on and off street parking to meet the current demand. They developed 5 recommendations:

1. Implement comprehensive plan for on street parking that includes more all day parking, more short term parking on Thayer Street, adding long term parking in neighborhoods and the installation of parking meters in the core zone to regulate all day parking;
2. Increase the use of public transportation;
3. Further decrease the demand for parking by encouraging more carpooling and providing incentives to promote commuting to work by bike.
4. Improve safety and efficiency of College Hill streets
5. Enhance parking enforcement

SAC members brought up several transportation challenges they have faced - for example, careless pedestrian crossings, jay walkers, jay (bike) riders, safety and signage in the Jewelry District, and lack of snow removal. Brendan agreed that an education component is necessary to ensure the safety of bikers and pedestrians.

The report was submitted to the City of Providence and professional planners are reviewing it now to ensure it has correctly addressed the transportation issues on College Hill.

The website is www.collegehillparking.org.

Discussion: SAC Meeting Schedule

Amy Umstadter reviewed the results from the informal survey she took regarding altering SAC’s meeting schedule. The amended schedule as proposed would feature one full SAC meeting on the first Tuesday of each month and a second meeting on the third Tuesday of each month that would be split between a full committee meeting and subcommittee meetings – all held in one room. Her findings indicated that a majority of SAC members were in favor of a change to the current meeting structure.
SAC members discussed the pros and cons of the proposal – one member indicated that having all SAC members together in one room for a subcommittee meeting would be beneficial because oftentimes they have questions for each other. A concern was brought up regarding maintaining cohesiveness among group members - on this point a suggestion was made to address this concern by holding a SAC “retreat” in January. Also, it was suggested that the “group” subcommittee format would not work for SPS – to address this concern, it was determined that SPS will continue to meet on an ad hoc basis. O&C was concerned about communicating the time commitment to prospective SAC members - via the SAC website; a suggestion was made to define it as a maximum hourly commitment only. Amy will work on the appropriate language for communicating the time commitment and get back to Lea. A vote was taken and SAC members unanimously agreed to adopt the new format beginning in January 2009.

Amy and Karen also asked SAC members to consider inviting non-SAC members to seek out volunteer opportunities at SAC events (i.e. staffing the Benefits Fair tables) to get more leverage from those who want to serve the University.

Amy also challenged SAC members to think about how to work smarter using technology. There was a discussion of incorporating wikis and blogs onto the SAC web pages. Angel will follow up with Lea so that she can review the wiki the Onboarding Committee is using.

Subcommittee Reports

Pam DeSimone – Staff Participation Subcommittee
There was no subcommittee report from SPS.

Lisa Sheehan – Events Subcommittee
Lisa thanked all those who helped with SAC’s 10-year anniversary party at the Nightingale-Brown House on August 27th. There were approximately 120 guests and the NB House conducted 3 tours with 17 people in each tour. President Simmons attended the event and was pleased with the way it turned out.

Lisa also reported that Events will be working on their next program on October 26th – The SAC Spooky Skate party.

Lea Snyder – Outreach & Communications Subcommittee
Lea and Steve updated SAC’s website with pictures from SAC’s 10th anniversary garden party. She will also add updates on SAC’s Spooky Skate party on October 26th and the President’s Family Football game on October 25th.

Advisor’s Report - Karen Davis
Karen informed SAC members that HR is currently reviewing vendors for the payroll replacement project. Two vendors have made presentations and the review team will review 2 more in the upcoming weeks.

The meeting was adjourned at 1:30pm
Staff Advisory Committee Meeting  
September 23, 2008  
11:30am - 1:30pm - Dining Rooms 8&9

Present: Doreen Burgers, Ruth Crane, Ron Dunleavy, Pam DeSimone, Heather Dominey, Deborah Healey, Karen Davis, Karen Leonard (Chair), Nancy Magers, Lori Maguire, Maritza Martí, Beth Murphy, Joe Samo, Lisa Sheehan, Lea Snyder, Kristen Soule, Alfred Tente, Amy Umstadter

Guest: Toni Tinberg

Absent: Sarah Peri, Courtney Wuethrich, Chris O’Neil, Steve Tompkins, Angel Hilliard

Announcements
- Karen welcomed group and asked for a motion to pass the minutes from the 9/9 meeting; Amy made the motion to pass the minutes, and it was seconded by Nancy.
- Karen reminded everyone that our next meeting is on October 7 at 121 South Main, Room 247.
- Karen is still taking feedback for Brendan McNally on his presentation of the College Hill Parking Task Force.
- Amy gave a nomination update; 8 received so far, half from SAC members. Folks were encouraged to continue to nominate and spread the word about open applications on October 3.
- Amy asked each subcommittee to select one representative to sit on the Member Selection Board. Responsibilities include reading through applications, participating in review discussions, and submitting 10 new members and 5 alternates for voting by the full committee.

