President’s Staff Advisory Council Meeting Minutes
January 12, 2010
11:30 a.m. – 1:30 p.m.
Brown University Bookstore Conference Room

Present: Karen Asquith, Kate Correia, Karen Davis, Sean DeBobes, Eric Friedfeld, Joseph Gagne, Chair, Heather Hower, Christie Kilgus, Jason Masi, Tracie Mederos, Michelle Nuey, Marla Pearsall, Joseph Sarno, Jessica Smith, Kathleen Sousa, Debra Souza, Roberta Swanson, Keith Thompson, Amy Umstadter, Carol Vaters, Jennifer Whitworth

Absent: Patricia Davey, Therese Doyle-Parillo

Joe Gagne opened today’s meeting with an ice-breaker in order to get better acquainted with new/existing SAC members. Each member filled out an index card with something unique about themselves. We then read the index card, trying to guess who the person is. After several attempts the person identified themselves and talked about what they had written.

We’re here to be there
Joe Gagne spoke about some of the challenges that face us in the coming year, getting the word out that SAC is the voice of the staff here at Brown.

· Gauging the pulse at Brown through conversations with co-workers;
· Attend a meeting around campus – either on a divisional or departmental level; coordinate “meet and greets” to make it an opportunity to meet some of the leaders at Brown;
· Updating website with our new name – “Staff Advisory Council” and logo;
· President Simmons shared her desire for SAC to become involved with staff advisory committees at other universities, seek locally, and then branch out to our peer groups.
· Think of a catch line, last year it was the “Brown Gives” initiative. This year to drive us to what we need to get accomplished, Joe suggested “We’re Here to Be There”… for Staff at Brown.”

Karen Davis
One of the themes of last year was to give periodic updates on the progress of the Organizational Review Committee (ORC). Twelve teams were formed in September to look at how Brown can become more efficient. Like other employers, there is growth over time, and as such, it is important to see if things are still working efficiently. (See Brown and the Economy on the web to learn more about the teams and ORC). Just before winter break, the 12 teams presented their recommendations to the ORC and their preliminary reports were sent to President, and were also shared with the Provost. The leaders of the 12 teams are having a 3 hour meeting with the President and Provost, which will provide them an opportunity to ask questions of the teams. The President will look at these recommendations and determine if they are fitting with the with the goals of the ORC. President Simmons will communicate with the University shortly to inform them of some of the findings. Beppie will join us at our January 26th SAC meeting to let us know what the recommendations will look like and SAC will be looked to for feedback. We are hoping that SAC will be helpful in supporting
community and staff. It would be useful to gauge the feelings of staff, this would give the President some impressions about what the staff is thinking. This is a great topic for this group going forward.

Sean DeBobes  
The Beyond the Bottle Initiative is a campaign to do away with the use of bottled water on campus. This initiative has a great effect on campus, especially Dining Services who stockpiles bottled water, for emergency purposes. There’s a committee that meets to come up with ideas on how to eliminate bottled water on campus, Sean represents SAC on that committee. Sean has invited other interested parties to join him on the committee, if someone wants to be involved to represent SAC, please let Sean know.

Committees then split up into groups to discuss challenges. The issues and suggestions are a combination of SAC’s ongoing initiatives, future goals and charges set forth by President Simmons. Members will split into four working groups to come up with an action plan for each challenge.

Karen Asquith  
**Challenge: Be a part of a Staff Advisory Council Consortium**  
Joe Gagne put together a list of contacts from local and Ivy schools. The group brainstormed about the initial questions to ask folks, and in the next few weeks we will contact the Providence Community and Ivy Plus people. Gauge interest to see what people are doing, we would like to include multi-school advisory council.

Michelle Nuey  
**Challenge: Gauge the pulse of staff at Brown**  
Our challenge is to gauge the pulse of staff at Brown and come up with a method and process to gauge staff about the current atmosphere at Brown. We would like to move away from another survey. I am struggling with the timing of this, should we do this now or wait till after February 2nd? How should we summarize the feedback into a useful document? Should we present it at our February 9th meeting with President Simmons? Our group talked about the objectives, this is not a survey, I prefer to call it a conversation. I would like to give each SAC member a script and some guidelines and focus on themes. Our group will connect and formalize the questions and each SAC member will get a packet. We will give people options on how to do this we can reach out to people in the immediate department or someone across campus. We would like to impart information about SAC and share other websites about Brown and the community, reach out to 3 people maximum of 5. Michelle feels that the Pulse Initiative is time sensitive, should we have it prepared and ready for our February 9th meeting with President Simmons or should it be an ongoing process. Joe Sarno thought it’s too tight a time frame to have information gathered and ready to present to President Simmons, perhaps we can have something for our November meeting with the President. If we have something significant, we can give it to Karen Davis to pass on. The target audience our coworkers and staff - we need to let people know what is available to them. To further educate people about those resources and by doing so we will bring our selves to the forefront. Joe Gagne mentioned that we have Karen Davis and Joe Sarno on the committee who act as a bridge Senior Officers such as Beppie Huidekoper and President Simmons. Our concerns are brought to a higher level, we can be more clear about addressing concerns and direct responses. Amy suggested that one of the questions could be, what would improve your morale, or what would you like to see?
Jen Whitworth

Challenge: Increase SAC’s visibility across campus

Sean suggested setting up a table in a well trafficked area to allow people to approach a table and ask questions. Perhaps we can reach out to former SAC members ask them about the morale in their department? Jen Whitworth suggested a SAC reunion get ideas from SAC alums. SAC needs to be there to assist administration with a lot of the challenges we are facing. How much we can affect change, however, we can be there for support, primarily. We need to let staff know that we are their voice, be visible in the community. A lot of answers to people’s questions are on the Brown and the Economy website. Jen also mentioned that we should increase visibility around campus - know where we need to be, do things that bring our website to people, talk to CIS to get list of all employees that do not have web access, send flyers to departments to put on bulletin boards. Piggy- back charitable contributions with other departments like Toys for Tots, Soda tab tops – put collection boxes throughout campus. Other ideas include - Meet and greet at the Faculty Club, have a contest for which department has collected the most soda tabs. Jen suggested that we should have a SAC historian, someone to put together a scrap book and take pictures, scan letters and notices of events and present this to the President each year.

Marla Pearsall

Brand SAC’s new identity

We discussed color and design of the SAC logo, we looked at 8 versions of the logo that Amy brought back with her and we were not happy with any of them. Kate volunteered to bring what we have to a graphic designer in her department and perhaps they can take a look at it and make some suggestions. We also spoke about getting our website updated with the word council in place of committee, we need to get the word out about name change.

A reminder from Joe G., try to attend an upcoming “Managing through Change” seminar so that we can further our dialogue, perhaps with the consultant Howard Teibel who has facilitated the sessions. Also, please update your SAC signature to reflect our name change from committee to council.

Michelle read a letter to President Simmons thanking her for our winter break. There will be a survey in morning mail that will go out to staff and we will compile the information and give it to President Simmons.

New member photos were then for the SAC website.
Next week meeting at 121 South Main Street, remember your Brown ID.
Meeting adjourned at 1:36 p.m.
President’s Staff Advisory Committee Meeting Minutes
January 26, 2010
11:30 a.m. – 1:30 p.m.
121 South Main Street, Room 247

Present: Karen Asquith, Kate Correia, Patricia Davey, Karen Davis, Sean DeBobes, Therese Doyle-Parillo, Eric Friedfeld, Joseph Gagne, Chair, Heather Hower, Christie Kilgus, Jason Masi, Tracie Mederos, Michelle Nuey, Marla Pearsall, Joseph Sarno, Jessica Smith, Kathleen Sousa, Debra Souza, Roberta Swanson, Amy Umstadter, Carol Vaters, Jennifer Whitworth
Absent: Keith Thompson
Guest: Beppie Huidekoper

Joe Gagne opened the meeting by going over today’s agenda. Joe noted that Beppie Huidekoper would give a presentation on the University Resources Committee (URC) and Organizational Review Committee (ORC) recommendations for FY11. The Staff Advisory Council is one of many groups Beppie will be presenting to across Campus. Joe asked Christie if there are any new developments in the Haiti relief effort. The task for all Haiti Relief efforts is both short and long term. Short term is about raising money, right now there is no system in place for any kind of collection other than money. Much of what the committee is doing is supporting the students in their efforts. What can SAC do? We are hoping we can incorporate raising funds from SAC activities. The first plan is to collect dollars for Haiti on BEAR Day and SAC will help students with that effort. There is also an idea for a benefit concert which might be a joint effort with other colleges or various groups across Campus.