Subcommittee Reports

Lea Snyder – Outreach & Communications Subcommittee
- Updates have been made to the SAC webpage to include nomination information in two places.
- O&C will begin to analyze data from the RIPTA survey (over 350 responses).
- O&C has voted on their mission statement, which is: Working collaboratively, the Outreach and Communication subcommittee fosters communication, increases the Staff Advisory Committee’s visibility, and engages Brown staff members in the University community.

Pam DeSimone – Staff Participation Subcommittee
- Nothing to report

Lori McGuire – Events Subcommittee
- Spooky Skate is on 10/26 from 2-4pm; bring-your-own skates. SAC members were asked to donate a Halloween decoration that can be taped up around the rink by our 10/21 meeting. Events hopes to have some give away prizes - like Brown Hockey tickets.
- Benefits/Wellness Fair is on 10/31 from 8am-3pm. SAC members were asked to think about signing up to work a one-hour shift, along with a Bring-A-Friend volunteer.
- Next Best of Brown Event at Ladd Observatory (January) is being investigated.

Toni Tinberg – Conducting an Effective Interview
Toni discussed what should be done in preparation of an interview. One should start with reviewing the current job description and familiarizing yourself with the position summary and minimum required qualification. This will help in drafting interview questions. She also stressed the
importance of asking questions that are objective, job-related and legal, and keeping questions consistent for all candidates. She mentioned that the Employment team is available to help you craft questions. Toni also pointed out the differences between traditional and behavioral Interviews and gave tips on how to prepare experience-based questions that will elicit responses that will better predict future behavior and performance. She encouraged interviewers to take notes, be perceptive and not to talk too much. She also offered some reflection questions to evaluate one’s process after the fact.

SAC members asked a variety of questions, including:

**Q:** What do you do if a candidate offers too much personal information  
**A:** Thank them for sharing but return to the prepared list of questions. Also, try to relate their issue with a job-related competency.

**Q:** When do I tell my boss I’m leaving?  
**A:** Answer varies, depending on the situation. If the candidate is dissatisfied in their current job, perhaps if information is shared earlier rather than later, some changes could be made to accommodate or improve the situation. If the job is simply a bad fit, sometimes sharing news of your wish to leave can create an even less comfortable environment, so that it might be better to delay the conversation only after you’ve actually been interviewed or invited for a second interview. Some tension can result whenever you tell your supervisor that you are looking, often due to the stress of a staffing deficit a manager will have to face when a team member departs. A SAC member suggested that Department should focus on cross-training to ease these situations.

**Q:** If I am called as a reference, what am I obligated to share?  
**A:** The rules of interviewing also apply to references – do not share anything that would be inappropriate in an interview.

**Q:** Some staff members do not perform well in interviews—is there a class they can take? Also, should we notify HR?  
**A:** Yes - Staff Development Day offers a Your Next Move at Brown session. Also, please feel free to give HR feedback on any candidate. They will pass the information onto the candidate when appropriate.

**Advisor’s Report – Karen Davis**  
Discussions at the October Corporation meeting will likely include and be impacted by the country’s current economic condition. Other likely topics include Phase II of the Plan for Academic Enrichment, the Undergraduate Curriculum Review and Brown’s NEASC self-study.

URC has started meeting for the current academic year. The economy will likely play a role in URC’s decisions as well.

Risk management is now under the purview of Russell Carey, Senior Vice President for Corporation Affairs & Governance. The Risk Management group is currently finalizing a “Business Continuity and Disaster Recovery” plan. The aim of the plan is to establish how Brown communicates during emergencies, to identify systems that must be maintained to allow us to do our work during emergencies, to categorize the types and potential severity of emergencies and have action plans ready in the case of the same.