Beppie arrived and presented the findings of URC and ORC to SAC. Portions of the presentation can be found at Brown and The Economy and therefore were not recorded in these minutes.

After the completion of Beppie’s presentation Joe Gagne addressed the council with a question, how can we support senior officers and staff at this time? We have to get the word out that SAC is available for questions and concerns. Sean questioned if Beppie and the President could hold an open forum to the community. The idea was well-received, however, timing with the upcoming Corporation meeting could be an issue. The ORC will be an ongoing process, and open communication with Senior leaders are essential to keep staff informed of changes as they occur. A Morning Mail is planned soon so we can hear from staff. We’d like staff to know that they can go onto our website to post a comment or they can go directly to a SAC member with a concern. Each time there is a concern, it is brought to the SAC meeting and discussed. Often, we will address any comment or concern and try to get a reasonable solution or direct the issue to the correct party for action.

With all the activity in the last few weeks and our meeting with the President next week our next sub-committee meeting will be on March 23, Joe suggested that the chair of each sub-committee should meet off-cycle with their group.
**Staff Participation Subcommittee (SPS)**

In continuing with our aid for Haiti conversation, we are looking forward to Dollars for Haiti on BEAR Day, possibly a campus wide event, and helping students with a joint community event. Our role is to help students groups when we can - there is a huge pool of students that we can tap into. President Simmons is letting the students lead the way and we can support them. Events sub-committee met last week to talk about a concert fundraiser. An idea was an event during the day for staff, asking for a $3.00 donation at the door.

**Events Subcommittee**

Jen - we are going to try to squeeze something in for spring break and we are hoping to have an event every other month instead of one event per quarter. Event possibilities include a tour of Athletics and an event at the Bookstore. Sean suggested involving some of the students from Hope High School maybe doing a fun physics demo. A lot of community service components are on the table which will tie in with 30 days of services.

**Outreach & Communication (O&C)**

Michelle - we are trying to focus on the Conversation Project, to take a look at how to gauge the pulse at Brown. SAC needs to be an active agent, each one of us would reach out to 3 to 5 people. We want to encourage you to reach out to get an idea of what people are thinking. O&C is developing a script or talking points to assist in this process. We are working on getting that finalized and will have a template (in Excel) for you to send in with the information that you have collected. We need to interact with the community, we are thinking of launching it after February 2. It is important to note that the conversation is strictly confidential and will not identify who the staff member is.

O&C does need to meet before our next meeting. Marla can use some help, we are looking for someone technologically savvy. If there’s anyone interested in taking on this assignment, let Michelle or Marla know. It may involve 5 or 6 hours a month and the assignment would include updating our website.

We are still working on SAC’s new logo, Kate has brought it to her design person and she is working on it.

Meeting adjourned at 1:34 p.m.
President’s Staff Advisory Committee Meeting Minutes
February 9, 2010
11:30 a.m. – 1:30 p.m.
Corporation Room, University Hall

Present: Karen Asquith, Kate Correia, Patricia Davey, Karen Davis, Sean DeBobes, Therese Doyle-Parillo, Eric Friedfeld, Joseph Gagne, Chair, Heather Hower, Christie Kilgus, Jason Masi, Tracie Mederos, Michelle Nuey, Marla Pearsall, Jessica Smith, Kathleen Sousa, Debra Souza, Roberta Swanson, Keith Thompson, Amy Umstadter, Carol Vaters, Jennifer Whitworth

Absent: Joseph Sarno

Guests: President Ruth Simmons, Hanna Rodriguez-Farrar, Assistant to the President

Joe G. opened today’s meeting with a quick sub-committee discussion.

Jennifer Wentworth – Events Subcommittee
We are planning to have a Best of Brown event once a month. If you have any suggestions, please let me know. We are also working with the Music Department on a benefit concert for Haiti. If anyone has any suggestions for acts, please contact us. The concert will be on March 5 from 12:00-2:00pm at Sayles Hall. We are still working on the details, but there will be a drop box for money donations. We also need volunteers for the concert as well as other Best of Brown events. We are also planning a SAC reunion this summer.

Michelle Nuey – Outreach and Communication Subcommittee
Thank you to O & C for all the work done on the winter break poll. (Council members were given handouts) We divided up the survey respondents and put the remarks into categories. Overall, some of the respondents visited with friends and family, relaxed, some accomplished things on their “to do” list, and some travelled. There were many interesting comments and we chose a few in terms of what people were appreciative of. It is noted that this is one of the best benefits at Brown. The handouts will be posted on the wiki. Marla has made significant modifications to our website, she is also working on posting pictures. We have sent out guidelines and a spreadsheet on the SAC Conversation Project that we have created for the group. Please read the outline, this effort will gauge the pulse at Brown, we have also included a script. We have 10 questions, we would like to keep it consistent, please do not deviate from the script too much. We want the deadline to be March 31. We would like you to speak with 3 staff members with a maximum of 5. You can send your responses directly to Michelle or send them to the wiki. A question was asked if there is any preference as to whom you would like us to talk to? Talk to anyone outside of your department. In order to give people more flexibility, we are thinking of modifying the response sheet for a “maybe” response. When meeting with people please let them know that their answers are strictly confidential. It is important for people to feel they can remain anonymous, we really want to put a face to SAC and be there for the staff.

Roberta worked with Graphic Services about a new SAC logo. They put together logo prototypes that were emailed to us. Joe asked the council to pick their preference and submit to Michelle along with any edits or ideas. Jen W. works with someone who she feels can come up with some examples as well.
Sean DeBobes – Staff Participation Subcommittee
We are working on expanding Brown Give Green, our tentative goal is to increase hours by 50% as well as expanding volunteer offerings. We should be very productive in the Fall and are working with the Multi Faith Council through the chaplains office. We are looking to put the SAC brand into various drives and events on campus.

Staff Concerns
Joe G.
I had an email regarding our SAC website about finding descriptions of the various committees on the website. All of the committees have their own web page, but it was difficult to find from the Morning Mail.

Karen Davis
I received a couple of staff concerns that were forwarded to me, most were about the University Resources Committee and the Organizational Review Committee. Just a reminder, last week President Simmons sent out a letter that gave an update on our financial situation. In it is a link to the Brown and the Economy website. There is also an executive summary of the URC recommendation letter and an executive summary from the ORC for FY11. I would like to remind folks that the URC is an ongoing body it is the budget committee, the ORC was just put together last fall and expanded into the spring to wrestle with the organization and staff issue. President Simmons letter announced that both committees submitted recommendations that she will look over most recommendations she will then pass on. Another staff concern that Karen received asked the question, “how much can my manager change my job?” All of our jobs are clearly defined to a certain point, our respective supervisors always have the right to modify our jobs along with changing needs of the department. Where things start to veer off is when you ask, for example, an accountant to design a website - now that would be going outside the realm of the job. Additional job duties that are dramatically different and are performed over a period of time and impact your appointed job, must be clarified. I suspect that this question will come up a lot, this is something that HR and supervisors will be working together on. A question was asked if there is an option for additional pay. Karen answered by saying that we are not doing job audits right now, if it’s worthy of another look, we will do what is appropriate. And there may be pay to go along with a job that has assumed a larger role. A question was asked if there are any alternatives not including pay, such as additional vacation time? Karen answered that we try to do reward recognition programs, such as BEAR Day. Some departments have their own recognitions such as pizza parties or other means of recognizing staff. Another question was asked, can I be forced to do a completely different job? Karen answered, no, not without certain steps happening. If you’re interested in the job that’s fine, if you have the skills to perform that function HR will have to have you commit that to paper to finalize the position. Keith had a co-worker ask if everyone is eligible for the severance package. Karen answered that generally everyone will be eligible for severance. A formula is based on years of services and it is posted on our website. Everyone affected by the layoffs last spring received an enhanced severance package. Go to the HR website for all information regarding severance pay. Amy asked a question, what if you are rehired at Brown? Karen responded by saying, if you are rehired sooner than the severance allows you, we stop severance pay. Karen said at this time, we don’t have a lot of money budgeted for training. The URC are gearing up to make a pitch for more money, every staff member should have basic skills, certainly if we are asking people to apply for a different job, we will have to find a way to get training as quickly as we can.