**Staff Concerns**
• The shuttle takes too long. The route was recently extended by two stops, yet the amount of vans on the road has been reduced by one. This is no longer a time-saving travel option.
• The Shuttle doesn’t actually stop at Davol Square - staff must cross a busy intersection that lacks pedestrian crossings to board.
• The Ivy Room is overcrowded with students. Staff have limited time for lunch; they have to spend a long time in line competing with students for service. Staff would greatly appreciate a venue to dine or have lunch meetings with other faculty/staff.
• The issue of whether Dining Services should accept credit/debit cards at the VW and Refectory was raised. Lea noted this would be a large undertaking and recommended we promote the option to put money on your Brown ID instead.
• Many issues were raised about parking comments. Any additional parking related issues should be forwarded to Karen L. She is gathering info to draft a letter to Brendan McNally.
Staff Advisory Committee Meeting  
October 7, 2008  
11:30am – 1:30pm – 121 South Main Street

Present: Ruth Crane, Pam DeSimone, Heather Dominey, Deborah Healey, Angel Hilliard, Karen Leonard (Chair), Lori Maguire, Marita Marti, Sarah Peri, Lisa Sheehan, Kristen Soule, Lea Snyder, Alfred Tente, Amy Umstadter, Courtney Wuethrich

Absent: Doreen Burgers, Karen Davis, Ron Dunleavy, Nancy Magers, Beth Murphy, Chris O’Neil, Joe Samo, Steve Tompkins

Announcements
Karen Leonard welcomed SAC members to the meeting.

Karen L. asked SAC members to approve the September minutes; Lori made a motion to approve the minutes and Deb seconded the motion.

Amy gave the group an update on the SAC nominations. To date, 19 nominations were made and 8 applications have been received. The application period closes on October 17th. All candidates who were nominated were sent an email reminder and time schedule regarding the application process. Joe Samo and Karen Davis will sit on the selection committee with several other current SAC members. Karen L. and Amy attended the Academic and Administrative Manager Meetings and the Administrative Leadership Group Meeting to encourage nominations.

Karen L. announced that the Ambassador Program on November 18th is entitled, “Giving Back to Brown.” Ruth Crane and Pam DeSimone volunteered to participate in a panel discussion with the Ambassadors; there are additional seats on the panel if anyone else is interested.

Karen L. read SAC’s letters to Beth Gentry and Brendan McNally and asked members for feedback. Amy suggested including, in the letter to Beth, the idea of adding a shuttle stop within the Davol Square lot. Stopping within the lot would improve safety, rather than having passengers cross Eddy Street. Pam brought up the BDH article that mentioned the under utilized satellite parking lot for students and suggested that this be included in the letter as well. Lea agreed that promoting this lot to staff would alleviate the parking problem in the Jewelry District. Karen will add these suggestions.

Karen L. is also working on an email to Gretchen Willis regarding overcrowding in the Ivy Room. Lea suggested adding information on swiping credit cards at the Ivy Room to this email.

Discussion: SAC members split into 3 working groups to discuss two topics: SAC’s mission and guiding principles and SAC subcommittee structure

SAC’s Mission & Guiding Principles Discussion

Group 1 Report - SAC is fulfilling its mission but their role as an advisor comes into question. This group saw SAC’s role as more of a sounding board when decisions have already been made. They recommended having more visibility in front of the senior administration so those making decisions would know how to best utilize SAC (i.e. the decision to postpone the conversion to 26 paychecks). Group members also felt that SAC does a good job placing staff on committees, but it would be helpful if an SPS member could sit in on a committee meeting, such as HRAB. To further increase visibility, group members also recommended the following:
• Opinion boxes around campus
• SAC pins
• Testimonials on website (“what can SAC do for you?”)

**Group II Report** – Overall, SAC’s donation drives, Best of Brown Series, and service component (i.e. Rebuilding Together) work well. Group II felt that SAC does an excellent job developing activities and encouraging staff to participate in those activities. Group members also reported that SAC committee appointees should report back to SAC members about their experience serving on Brown committees and they endorsed an anonymous suggestion box on campus. Another suggestion was made to have a periodic “SAC Fact” in Morning Mail to increase SAC’s visibility.

**Group III Report** – These group members felt that SAC plays an influential role in the decision making process at Brown. They also endorsed the idea of inviting SAC committee appointees to report back to SAC (or have a testimonial on the website) about their experience. Group members reported that SAC is under represented in certain departments and suggested reviewing membership statistics. There was also a suggestion to survey the senior administration regarding what SAC can do for them (i.e., use SAC as a focus group).

**SAC’s Subcommittees Discussion**

**Group I Report** – This group suggested that SAC members should review the work among all committees to better use people’s talents and achieve a more balanced approach to the work that is done. They also endorsed the newly proposed SAC meeting format to help facilitate communications between subcommittees.

**Group II Report** – Members of Group II suggested combining the O&C and Events subcommittees because of their similar work. They also recommended having one person designated to update SAC’s website. They felt that SPS needs to be on its own and should be the way all committees get volunteers. Pam mentioned that she is concerned about the issue of confidentiality at open meetings when SPS selects a staff member to serve on a University committee.

**Group III Report** – This group suggested that, on the days that subcommittees meet, the meetings should take place at 121 South Main Street conference room. They also suggested that SPS members could serve as floaters on the days that subcommittees meet when they don’t have a specific agenda. Group members reported that there is a need for a technology coordinator on SAC – maybe one who floats among subcommittees depending on their needs. They suggested having SAC’s Recording Secretary play a dual role as the technology coordinator. There will be a further discussion about the role of the technology coordinator.

**Subcommittee Reports**

**Pam DeSimone – Staff Participation Subcommittee**
There was no subcommittee report from SPS.

**Lisa Sheehan – Events Subcommittee**
There will be two October events: a family football event on October 25th and SAC’s Spooky Skate on October 26th. Food has been ordered for the Spooky Skate and Events is waiting to hear from Athletics about prize donations. Events will be meeting next week to discuss the Holiday Bazaar donations.
Lea Snyder - Outreach & Communications Subcommittee
Lea is processing the results from the RIPTA survey and will send them to the SAC listserv. Sarah Peri will be O&C’s chair next year. Amy and Lea have been working on a wiki for SAC and Lea also mentioned that the web page has been updated.

Advisor's Report
There was no advisor's report.

The meeting was adjourned at 1:30pm
Staff Advisory Committee Meeting Minutes
October 21, 2008
11:30am – 1:30pm - Dining Rooms 8 & 9

Present: Ruth Crane, Karen Davis, Pam DeSimone, Heather Dominey, Ron Dunleavy, Deborah Healey, Angel Hilliard, Karen Leonard (Chair), Nancy Magers, Maritza Marti, Beth Murphy, Lori Nascimento, Sarah Perl, Joe Samo, Lisa Sheehan, Kristen Soule, Lea Snyder, Alfred Tente, Steve Tompkins, Amy Umstadter, Courtney Wuethrich

Absent: Doreen Burgers, Chris O’Neil

Announcements
Karen Leonard welcomed SAC members to the meeting.

Karen L. reminded the group about Spooky Skate, which will take place on Sunday, October 26th from 2:00-4:00pm in Meehan Auditorium. A Morning Mail announcement was published last week and there will be another Morning Mail reminder on Friday.

Karen L. thanked all those who volunteered for Family Football Day on October 25th. She reminded all SAC members to bring invitations to gain entrance into the food tent (Family Football Day is sharing the food tent with the Sports Foundation, and it is also Family Weekend at Brown).

Karen L. announced that the Wellness Fair will take place on October 31st and a few volunteer spots remain open. If anyone wants to volunteer, please contact Lori. SAC needs 3 volunteers for each one hour shift and the duties involve guiding and greeting. Karen L. also mentioned that Benefits Open Enrollment started; the online feature does not work with Firefox, only Internet Explorer. Lea suggested filing a ticket with CIS so they can look into this.

Amy gave the group an update on the SAC nominations; 23 total applications have been received. Of the 23 applications, 18 were from those who were nominated. Members of the selection committee will receive packets electronically from Amy. Last year there were 17 applications.

Agenda
Karen L. began the agenda by discussing the November 11th meeting with President Simmons. She asked SAC members to make suggestions regarding SAC’s accomplishments for the year. The following ideas were generated:

- Best of Brown Series
- Served as a focus group for HR payroll decision
- Served as a focus group for human resources at Bring-a-Friend discussion
- Managing change with SAC’s new advisors
- Donation drives at Staff Development Day and Holiday Bazaar
- Placed staff on several committees
- Worker Appreciation Day
- Rebuilding Together at School One and Christian Science Monitor article
- Live feedback to all SAC meeting guests
- Given voice to staff concerns
The following questions were generated for President Simmons:

1. How will the economic downturn affect staff?
2. How can staff help her along with the Plan for Academic Enrichment?
3. Does SAC's mission statement reflect what she wants this group to focus on?
   (Karen Davis suggested sending her SAC’s mission statement in advance)

A suggestion was made to bullet themes about what has been on the minds of staff; Karen L. suggested emailing her if SAC members think of any further discussion questions.

The next topic on the agenda was a review of all SAC subcommittees – their current charge, core activities, new activities and the skills SAC members need to serve on that subcommittee.