Keith remarked that some people feel overwhelmed already, where do we find the time to do training? Karen responded with, the ORC just said that all of the recommendations are about being more efficient, instead of duplicating efforts. There should not be dramatically more work falling to a smaller amount of people. If training is seen as a University priority, we should make the time, maybe we could mandate it, maybe on line training. Amy added that Eric brings up an issue that a lot of people are concerned with. People should also be told about what functions of their jobs will be taken away, and they will not necessarily be added to. Some positions will be eliminated and some new positions
will be created, some positions will be “repurposed” depending on how many folks are affected. Karen’s wish would be to have a period for internal applicants to apply, before we look at the outside the University. We will know more in a couple of weeks. Between training and development and the HR group, we will offer out-placement services. Although they do not guarantee you a job but will provide you tools to enter the workforce. Jen said that some staff members are concerned that faculty and students are not aware that certain areas are overloaded. A lot of the faculty and students have been shielded from what is going on, there have been meetings, but very few attend those meetings.

Sean mentioned a concern with the new prescription plan and feels it was not effectively communicated. For future reference, please send out the cards before they expire. Perhaps another mailing to inform folks of the change would be a good idea.

**President Simmons joined our meeting at 1:00 p.m.**

Joe G. opened our meeting with President Simmons by saying, that we have been talking a lot about how to support leadership and also support staff at this time. The members of SAC are willing to be present... It is important as a council to get out there and introduce ourselves. We have a “conversation project” that we’re involved with right now. Michelle Nuey is Chair of our Outreach and Communications sub-committee and is heading up the Conversation Project. Sean DeBobes is the chair of our Staff Participation sub-committee, Jennifer Wentworth is the chair of our Events sub-committee. Joe G. asked President Simmons if there were any specific questions she had of the council. President Simmons responded by saying that outreach continues to be an important principal, quite essential, and as you roll out the name change, it will give you another opportunity to tell people what you do as a group. As much as you can do to foster that, that’s terrific. President Simmons also said that he would be willing to help with SAC’s community outreach initiatives. The President also noted that we need to find ways of letting people know that there is help, and to allow them to ask for assistance. Demystifying that is enormously important. Joe G. suggested that one way we can get that message through is with our Conversation Project and with the events we have planned such as a future Sharpe Refectory tour and an event promoting the Brown Bookstore. These are just some of the events we have planned to enhance staff experience. Jen Wentworth added that we want to drum up sports events traffic. President Simmons asked if there is an event connected with any athletic event in the spring. Jen answered that we can certainly sponsor an event in the spring, we can make tickets available for staff and family.

President Simmons also spoke about the difficulties she has faced as the leader of Brown during these difficult economic times. The President then noted that the Corporation will review the URC and ORC recommendations and will decide, whether to accept or reject these recommendations.

President Simmons described how the Corporation meetings are organized

Amy commented that what comes to her mind is implementation and anxiety of the staff. Has there been discussion about time frame and service centers, are those centers going to be created and populated by eliminated positions?

And finally, President Simmons discussed the University’s governance system in the context of the URC and ORC recommendations.

President Simmons left the meeting at 1:40 p.m.

Joe G. said it is important to keep the lines of communication open, and if you have any questions, let us know. Karen Davis asked that we keep the staff concerns coming.

Stephanie Obodda will be joining us at our next meeting to give instructions on the use of the WIKI. Meeting adjourned at 1:45 a.m.
President’s Staff Advisory Council  
Meeting Minutes  
February 23, 2010  
11:30 a.m. – 1:30 p.m.  
121 South Main Street, Conference Room

Present: Karen Asquith, Kate Correia, Patricia Davey, Karen Davis, Sean DeBobes, Therese Doyle-Parillo, Eric Friedfeld, Joseph Gagne, Chair, Heather Hower, Christie Kilgus, Jason Masi, Tracie Mederos, Michelle Nuey, Marla Pearsall, Joseph Sarno, Jessica Smith, Kathleen Sousa, Debra Souza, Roberta Swanson, Keith Thompson, Amy Umstadter, Carol Vaters, Jennifer Whitworth  
Guests: Roberta Gordon, Doreen Burgers, Stephanie Obodda

Staff Concerns

Joe Sarno was asked a question about the union contracts being up for renegotiation this year and why are union’s getting pay raises when there were no staff raises. Joe explained that contracts are renegotiated for 4 years, and we executed a 5 year contract in Facilities and a 3 year contract for Dining Services. Thus, Facilities has pay raises through 2011, which we negotiated 3 years ago. We’re renegotiating Dining Services this fall. Public Safety’s contract is coming due this year and this September the Library contract expires. Facilities contract will not expire until a year from October. Does SAC have the ability to ask about this? Joe explained that all of this information is on the labor relations webpage to allow public access to this information. A SAC member asked if the union contracts have to be renegotiated before determination of non-union salary increases. Joe answered that no, it is a separate issue. Will SAC have an opinion if we don’t get raises again this year? SAC is not a bargaining group, we are an advising group. Any concerns can be brought to this table. Joe informed the Council that a proposed salary increase for staff will be presented to the Corporation this weekend.

Karen Davis

The Corporation meeting will start Thursday and runs through Saturday. The Corporation will be reviewing the President’s recommended budget and will review recommendations submitted by the Organizational Review Committee (ORC). Last year the Corporation sent back the budget for further tweaking, but it is hoped that they will approve the budget this year as submitted. Karen does know that President Simmons will again write to the Brown Community an overview of what the Corporation approves. A lot of concerns had come in advance about the ORC and at the last SAC meeting we talked a lot about it, but I’m sure it was not enough time. Karen offered to gladly speak to anyone at any time to address questions regarding the ORC recommendations. She told the Council to feel free to contact her directly if there were questions still pending.
Background

Improvements to W-2’s and payroll checks is in response to changing needs and limitations and Brown has contracted select services through ADP to offer new features and enhancements.

New features

∙ Full viewing of all deductions
∙ Inclusion of W-2 withholding election
∙ View and print your pay stub information via the internet.
∙ Payroll Calculator and W-4 Assistant- Powerful tools that do all the gross to net calculations to estimate take home (net) pay.
∙ Online W-2’s a new service that will be available in January of 2011.

Brown will continue to calculate and handle the processing of the payrolls. Checks will now be drawn on Bank of America, Citizens was unable to give us what we needed.

Benefits:

∙ Safe
∙ Less Hassle
∙ Greater access to information
∙ On Line W-2’s

Who is included

∙ All active employees
∙ Terminated employees (with secured access and limitations to information).
∙ Retirees

What is the effective date

∙ Plan is to begin in mid-April
∙ On target to begin for Tax year 2010 for on line W-2’s (will be available in January of 2011)

Making a decision

∙ All employees will automatically be provided with a new expanded printed pay stub.
∙ In late March employees on direct deposit will be able to opt out of having a printed paystub

You can sign up for alerts when a deposit is made. Direct deposit with Citizens Bank will still be in effect. Pay frequency is not scheduled to change at this time. You will see the W-2 at or about the same time as you see it now.

Getting the word out

∙ Morning mail announcement,
∙ presentation to managers
∙ stuffers for paycheck envelopes.
∙ Posters
Meetings have been held to announce the new program. A morning mail will be going out this week. We will be developing FAQ’s. There will be an open meeting for all employees for questions. We are always depending on managers to get the word out.

Any comments or questions please drop Bert Gordon or Doreen Burgers an email.

Subcommittee updates

Events
Jen Wentworth
The Haiti fund raising benefit concert will be held on March 5th. Donations will go to Red Cross or Partners in Health. There will be a donation collection bin at the door. We will be selling tee shirts, perhaps cd’s we are trying to finalize details right now. We need volunteers to staff this event. We hope to have a running slide show with pictures that people have donated. We need to get the word out, and that will be happening soon, Keith will be master of ceremonies on that day. We will be advertising the event through posters, an electronic postcard will be attached to morning mail, the University events calendar, and the SAC website.

Outreach and Communication
Michelle Nuey
We need to decide on the logo, we will use the wiki to gauge what people will want for the logo.

Staff Participation
Sean DeBobes
Looking for first quarter of service, the second one will be the 30 days of service. The 1st quarter 4/5-10, second quarter will be launched on Staff Development Day, 3rd quarter 9/19-25, 4th quarter, 11/14-20. Sean was leaning away from Serve RI this year and will work with opportunities through The Fund for Community Progress and United Way.