**Events Subcommittee Review** – Lori reported that the mission for the Events Subcommittee is too vague – they added “plan and organize events to engage the University community.” The core activities for the Events Subcommittee are Rebuilding Together, Holiday Bazaar, Best of Brown Series, Family Football Game, and the Benefits Fair. The new activities they will focus on include the Best of Brown Series, a staff newsletter, and creating fun facts about staff. The skills that would be helpful to have to serve on this subcommittee include Brown networking skills, event planning, negotiation skills, volunteer management, brainstorming and writing. Lori mentioned that the new meeting format will help Events because, oftentimes, they rely on Outreach & Communications for support.

The biggest challenge that the Events Subcommittee faces is asking for volunteers to help manage events. A suggestion was made to involve SAC alums and even non-SAC members when soliciting volunteers. A member also suggested keeping a database of volunteers. Pam DeSimone mentioned that she has started a list.

There was a discussion about involving the University community to get ideas for future events. Karen L. suggested an electronic suggestion box on SAC’s website for the Best of Brown Series, for example. A concern was brought up about the anonymity of suggestions. Ruth Crane cautioned that suggestion boxes need to be maintained effectively.

**Staff Participation Subcommittee Review** – Pam reported that the current charge of SPS does not reflect what they actually do, which is to facilitate the placement of a diverse group of staff on University committees while adhering to the guidelines each committee requires. A new activity they would like to address is gaining feedback from staff who have served on committees and tracking committee involvement. SPS would also like to create and maintain a volunteer list/database. The skills that would be helpful to have to serve on this subcommittee include good judgment in placing staff on committees, sound decision making skills and experience with reviewing applications or resumes.

There was a discussion regarding volunteer recruiting and whether to include that in the SPS mission statement. Joe suggested having project managers place “ads” on SAC’s web pages to advertise for volunteers – similar to Craig’s List. There was a suggestion made to have a University-wide list of volunteers that SPS would maintain, independent of those staff who have applied for University committees. There was also a suggestion made to have a moderated listserv for volunteers to put people in touch with each other – it would serve as a conduit between those who need volunteers and those who want to volunteer; there could even be a link to the Swearer Center.

SPS members are concerned about the new meeting format and the issue of confidentiality. There was a suggestion made to divide DR 8&9 into 2 rooms during the subcommittee
discussions. There was also a discussion about having SPS members sit on other subcommittees when there are no University committee placements to be made. SPS could serve as an ad-hoc committee with members also serving on O&C or Events as well. SPS could also serve as the data-keepers for all past applicants and members of SAC.

Outreach & Communications Review – Lea reviewed the charge of O&C which is to oversee and make recommendations on communications, including print communications and the SAC web, and to make recommendations on facilitating communications between the University staff, SAC and the senior administration. Their revised mission follows: “Working collaboratively, the Outreach & Communications Subcommittee fosters communication, increases the President’s Staff Advisory Committee’s visibility, and engages Brown staff members in the University community.” Their current activities include web polls/surveys, Morning Mail announcements, SAC website maintenance, recruiting for SAC and writing letters to staff or departments. New activities they would like to work on include:

- Working closely with all subcommittees and special SAC subgroups to draft and initiate SAC communications
- Quarterly staff profiles
- Traveling SAC show
- Quarterly SAC electronic publication
- Consideration of a person who specializes in technology to conduct design and upkeep of SAC’s electronic communications

Helpful skills to possess if serving on this subcommittee include knowledge of the web design software, Contribute; Wiki development and upkeep, general interpersonal skills, creativity, networking, dependability and teamwork.

There was a lengthy discussion about maintaining SAC’s website. Karen Davis suggested that HR staff could possibly help with that. Ruth Crane suggested looking at applicants and tapping current members’ expertise to do the maintenance – it also might serve as a good professional development opportunity. There was also a suggestion made to have each subcommittee take ownership of updating the web with their pertinent information. Lea also mentioned that the current site is not set up to do forms. PAUR created the original site – Ken Zirkel is the contact.

Subcommittee Reports

There were no subcommittee reports.

Staff Concerns

A question was raised about smoking on campus. The smoking policy states that individuals have to be 35 feet from a building in order to smoke. There was a discussion about enforcing this policy and the difficulty smokers have because many buildings on campus are so close to each other. Karen L. will contact this person to define the issues more clearly.

Advisor’s Report

Karen Davis mentioned that there will be two email communications regarding the financial crisis: one from President Simmons with the Corporation’s response, and one from Karen D. regarding resources and support for faculty and staff. Karen D. also reported on the Corporation meeting she attended and how Brown’s financial position will affect faculty and staff.