Stephanie Obodda- CIS training
Stephanie is here to talk about email etiquette and effective email use, along with a quick over view of using the Wiki. The following items are things you should consider when sending an email:

- Is email the proper tool
- Determine your message
- Your purpose – to influence or inform
- Choose your audience – be conservative with “reply all”
- Maximize subject line
- Put most important message first
- Be concise and point to further information
- Be clear and professional
- Use technology to your advantage
- Clarify next steps
The Wiki is a collection of webpages which allows you to edit them. The most famous is Wikipedia.com. The Wiki allows a lot of people to collaborate on the same site. The wiki does not require any special software and it keeps track of each change that has been made. Wiki pages can display formatted text and images. Wiki cannot produce complicated layouts. If you log into Wiki.brown.edu and once you have find your wiki you can click the star next to your wiki and it will come up first so you don’t have to search for it. Will also show higherarchy, keeping it organized is something you will have to figure out as a group.

- To edit a page, go to top of page and click on the edit button, it has a lot of features that MS Word has.
- To sign up for volunteers you have to click edit and then type your name in.
- When you log off, click the save button which will commit your change.
- To add a page, go to parent page, and on the top click the add and then scroll to add page and then edit and save.
- Go to ITG site for more wiki how to’s. [https://wiki.brown.edu/confluence/display/itgdoc/Wikis++how-to](https://wiki.brown.edu/confluence/display/itgdoc/Wikis++how-to)

Meeting adjourned at 1:32pm
President’s Staff Advisory Council Meeting Minutes
March 9, 2010
11:30 a.m. – 1:30 p.m.
Corporation Room, University Hall

Present: Karen Asquith, Kate Correia, Patricia Davey, Karen Davis, Sean DeBobes, Therese Doyle-Parillo, Eric Friedfeld, Joseph Gagne, Chair, Heather Hower, Christie Kilgus, Jason Masi, Tracie Mederos, Marla Pearsall, Joseph Sarno, Jessica Smith, Kathleen Sousa, Debra Souza, Roberta Swanson, Keith Thompson, Carol Vaters, Jennifer Whitworth
Absent: Michelle Nuey, Amy Umstadter
Guests: Betsy Warner, Jen McIntyre, Heather Emerick

Betsy Warner and Jennifer McIntyre came to SAC for our ideas, thoughts issues and concerns about revising the current policy. Having already met with the Human Resources Advisory Board, Betsy Warner opened today’s meeting with a discussion about proposed changes to Brown’s overtime policy. One issue that was discussed is calculating overtime hours. SAC response: It would be helpful to have a set policy and some understanding about overtime. FSLA (Fair Standards Labor Act) rules in general are confusing and difficult to administer. We need to stay on top of all of our units to be in compliance with the law and in turn, make it easier to educate ourselves in order to comply with the rules. Karen Davis confirmed that Union overtime is dictated by their contract.

The proposed changes will be equitable across the board for each employee group. This move is to create equality and fairness between departments. We have heard some good things about Leave Tracker, developed by the BioMed Division to track time for staff. HR will be piloting Leave Tracker in the near future. This might be a tool that can be used university-wide.

The time-frame to communicate the new overtime policy will be by April or May. If you have any other questions or concerns, email Betsy Warner.

Advisors Report
Karen Davis

I was able to attend the Haiti fundraising event, it was the first time I saw the new SAC logo and it looked very good. Congratulations on a successful event.

If you read the President’s announcement after the Corporation Meeting she did say that there will be salary increases for faculty and staff but at this point was not sure if it would be split up by a merit pool and/or recognition rewards in the form of bonuses. By the end of March a reminder about performance reviews should be sent out. Everything is a bit off track this year, by now HR would have sent a reminder. We are trying to figure out how best to do it this year. We are probably going to be doing things a little differently going forward. This may be a good topic to discuss with SAC.

We have had several pedestrian tragedies recently. We are trying to put together a committee for pedestrian safety and would like a SAC member on the committee. Russell Carey has asked several people to serve right away and SAC Alum, Jill Rossi, has agreed to serve on the committee.
The recent Administrative leadership meeting was an uplifting meeting. Brown is trying to get the State of Rhode Island to use a formula in getting funds to local schools. Many Brown undergraduates and recent alums are doing amazing things through this Program. Marisa Quinn, Tim Leshan, Al Dahlberg and Dick Spies gave an update on everything that is happening in local government - from the bed tax to improving relations between Brown and the State. We are looking for more and better ways to get jobs posted with the city and the state. There is a whole list of things that they are working on, PAUR and Community Relations may be a good group to come to talk to SAC.

Events Subcommittee

Benefit Concert for Haiti

Jen Whitworth

We counted 148 people with a total donation amount of $670.11!! Half will go to Red Cross and half will go to Partners in Health. One of the things we have to work on is communication about the events. Some people do not have computers, so we can suggest to managers to spread the word. With the benefit concert there were a few obstacles in the way with communicating the event to the community. Before we started to advertise we wanted to make sure the event was actually happening. More staff were in attendance than students and faculty. It was nice to see all the talent we have a Brown! All-in-all a very successful event. The next Best of Brown event is March 25 which will be a tour of the Sharpe Refectory.

Joe G. did contact Hanna about possible help for Chile, however, Haiti needed more help especially in the form of cash donations. However, supporting the efforts of the Red Cross through donations ensures that they will help other victims of disasters in need as well.

Staff Participation Subcommittee

Sean Debobes

We are going to push the first quarter of service up to April 23- April 27 because we are a little behind in the gearing up. 30 Days of Service will launch on Staff Development Day. The Fund for Community Progress which represents 23 community organizations will work with SAC to identify service opportunities. In 2 weeks, Elaine Decker, Executive Director will be in to give an overview as to what The Fund does and who it serves. Elaine is a Brown alum and is very active in Rhode Island service community.

Outreach and Communication:

Carol Vaters is our second technology coordinator. Regarding morning mail, the more notice the subcommittee receives the better. We want to make sure we get enough lead time.

Joe G. The new logo looks great! It was approved by President Simmons and we will be promoting it more and more. We also need to have a new banner done and request that we work through Graphic Services Department.

Heather Emerick

FISH Philosophy— the idea is to get you thinking about how SAC Can be there!
The FISH! Philosophy is a set of simple, practical tools to help you create the work culture you’ve been looking for. It’s a way to build stronger relationships that equip you to face your challenges more effectively. The FISH! Philosophy fulfills the most basic needs of human beings who, in turn, fulfill the needs of the organization—more connected teams, better communication, extraordinary service and higher retention.

Heather showed a video that describes what the FISH Philosophy is, and how the Seattle Fish Company makes it a part of their daily work routine.

- **Play**- a lot of success has come from playing – it’s fun. If you make the job fun, it will be more interesting. Fun can come in many forms-- you have to have energy, commitment and fun at work.
- **Serve!** Make some one’s day.
- **Be there**- be aware of what people are saying, be with THEM from moment to moment, make sure you acknowledge people.
- **Choose your attitude**-you have a choice to have a good time or not, make a choice to be happy.

SAC member broke into groups to do a short activity, use the information presented in the video to brainstorm for some ideas of ways to be there. Talk about the concept of being there.

Some suggestions for “being there”:

- Lunch breaks together
- Greeting card for a job well done
- Birthday gatherings
- Competitive food drives
- Chili cook off

Meeting adjourned at 1:26
President’s Staff Advisory Council Meeting Minutes
March 23, 2010
11:30 a.m. – 1:30 p.m.
121 South Main Street, room 247

Present: Karen Asquith, Patricia Davey, Karen Davis, Sean DeBobes, Therese Doyle-Parillo, Eric Friedfeld, Joseph Gagne, Chair, Heather Hower, Christie Kilgus, Jason Masi, Tracie Mederos, Marla Pearsall, Joseph Sarno, Jessica Smith, Kathleen Sousa, Debra Souza, Roberta Swanson, Amy Umstadter, Carol Vaters, Jennifer Whitworth
Absent: Kate Correia, Michelle Nuey, Keith Thompson,
Guests: Aliza Kreisman & Sarah Gibson, Sustainable Food Initiative
          Elaine Decker, The Fund for Community Progress

Aliza Kreisman & Sarah Gibson
Sara Gibson-What is the Market Shares Program?

The Market Shares Program is a student group on campus, that has been working for 5 years to increase the amount of local food on campus. Local farmers deliver produce along with milk, cheeses and eggs, that are put together - what we call shares (big bags of produce). Participants in the program get a bag of produce once a week for a fee. The program has become very successful. Instead of buying directly from the farmers during winter, we have produce companies deliver and then we sell it to program members. During the fall there are approximately 90 people who participate. We have started a subsidized program for lower income people, which Aliza will explain. We are asking for donations to help cover the cost of the subsidized program for next year. A typical “Share” is bags of produce typically enough for a family for a week. Some of the produce varies from week to week depending on what the farmers are harvesting, but typically the shares include mixed greens, tomatoes potatoes, squash, dairy and eggs. It is also good for the farmers because we can guarantee them a certain amount of sales. They sell to us in bulk, it costs us less money. Sometimes people partner with each other to share the “share”. All personal information about participation is kept confidential.

We wanted to make sure Brown staff who can’t afford the regular program can have access to fresh vegetables. The reduced rate is about 16% less than the regular rate, and we really want to expand the numbers that we can offer for the reduced rate. We are looking for 35 subsidized shares. We have received a grant for $3,500.00 along with other contributions, which will cover 35 shares for this spring. We want to make it a long term program and are planning for the upcoming year. We have been in touch with President Simmons, and we are looking for SAC’s endorsement. The number of non-subsidized shares is about 90. Ideally in the fall we would have between 80 and 90 non-subsidized shares. Winter months it goes down to between 50 and 70 shares.

Sean asked, how closely is this program is working with dining services? They do work with Dining, and have presented the program to Dining staff and are now working with individuals who are interested in
participating. Interested parties can contact Aliza or Sarah directly. There is no website for the program, but email is the most effective way to get in contact with them.

The Fund for Community Progress
Elaine Decker

A brochure outlining the Fund for Community Progress was distributed among SAC members. The fund is an alliance that shares a mission, and that mission is to create fair opportunity for all Rhode Islanders. Members range from small organizations up to larger ones, for example Habitat for Humanity. A new website went up in February “new ideas in development” to try to come up with new revenue sources as well as engaging people as volunteers. Anyone looking for volunteer work can go to the website to see what is available. A few of the success stories include the RI Parent Information Network, which provides information and training to families in RI so that parents can be effective advocates for each child’s education, health and well-being. Dare to Dream is a program for transition age students - there we have guest speakers - other young people who have had to overcome challenges in their lives. We have a new initiative which is to have birthday party guests give a donation to the fund in lieu of giving a gift. You can also get a greeting card from the agency to give to so that lets them know you have donated in their name.

Joe Gagne
The Conversation Project- the idea is to reach out, make new connections. It doesn’t have to be anything other than a conversation. Report back as to how it went and what the concerns you might have been heard in your conversation.

Katherine Hanni is looking for Fulbright scholar hosts this Friday night. Katherine is hoping through this program we will be able to get students into the Brown University community, please contact her for more information.

Sustainable food initiative, the goal of SAC is to promote the program and not necessarily subsidize it. What we can do is write a letter to the President endorsing the program. A letter of support for the program is appropriate, but we are not a funding body. How should we proceed? We should help them with getting a morning mail announcement out, maybe an announcement on the BEAR Bargains page would help. Joe G. will send a letter to President Simmons on behalf of SAC to share with her the program and its expansion to include staff at Brown.

Meeting adjourned at 1:30 p.m.
President’s Staff Advisory Council Meeting Minutes
April 13, 2010
11:30 a.m. – 1:30 p.m.
Brown University Bookstore
Community Room

Present: Kate Correia, Karen Davis, Sean DeBobes, Eric Friedfeld, Joseph Gagne, Chair, Heather Hower, Christie Kilgus, Jason Masi, Tracie Mederos, Marla Pearsall, Joseph Sarno, Jessica Smith, Debra Souza, Roberta Swanson, Amy Umstadter, Carol Vaters, Jennifer Whitworth, Michelle Nuey, Keith Thompson,
Absent: Patricia Davey, Therese Doyle-Parillo Kathleen Sousa,

Guests: Russell Carey, Sr. Vice President for Corporation and Governance
Marisa Quinn, Vice President for Public Affairs and University Relations
Deputy Chief, Paul Shanley, Public Safety
Steve Souza Director of Brown University Bookstore
Angel Hilliard, Human Resources
Commencement Committee: Cynthia Schwartz, Liza Geduldig, Rosario Navarro

Joe G. welcomed the council to the meeting. Because the agenda was full, he began the meeting with the subcommittee reports.

Events Subcommittee:

Jen W. updated the council and explained that the subcommittee was cutting back on some events especially during the months that there is something major already happening on campus, as with June’s Staff Development.

Outreach and Communications Subcommittee

Michelle gave an update on the “Conversation Project” So far there have been 30 interviews conducted. Michelle noted that the subcommittee would gather all the information and come up with a means to communicate the information to President Simmons. Some of the responses noted were:

- most people hear about updates/changes happening at Brown through their supervisor
- Staff liked the idea of SAC members visiting with staff and would like to see this practice continue.
- Liked the idea of having more brown bag lunches, etc. on various topics affecting staff
- Felt that faculty/students were treated differently from staff and thought this division was apparent.
- Joe G. said his people were happy he visited—they felt it was morale-boosting
- People want to hear numbers when layoffs are all done—maybe an email to say x # of people were laid off, etc.
- One person was concerned about confidentiality regarding their responses to the questions and was assured that no names would be associated with the responses.

**Staff Participation Subcommittee:**

Sean gave a brief report on the first quarter Brown Gives service initiative with Habitat for Humanity and upcoming food drive. [SAC’s Volunteer Opportunity page](#)

**Advisor’s report – Karen Davis.**

Karen reminded the council about the grant program for flood relief. So far received and approved 7 requests for assistance regarding flood issues. The application process is being fast-tracked for those who need it. Information is on the website to apply for Brown University grant program and other resources for flood relief. [SAC](#)

Communication—over the last two weeks those affected by the layoffs have been notified that their position is being eliminated. Unsure when the next communication will come out to the community. A question was raised from the Council—Can we know how many of the affected staff took other positions at Brown? Karen explained that new positions are being posted as soon as possible so that applications submitted by people who have been told their position has been eliminated can be reviewed in an expedited fashion.

As part of the Organization review process, there needs to be more emphasis on training and professional development, performance management, and recruitment. Maybe SAC could be involved next year in the training needs assessment and communication to Staff.

Brown and the economy. Some of the components from the new HR system that was put on hold are now being realized in other process and technical improvement such as—example—ePaf, Paycheck+, Budget & salary increase system. 10 items are in queue over the next year and a half. There have also been some considerable process improvements like stopping the internal billing process from department to department.

**Guest: Deputy Chief Paul Shanley – Campus safety and workplace violence**

Deputy Chief Shanley spoke about campus safety, and the role of Public Safety. There are 40 sworn police officers on the force. Brown Public Safety works very closely with the Providence Police Department in and around District 9—(east side of Providence).
He noted that there was a decrease of violence – down 50%; armed robberies – down 75% and other areas of the City have a much higher rate due to gang activity. He attributes the decreases to more presence from Public safety – on foot, on bicycle and patrolling the streets of the campus and periphery.

He explained that Brown is doing many things to keep people informed in case of an emergency from the Siren system that can be heard throughout the campus to MIR3 which also sends each cell-phone user a text message.

Other topics Deputy Chief, Shanley spoke about were personal and workplace safety around campus,. All resources can be found at the following links:

- [Human Resources Workplace Violence Policy](#)
- [Brown Building Security Initiative](#)
- [How to Respond to a Hostile Situation](#)
- [Recognizing and Reporting Warning Signs](#)
- [Reporting Suspicious Circumstances](#)
- [Brown Building Security Initiative Information Session](#)
- [Home Burglary Prevention Workshop](#)
- "Know More!" Personal Safety and Crime Awareness Workshop
- [Women's Self-Defense Training Options](#)
- [Victim Advocacy and Support](#)
- [Rave Guardian at Brown](#)
- [Guidelines for Interacting with Law Enforcement](#)
- [General Safety Tips](#)

He stressed to Council members to be aware, have a plan on how to escape if something does happen. Being prepared and aware could save your life.