The meeting was adjoumed at 1:30pm
Staff Advisory Committee Meeting with President Simmons  
November 11, 2008  
11:30am - 1:30pm - Crystal Room  

Present: Doreen Burgers, Ruth Crane, Karen Davis, Heather Dominey, Ron Dunleavy, Angel Hilliard, Karen Leonard (Chair), Nancy Magers, Lori Nascimento, Beth Murphy, Sarah Perl, Joe Samo, Lisa Sheehan, Kristen Soule, Lea Snyder, Alfred Tente, Amy Umstadter, Courtney Wuethrich  

Absent: Pam DeSimone, Deborah Healey, Maritza Marti, Chris O’Neil, Steve Tompkins  

Guests: Ruth Simmons and Brenda Allen  

Announcements  
Karen Leonard welcomed SAC members to the meeting.  

Karen L. announced that Angel Hilliard will be resigning her position as SAC’s recording secretary; Lisa Sheehan recommended a replacement.  

Amy gave the group an update on the SAC nominations. A slate of 10 names was sent to President Simmons’ office for her approval; Amy is awaiting confirmation.  

Subcommittee Reports (11:30 a.m. - 12:00 p.m.)  

Doreen Burgers - Staff Participation Subcommittee  
Doreen mentioned that a Morning Mail was published last week seeking six staff participants for the Excellence Award Selection Committee. There are also two openings on the Public Safety Oversight Committee, but Doreen needs more information about term limits and responsibilities before she advertises for them.  

Lisa Sheehan - Events Subcommittee  
SAC’s Spooky Skate on October 26th was successful; there were about 50 adults and children in attendance, even though the temperature outside was nearly 70 degrees! Next year, Events will consider a winter skating event because the weather would be more conducive. Lisa also reported that there were 1500 in attendance at the Benefits Fair on October 31st.  

Events decided that all of the Holiday Bazaar donations will be directed toward the Rhode Island Community Food Bank.  

The next “Best of Brown” will be to view the crescent moon that is closest to Venus (exact name of event to be determined). This event will be held at the Ladd Observatory on January 29th from 5:30-7:30pm and there will be stations set up for viewing through telescopes both inside the observatory and on the roof.  

Lea Snyder - Outreach & Communications Subcommittee  
Lea is wrapping up the results from the RIPTA survey. Karen L. asked if the responses could be summarized in terms of percentages. The O&C subcommittee will meet before the end of the year to conclude its business for the year.  

Amy mentioned that she will schedule someone in CIS to present a tutorial to SAC members on using wikis to communicate. Lea recommended contacting Computer Education to present a tutorial.
**Staff Concerns**
A question was raised about the hiring pause currently in effect at the University. Karen Davis reviewed the plans for filling vacant positions during the pause with SAC members and mentioned that there will be a more specific communication to the community next week.

Karen Leonard mentioned that a town hall meeting to discuss the financial crisis with members of the President’s cabinet would be greatly appreciated by staff members. Amy also noted that SAC would be an ideal forum for vetting ideas about ways to save money at the University.

**Meeting with President Simmons (12:00 p.m. to 1:30 p.m.)**
SAC’s annual meeting with President Simmons began with Karen Leonard’s presentation of “SAC’s Year in Review”. In her presentation, Karen L noted SAC’s key accomplishments over the past year, including:

- Rebuilding Together for School One in Providence
- SAC’s 10-year anniversary
- Best of Brown Series

She also reviewed SAC’s revised Mission Statement and Guiding principles with the President and noted SAC’s changes to its meeting format.

Brenda Allen remarked that the School One project was indeed successful and the school’s administrators were enormously grateful for the time Brown volunteers devoted to improving their classrooms and other key areas.

President Simmons mentioned her interest in having SAC members work on projects that address the unique period of time we are in. She suggested that all members of the community think hard about what is most essential and what adds value – all future programming should be put to this test. Brenda would like SAC to work together with the Diversity Advisory Board and the Brown University Community Council to take on a leadership role for volunteer opportunities.

Brown’s first obligation is to be well prepared and not behave irrationally in these extreme conditions. The President mentioned that, historically, universities show incredible resilience in the worst situations (i.e. Brown University during the Civil War). When universities are called upon to respond at difficult times, they have an amazing capacity to create unique solutions.

President Simmons also commented on the program she created at Smith College on financial literacy. She suggested that we may offer a similar program at Brown and that SAC members could help implement it. Brenda will work with Karen Leonard on bringing the Smith College representative to speak at Brown about the fundamentals of managing your personal finances. Lea suggested that if a series like this were offered, we should be flexible with the programming and offer it both online and in-person.

**Questions and Comments**
Ruth C. mentioned that staff members were grateful for the email communications that have already been sent with information on Brown’s response to the current financial crisis. Lea agreed that it is important to be proactive with communications so people feel reassured.