**Russell Carey, Sr. Vice President of Corporation Affairs and Governance – Pedestrian Safety**

Two incidents involving pedestrians with a link to Brown University – one occurring in New York City and the other on Thayer and Hope, prompted the University to convene a Pedestrian Safety Review Committee to address safety issues and education. The University has been proactive in pedestrian safety in infrastructure e- warning signs, crosswalk painting, increase lights and cameras on campus, has reduced the number of vehicles by offering RIPTA subsidies, ZIP Cars, added more 4way stops along Brook Street and “The Walk” which links Pembroke to the main green and include the addition of lights and crosswalks. Brown is currently coordinating with the City to synchronize the traffic lights along Waterman.

Conversation ensued about the promotion of bicycle use but also increasing awareness and education of bicycle use.  *Has any thought been given to enforcing people on bikes to abide by traffic rules?*  Providence police have written tickets to cyclists.  *Can Brown DPS at least redirect people on bikes who are doing the wrong thing?*  Again, education is part of it. In theory, Brown’s public safety officers should be educating /enforcing /correcting poor behaviors.  Safety goes beyond just cyclists, but also being aware of traffic when talking on a cell phone or texting.
Is there any effort to reach out to Hope High school kids who don’t bother to heed the pedestrian rules? There has been some reaching out – but not as much as it should be.

Campus Safety outside of Brown Campus:

What is the plan for jewelry district as Brown increases there? Planning a long-term effort in the Jewelry district. Plans are underway for the MedEd building including cameras, card access, security presence, etc. Planning effort other areas that University has employees working such as the Jewelry District. The University is looking at how the presence that will grow in these areas and will basically need to add more patrols, possible substation as area grows.

Does public safety offer walk service to staff going to their cars after hours? If you feel uncomfortable – call for a ride – don’t be shy. Education Alliance building which is Richmond Square is working on parking lot security, however, in the short term – staff can call public safety for a safety escort. Other areas like Dining Service have staff arriving and leaving in the early morning hours.

Deputy Chief Shanley and Michelle Nuey shared that they are available to go to a department to give presentations which would encompass personal safety and security (e.g., securing laptops etc.)

Michele offered to provide the links so that we can post to SAC website.

RI Flood relief – Russell Carey, & Marisa Quinn, Vice President for Public Affairs and University Relations

Marisa Quinn provided the Council with statistics of the recent flooding which occurred in RI: 4000 temp unemployed; 70 stores in Warwick mall; 12,000 FEMA relieve applied; Warwick/W. Warwick – water plant – damaged – millions of $ in damage; Amtrak re-routed; Train rerouted; 180 bridges need close inspection/repair; 100 dams need repair.

One good, thing however, she noted was that federal and state tax filing was extended through May 15th!

President Simmons wrote letter to Governor Carcieri and extended Brown’s help to the community. Karen Davis sent a letter campus-wide with resources – grants, loans, child care, etc. (SAC was on board to provide up-to-date resources and information to the Brown community.) In addition, at President Simmons’ request, a committee was formed to discuss efforts to aid the community including fundraising and volunteer activities. Brown anchored the United Way’s Flood Recovery Fund with a donation of $50,000 and as of the date, over $250,000 has been raised. The committee is also working with student groups, members of Facilities Management and looking a short-term and long-term volunteer cleanup efforts.

He explained that closing Brown that Wednesday may have added to more gridlock on the roads. Since not all staff was affected, managers should have been flexible with staff that needed the time to address their flooding situation. He also noted that University has a grant program to assist those in need of help. He also requested that any questions or ideas could be directed to him.
Brown University Bookstore Director, Steven Souza.

Steve was invited to the meeting by Joe Gagne to introduce himself to the Council. The Council has been meeting occasionally in the Bookstore Community Room and wanted the members to meet the new Bookstore Director. Steve is looking for any feedback on how they can improve the Bookstore. They are aggressively focusing on service to all constituents – student, faculty and staff as well to the community. Any thoughts, ideas or comments can be emailed to him directly, or if you see him in the bookstore, feel free introduce yourself. For more information on the Bookstore, log on to http://bookstore.brown.edu/

Call for Volunteers at Commencement: Angel Hilliard, Cynthia Schwartz, Liza Geduldig, Rosario Navarro

The group came by to ask for ideas to get staff more involved in commencement this year for the two large events that will occur over the Memorial Day weekend.

Volunteers are needed to serve as ushers on the Main Green and as members of the procession team. Both roles are very important and are a fun way to be a part of Commencement Weekend. As an usher you will greet families and guests; hand out programs; direct people and answer questions. As a member of the procession staff you will assist with lining up participants and keeping the procession moving. There is also a need for volunteers for the Welcome Hut. There will be more than 10,000 parents, alumni, and friends visiting campus that weekend so volunteers are greatly needed and appreciated.

All volunteers will attend an orientation session during the weeks before Commencement and will be recognized at a reception with Vice President Russell Carey in June. Volunteers are needed on Saturday, May 29th and Sunday, May 30th. The time commitment for Saturday is from noon – 3:00pm and on Sunday from 7:00am – 2:00pm.

Meeting ended at 1:40 p.m.
Present: Kate Correia, Patricia Davey, Karen Davis, Sean DeBobes, Therese Doyle-Parillo, Eric Friedfeld, Joseph Gagne, Chair, Heather Hower, Christie Kilgus, Jason Masi, Tracie Mederos, Michelle Nuey, Marla Pearsall, Joseph Sarno, Jessica Smith, Kathleen Sousa, Debra Souza, Roberta Swanson, Keith Thompson, Amy Umstadter, Carol Vaters, Jennifer Whitworth

Absent: Karen Davis, Joseph Sarno

Joe Gagne welcomed our newest SAC member Tanitia Sello from the Graduate School.

Subcommittee Chairs met to revise the template from last year’s presentation. He is looking for some feedback on this and would love SAC members to present and hone their presentation skills. Next meeting are May 7th - the Academic Managers meeting; May 13th is the Administrators Managers meeting which is being held in Corporation Room. The Administrators Leadership meeting is scheduled for June 8th and would like to get on the agenda. May 26th SAC is invited to Education Alliance at their monthly meeting. Our goal is to get the word out about what we do and get staff thinking about becoming involved. Joe offered that anyone interested can practice in front of a group before they are scheduled to present.

Joe requested a couple of volunteers to organize the Staff Development Day presentation on June 3rd. Volunteers are also needed to staff a table for our 30 Days of Service. Michelle Nuey has volunteered to organize that Staff Development presentation.

Subcommittee updates

Michelle Nuey – Outreach and Communication (O&C)

O&C met to discuss the Conversation Project status. She thanked everyone who returned their surveys. June 30 is the new deadline for submitting your surveys. We are interested to see how people feel after the past organizational review recommendations went into place. This has been very telling, and it will help us move along with SAC initiatives of outreach and being there for staff. General feedback so far is that staff appreciate the condensed communications from the Senior leaders about the organizational review; the Best of Brown events are a hit; concerns that Brown is losing a lot of talent with the position eliminations and voluntary retirements; Morning Mail messages are being read; people think that winter break is great, but miss the holiday bazaar.

We will put a report together and present it before President Simmons. Michelle requested SAC members to submit responses using the wiki or send them directly to O&C members.

O&C has been talking about SAC FAQ’s. Plans are to revisit SAC FAQ’s in June and SAC profiles during summer. The SAC profile will have a photo of a SAC member, title, years at Brown and something unique about yourself, a non-Brown
thing as a way to introduce SAC members to the community. Plans are to profile 2 SAC members a month. Profiles can be placed on the wiki or sent to and O&C member. Its purpose is to introduce SAC members to the community.

O&C also revised the Welcome Letter that is included in the New Hire Orientation packet.

**Sean DeBobes – Staff Participation Subcommittee (SPS)**

SPS is finished with quarterly service endeavors. Right now the campus-wide Food Drive is taking place at 30 locations across campus. The food drive ends tomorrow. Kate Correia spoke about Habitat for Humanity. There were 10 volunteers who worked as a volunteer building a house, hammering nails, raising four outside walls, and having a lot of fun. The Brown student group was at another location for Habitat for Humanity that same day. She will try to get quotes and pictures from this event for the website. She suggested SAC does this again in the near future as part of 30 Days of Service and marketing it on Staff Development Day.

Joe shared with the group that Angel Hilliard had mentioned SAC’s sponsorship of a bicycle drive. There are always one or more old bicycles collecting dust in garages and basements. It is something for SAC can look into.

Sean called for SAC members to volunteer at these activities.

**Jennifer Whitworth – Events**

Events is working on athletics, and collecting soda tabs for Ronald MacDonald House.

**Joe Gagne**

We might like to start thinking about an ice cream social which would benefit the Flood Relief in RI. We could hold the event on a Tuesday that we meet, perhaps May 25. A suggestion was made that we hold the event on Staff Development Day, like the Ben and Jerry’s bars. Therese- it’s such a busy week because of commencement- it may be hard to find space. Warwick Ice Cream will deliver a freezer, and perhaps donate ice cream. The motivation is really just to do a moral boosting/donation event. The money would go into the United Way Flood Relief Account. A yard sale was mentioned also to raise money. Resource Recovery is accepting donations of large items for flood relief services. Joe suggested that there was a lot going on during Staff Development Day for SAC and that we should look toward mid to late Summer to hold a larger scale event - to raise money for flood relief and boost morale. Joe is open to any ideas. One thought was to have several events at different locations across campus. Rather then staff coming to us, we can hold the event where they are located. One idea presented was with New England Lemonade. They have the equipment, provide the product, sell it – giving us a percentage of sales. Sean would recommend July or August as a date for this. This would be easy for us to do, we have worked with New England Lemonade in the past. Joe requested to keep this as an open item.

Joe requested another person to look at SAC minutes – “a third eye” before posting onto the web. Joe G gives them a pass through, then they go to a second SAC member and then they go to Joe Sarno for approval. Therese and Michelle will volunteer to look through the minutes each month.

We will continue to use the “Brown Gives” buttons with Staff Advisory Committee- Any SAC member should wear the button during Staff Development Day. And all who have participated in service should have a button!

No staff concerns for discussion today.

Subcommittee meetings- 12:30-1:30

Meeting adjourned at 1:30 p.m.
Present: Kate Correia, Patricia Davey, Karen Davis, Sean DeBobes, Therese Doyle-Parillo, Eric Friedfeld, Joseph Gagne, Chair, Heather Hower, Christie Kilgus, Jason Masi, Tracie Mederos, Michelle Nuey, Marla Pearsall, Joseph Sarno, Jessica Smith, Kathleen Sousa, Debra Souza, Roberta Swanson, Keith Thompson, Amy Umstadter, Carol Vaters, Jennifer Whitworth

Absent: Joseph Sarno

Guests: CIS Leaders: Terri-Lynn Thayer, John Spadaro, Tony DeGregorio, Catherine Zabriskie, David Sherry, Linnea Wolfe, John Styer, Tim Well, Geoff Greene

Special Guests: Terri-Lynn Thayer and CIS Leadership

PowerPoint presentation and introduction of CIS Leaders were made by Terri-Lynn Thayer, Assistant Vice President & Deputy Chief Information Officer. The presentation highlighted all the exciting work being down to improve technology at Brown including:

- Why Google apps for education?
- Architecture & research
- Tools for support
- Websites and applications
- Web services
- Projects underway
- Computing and Media Tech Services
- IT disaster recovery update
- Data Center Construction
- Information Security
- Reporting services
- Infrastructure for Brown

More information can be found at
IT Strategic Plan: https://wiki.brown.edu/confluence/display/itstrategicplan/Home

Google web site: http://www.brown.edu/cis/GoogleApps/

Advisor’s Report - Karen Davis

Performance reviews are moving along. On the Staffing front, many retirements will have taken place at the end of June. As of this date, most conversations about position eliminations have also taken place. At the end of March, Beppie and David Kertz sent a memo about staff layoffs that the students did not receive. Joe Sarno met with the student group to talk with them about the severance package that Brown provided to staff whose positions were eliminated. In the big picture we need to save money and we are in a planning process
about revenue enhancement opportunities. Administrative services are piloting a program to group together some support services as well.

Announcements

- Joe Gagne asked that SAC members begin to think about new subcommittee chairs and a new SAC chair.

- Eric announced an opportunity to collect textbooks to benefit Ghana coordinated through his department and a professor at Providence College. Textbooks of all subjects from the arts and humanities to the sciences and engineering, are needed. In addition to textbooks for the University, children’s books and culturally appropriate books for adults are also being collected for village libraries and schools and for orphans and vulnerable children. If people want to drop off textbooks, they can do so before May 14th.

- Amy provided information from the last Administrative Leadership Meeting which items included BioMed Brain Research, increase in sponsored funding, and new projects on the horizon.

- Michelle shared that she and Heather presented the first SAC Rhode Show. Heather gave an overview and introduction, including SAC history and development, and spoke about some of this year’s themes, and SAC’s recent name change. Michelle then spoke about the sub-committees, and the projects that SAC has taken on. The PowerPoint presentation really does most of the work - you can tweak the PowerPoint and make it your own. Karen Davis asked if most people know about SAC. Heather answered that, yes they did know about SAC and they were very engaged. Michelle and Kathleen are working on a session for Staff Development Day incorporating more photos of previous events. The Staff Development presentation will focus on governance opportunities and it a goal to encourage more people to join SAC and get involved.

- Sean met with RISD regarding a Staff Advisory Consortium and invited them to come to one of our SAC meetings.

- Events Subcommittee: Jen shared that things have slowed because of Staff Development Day, but they are working on “Bring a Friend” meeting and would like to include some SAC Alums.

Meeting adjourned at 1:30 p.m.
Present: Kate Correia, Patricia Davey, Sean DeBobes, Eric Friedfeld, Joseph Gagne - Chair, Heather Hower, Christie Kilgus, Tracie Mederos, Michelle Nuey, Marla Pearsall, Jessica Smith, Kathleen Sousa, Debra Souza, Roberta Swanson, Keith Thompson, Amy Umstadter, Jennifer Whitworth

Absent: Joseph Sarno, Karen Davis, Therese Doyle-Parillo, Jason Masi, Tanitia Sello, Jen Whitworth, Gloria Correra, Carol Vaters

Meeting began at 11:35 a.m.

Since this was a working meeting, the items listed below were discussed during the meeting and worked on. Joe allotted most of the time for subcommittee work - planning for Staff Development Day, the launch of 30 Days of Service and SAC Rhode Show. Joe requested any concerns prior to the meeting. Since no staff concerns were raised, Advisor’s Report and future Staff Concerns would be tabled until June 1st meeting. After subcommittee meetings, the group will reconvene to go over the “to-do” items.

SAC Table: There will be a SAC Table during lunch at SDD. SAC members are needed to be at the table for one-half hour time-slots. 2 or 3 SAC member would be sufficient. Ideas: promote 30 Days of Service; Conversation Project questionnaire; Survey on “Your Best Brown Experience”; What would you like to see as a Best of Brown?” This is a great opportunity to engage our coworkers while in line for lunch. Sign up on the Wiki. Time slots are as follows:

- 11:15 AM (ish) – 12:00
- 12:00 – 12:30
- 12:30 – 1:00
- 1:00 – 1:45 (ish)

Michelle and Kathleen will bring clip boards to ask questions; Suggestion Box, Ask question about next Best of Brown series; We will need easels for 2 Poster Boards advertising 30 Days of Service - one for the front entrance of Sharpe and the back entrance. Gloria will get old banner so that we can use it for the event, but post our New Logo all around. Give out post-its judiciously (they should arrive on Wednesday, June 2).

Summer Fun-raising! Event: Given the feedback from the informal vote, the consensus was to do a fundraising event in the summer instead of on SDD. Joe requested 4-6 volunteers represented from each subcommittee - to work on this event and to start thinking of a good morale booster and to help raise some needed funds for Rhode Island. Their charge is to determine the venue and logistics and come up with a budget for the event. He can then determine if SAC has the funds, or if I have to go knocking on some doors.

SAC Rhode Show: Staff Development Day – Please send out a note to get people to sign up for The SAC Rhode Show. Michelle, Kathleen et al are working hard to make this a memorable session. Mention that we’re going to have food! That always gets ‘em to join in... This is what I’m sending to SAC Alums...
Please join us for the SAC Rhode Show on Staff Development Day! We’ll be serving up some breakfast treats as well as all the great things SAC is doing this year! Register at http://training.brown.edu/index.php?eventID=4671. Session is in Solomon 202

**Session Description:** Have you ever wondered…"What has SAC done for me lately?" Join us for light fare while enjoying a fun and informal presentation about the President’s Staff Advisory Council. Current and past SAC members will share information about the Council’s mission, events, fundraising efforts, and communications to President Simmons. SAC is truly interested in serving and representing staff at Brown. So come and learn how SAC can serve as a wonderful resource to the Brown community. We’re here to be there for you!