Nancy mentioned that the current financial climate might present opportunities for Brown. The President mentioned that it is important to have a process to make sound financial decisions that includes checks and balances.
Ruth C. asked if there were plans to cut back on employee programs such as BEAR Day or Staff Development Day. The President cautioned us to create programming that is commensurate with the economic climate. She noted that BEAR Day will take place, as planned, on February 6, 2009, but we should consider how we can scale it back to fit within the context of the current economic crisis.

Kristen asked about the impact of the crisis on students and their financial aid packages. The President stated that the University will continue its policy of need blind admissions. Brown will continue to review the financial aid needs of students and has extended the period normally allotted to students to pay their outstanding tuition balances.

Karen Davis mentioned that the University will form an organizational review committee to look at staffing levels in departments. She also mentioned that Beppie’s office has created a website as a mechanism for collecting suggestions about savings and expenditures at Brown.

Ron asked President Simmons if she could address staff members on a regular basis regarding the current financial crisis.

Brenda and Karen Leonard will also work on creating a forum/town meeting for this December. The panel members will include the President, as well as members of the senior administration.

Ron also suggested we establish a relationship between Brown and the Rhode Island Community Food Bank.

Ruth C. said that Whole Foods Market has started a food bank at Hope High School and suggested that Brown could engage in a similar partnership with Providence schools.

Amy suggested that SAC have a volunteer drive to train volunteers to reach out to the community. President Simmons agreed that SAC could do something campus wide, or community wide because now is the moment for true leadership.

**Advisor’s Report**

There was no advisor’s report.

The meeting was adjourned at 1:35pm
Staff Advisory Committee Meeting  
December 2, 2008  
11:30am-1:30am

Present: Doreen Burgers, Gloria Correra, Ruth Crane, Karen Davis, Pam DeSimone, Heather Dominey, Ron Dunleavy, Deborah Healey, Karen Leonard (Chair), Nancy Magers, Maritza Marti, Beth Murphy, Lori Nascimento, Chris O’Neil, Sarah Peri, Joe Sarno, Lisa Sheehan, Kristen Soule, Lea Snyder, Alfred Tente, Amy Umstadter, Courtney Wuethrich

Absent: Steve Tompkins

Proposal to remove Columbus Day from academic and administrative calendars
Karen Leonard opened meeting by introducing guest panel: Reiko Koyama ’11; Jerry Wolf Duff Sellers ’09; Kisa Takesu, Associate Dean of Student Life; Donna Mitchell, Administrative Manager, Africana/Rite and Reason.

Reiko spoke about history of Columbus and atrocities he committed against the Native Americans. Reiko pointed out that Harvard is the only other Ivy institution that observes Columbus Day. Reiko acknowledged that changing the academic calendar can pose minor inconveniences, but it can be made to work. Reiko is hoping that the local school districts follow Brown’s lead.

Donna Mitchell, a RI Native American, spoke about the neighborhood surrounding Brown University and all the changes that she has seen at Brown. Donna sees the election of Barack Obama as President of the United States as a sign that people are ready to open their hearts and embrace diversity. This is the beginning of an opportunity for the next generation to unite all peoples so their true histories can be shared and known.

Also present was Jerry Wolf Duff Sellers, ’09, a representative from Native Americans at Brown; he feels that change can be brought about through education.

Karen L. then opened discussion up to the floor.

Lea felt that it would be more than a minor inconvenience to eliminate this holiday noting that it would be difficult for staff to arrange for transportation (RIPTA has a holiday schedule) and child care. A member suggested that perhaps there could be a swap with Presidents Day.

Kristen complimented the panel on their presentation noting that she agrees entirely with their position on Columbus Day. Jerry Wolf Duff Sellers wants to work with administration to find a date for Indigenous Peoples Day. Karen Davis, compelled by the facts, would like to seek alternatives to a Columbus Day holiday.
Another SAC member asked if the group has reached out to other schools and universities in the area. Panel members assured SAC that they have spoken to other universities.

Joe Sarno mentioned that it may be difficult to persuade unions to change a benefit in their contract, and noted that there are 2 contracts that make mention of Columbus Day.

A SAC member pointed out that with the staff hiring pause, it would be difficult to tell staff that they have one less holiday; it would be hard for staff to take this change with all that is going on in the University. A floating holiday or a new holiday (i.e., Presidents Day) would help.

Nancy asked the panel what they envision; i.e., do you see increasing amount of awareness on campus, events geared toward Native Americans and not Columbus? Jerry Wolf Duff Sellers suggested that what they are trying to do is create a dialog, to include staff and faculty. Donna Mitchell mentioned that she gave a Staff Development Day seminar called “History in Your Own Back Yard.” She hopes to give the seminar every year.

Rieko commented that educating staff is key and added that perhaps a floating holiday can be a wonderful solution. She asked if SAC would solicit feedback, perhaps from a SAC survey, and noted that it would be helpful to have a sense of what will be done next.

Karen D. mentioned that SAC provides input to the administration and that the committee could write a letter - generally supportive, but including its implementation concerns - to the President.

The panel suggested that there will be a faculty meeting in February and asked SAC if it should make its presentation to faculty. Several SAC members agreed that it should be mentioned at the faculty meeting.

Karen L. suggested to SAC members that the conversation be continued via email. SAC would let presenters know how things are going. Karen L. thanked the panel for speaking with SAC.

**ADVISOR’S REPORT**

**Hiring review and hiring pause**

Karen D. discussed the vacancy review process and gave an update on the hiring pause. Regarding vacant positions, if a department wants to fill a vacant position(s) - with a temp or with a regular employee - it must fill out the vacancy review form for submission to the vacancy review committee (VRC). The VRC has reviewed 20 requests thus far and has approved roughly 5. Those positions that impact life and safety issues have been approved. The VRC may continue through the end of the current academic year. It is a relatively painless way to save some money - a way to start to see potential for better organizational structure.

The organizational review committee (ORC) met just a week ago. This group is able to think about and identify potential areas for review. The ORC is charged with gathering information and new ideas and
will meet with other groups to do so. Beppie set up a web site for cost saving ideas, which will go to the committee. The review committee will probably spend December and January gathering ideas from past meetings with groups like SAC and present these ideas to Ruth Simmons.

Karen D. mentioned that as far as capital projects are concerned, money has to be in hand before new projects are started. The University is looking at where we are spending the most money and where we can save; everyone has to share in this effort. There has been a lot of talk about getting the word out as to the seriousness of the situation. It hasn’t really impacted us yet; no one has done anything really painful yet. The value of the endowment is down 33%. As economy worsens, more students will be asking for financial aid and more students will be eligible.

Karen D. then took questions and comments from SAC members.

Ron asked about positions that he has before the review board; he wanted to know their status.

Sarah mentioned that staff check in with her for updates and that they are concerned and anxious. She asked if there is an established communication schedule.

Karen D. responded by saying that there is not much more to say since the last meeting with Ruth Simmons. No decisions have been made about communications. The University hoped that the election of a new President (U.S.) would stabilize the stock market. Karen D. can see that the hiring pause will last at least through January and then perhaps there will be an announcement.

Sarah also asked about merit increases, which are still under discussion. If the decision is made to eliminate merit increases for FY10, will union employees get their contracted increases? Sarah is concerned about staff being pitted against staff and wants to let them know it is being discussed.

Joe Sarno responded by saying that contracts are effective through 2009, 2010 and 2011 and that it would be tough to persuade unions to reopen contracts.

Karen D. said Beppie is plotting the next 5 years and looking at tuition, endowment and staff to determine what the deficit will be so that changes that make sense can be made. Changes will be for effectiveness, as well as cost savings. Beppie will have something for the Corporation next week.

Amy mentioned that question of layoffs will come up at the town meeting; she noted that layoffs have not been mentioned in any of the Presidents communications. Amy advised that we should be candid about it and be prepared with good answers to those questions for the town meeting.

Karen D. suggested that SAC members email her with concerns. Joe also suggested to email him with questions.
Lea and Beth asked for a few minutes to discuss the RIPTA survey. Beth noted here were over 350 responses from staff. When asked if they gave up a Brown-assigned parking space to use RIPTA exclusively, 6% of respondents said “yes” and 41% said “no” (the remaining 53% marked “not applicable”).

Staff also offered comments and suggestions, which included:

1. Big thank you from staff
2. Spot share recommendation
3. How do we help people that cannot take RIPTA?
4. Service is not extended to all constituents, such as visiting scholars; should it be?

A final version of the letter will be shared with SAC via the listserv.

Lea also shared a staff concern regarding the Thanksgiving holiday; some departments get dismissed at noon on the day before Thanksgiving. She wanted to know if there was a clear policy on early dismissal regarding Thanksgiving.

Karen D. suggested that it has been left up to each department to figure how much coverage they need. Early dismissal is at the discretion of the department.

SAC members then participated in the fourth annual re-gifting swap; it was a fun and lighthearted end to a successful year.

Meeting adjourned at 1:30.