Other items discussed for this were sending out Morning Mail – may want to provide some raffles – dining dollars, bookstore etc to get attendance up.

Panel suggestions included several past SAC members, most beneficial would be those SAC members who have gone on to other governance opportunities at Brown.

Joe will ask Angel to send out to Ambassador’

**SAC@EdAlliance:** Kate had invited SAC to join the Education Alliance Team at their monthly gathering, but cancelled for sometime in the Fall when more staff would be on hand.

**Administrative Leadership Meeting:** Sean will present the 30 Days of Service promo at the next Admin Leadership Meeting on June 8th at 8:30 a.m. in Chancellor’s Dining Room. I’d like to come up with a flyer that lists all the activities for the month – and perhaps a teaser on things to come. It can be included with the agenda at the meeting.

**SAC Chair Nominations:** Joe requested to have Chair nominations by the June 1st Meeting. See Bylaws to review nomination process. We can then announce the new chair in July and then work on our subcommittee chair selections for August. Please send Joe nominations via email.

Other Items: SAC Appreciation: Joe explained that the first year SAC member receive a padfolio emblazoned with the new logo. Joe has ordered these – enough for the next several years. For second year outgoing SAC members, Outreach and Communciation, especially Roberta Swanson, has worked to get quotes for umbrellas featuring our new logo). Those will be ordered in the Fall.

Joe requested that all SAC Members to bring their cameras to Staff Development Day and take photos of SAC Table and SAC-sponsored events.

Bring A Friend – Joe shared his ideas about Bring A Friend to SAC Day in August – He asked Events to help work on getting this coordinated. Currently scheduled for Chancellor’s Dining, Sean suggested perhaps the new Blue Room.

30 Days Events – Sean asked all SAC Members to host a service event and has placed the signup on the Wiki.

Meeting adjourned at 1:20 p.m.
President’s Staff Advisory Council Meeting Minutes

June 1, 2010

11:30 a.m. – 1:30 p.m.

Orwig Music Library
One Young Orchard Ave.
Room 109

Present: Kate Correia, Sean DeBobes, Eric Friedfeld, Joseph Gagne, Chair, Heather Hower, Christie Kilgus, Jason Masi, Tracie Mederos, Michelle Nuey, Marla Pearsall, Kathleen Sousa, Debra Souza, Keith Thompson, Jennifer Whitworth

Absent: Joseph Sarno, Karen Davis, Amy Umstadter, Carol Vaters, Roberta Swanson, Jessica Smith, Patricia Davey, Therese Doyle-Parillo, Tanitia Sello

Guests: Marisa Quinn, Tim Leshan, Al Dahlberg, Public Affairs & Community Relations (PAUR)

Presentation highlights:

Marisa Quinn, Vice President for Public Affairs and University Relations
Tim Leshan, Director of Government Relations & Community Affairs
Al Dahlberg, Director State and Community Relations

From federal research funding and financial aid, to the University’s role in developing a knowledge economy, there are legislative and policy issues at the federal, state and local levels in which Brown is actively involved. The presentation focused on Brown’s public affairs as well as government and community relations efforts aimed at advancing Brown’s mission nationally and within the city and state.

More information can be found at Economic Impact on Rhode Island website: http://brown.edu/web/ri

The presentation began with a fun quiz testing the groups knowledge of Brown University and Rhode Island.

PAUR’s Mission

- To support and advance the University’s mission of teaching, research and service and the priorities of the Plan for Academic Enrichment by promoting the University’s visibility, impact and value with key audiences internationally, nationally, locally and on campus.

PAUR’s Goals

- Reinforce/strengthen the University’s position as a prominent research and teaching university
- Convey international reach
- Attract and retain the most talented students
- Attract and retain the finest scholars and teachers
- Attract university-based research funding
- Instill pride in alumni, parents and families, students, faculty, staff, friends of Brown, and the broader community
- Promote the work of the Warren Alpert Medical School and its leadership in biology, medicine, and public health.
- Collaborate with the city and state on areas of mutual interest
- Expand on and beyond campus

Joe Gagne, Chair

Joe shared some thoughts about Staff Development Day and SAC’s participation. The council talked about the plans for the SAC table that will happen during lunch.
- At the SAC table perhaps we can include a fun questionnaire, maybe a raffle prize or SAC Facts.
- Have a computer set up with profiles for people to scroll through so they can put a face with the profile. There may not be enough time to get this organized, however.
- Raffle small prizes such as gift certificates to local restaurants such as Antonio’s Pizza, or Dining Dollars, Debra Souza will donate raffle items.
- Michelle will have clipboards with Best of Brown events that will ask for suggestions for future events.
- Next 30 Days of Services ideas, what would you like to see in the future?
- Pass out SAC post-it notes and place fliers at each table
- The new 30 Days of Service posters and SAC posters will be at the table on Staff Development Day.
- If you have cameras please bring them along on Staff Development Day, make sure badges and ID’s are on!!!

Meeting adjourned at 1:30
Present: Kate Correia, Sean DeBobes, Patricia Davey, Therese Doyle-Parillo, Eric Friedfeld, Joseph Gagne, Chair, Heather Hower, Jason Masi, Tracie Mederos, Marla Pearsall, Kathleen Sousa, Debra Souza, Jessica Smith, Keith Thompson, Tanitia Sello, Amy Umstadter, Jennifer Whitworth
Absent: Karen Davis, Christie Kilgus, Michelle Nuey, Carol Vaters, Joseph Sarno, Roberta Swanson,

Staff Participation Subcommittee — Sean DeBobes
Sean provided the Council with a synopsis of the volunteer effort at Staff Development Day and the First Quarter of Service. In the first quarter of service there were 6 people, 120 hours of volunteer work. Staff may have felt this year during Staff Development Day that they had to make a choice between attending a session, volunteering or having to attend Google training. One concern was raised by a staff member stating that Brown should offer compensatory time for volunteer work. The Council felt that there was ample offerings at Staff Development Day and through the quarterly service offering, and suggested that the true nature of volunteering should be voluntary and the person’s own decision to take time to do something for the community. Staff Participation Subcommittee has provided a number of opportunities for staff to be involved for those who would like to donate their time.

Sean felt that 30 Days of Service was marketed well through morning mail and fliers, but we didn’t get an increase in participation. Sean requested ideas for marketing for the next quarterly service program. We want every staff member to know about the 30 days initiative. Maybe the types of volunteer opportunities available were difficult for some people to perform. It seemed that a lot of the opportunities involved heavy labor for example, Habitat, Magaziner Farm and clean up. Therese suggested that people have a lot of commitments; she said morale seems low with all the moving around of staff. A lot of people seem overwhelmed at their job right now, and maybe we will have a better reaction from people in the Fall.

Sean recently attended the Administrative Leadership Meeting and publicized 30 Days of Service.

Other SAC Business:
To learn more about Public Affairs & University Relations (SAC visit on June 1st), logon www.brown.edu/Administration/PAUR

SAC EMAIL: Kathleen has volunteered to check on the SAC email regularly and clean out some of the older items.

Cell Phone Drive: Tracie Mederos provided an update on the cell phone drive update and reported that the drive is going well. Phones are still coming in and she plans on delivering them this week. Michelle also has a box in her office with quite a few donations.
Heather Hower was nominated and accepted the post of Staff Advisory Council Chair! Heather will talk about her vision for SAC and her plans for 2011.

1. “I have participated in SAC events and I have met with Lori Nascimento and she extolled the virtues of SAC. I was impressed with how SAC took care of staff concerns. I have learned more details and the process of SAC. SAC can really make an impact on staff. It was interesting to put together the winter break poll, the concert and the various drives. I feel honored to be a part of all the positive impact that SAC has.

2. After reviewing feedback from the conversation project, we continue to be in transition. People are concerned about an increase in work load. How will we continue the momentum of change? What are the positive changes? It is really important to let staff know they are being listened to, and try to help people with their concerns, and to follow up on concerns.

3. For the vision, I hope we can keep the momentum going, we need to increase meetings with senior university groups, and it’s very helpful to increase the visibly of SAC, along with soliciting suggestions from staff. More meet and greet networking type events, it really helps to have networking socials. Maybe a FaceBook page, more recognition for staff, maybe some simple events. Make impact statements to let people know how and what we can do to help organizations. We might want to invite RISD to our Bring a Friend event.

4. How do we get the word out? For the events and service, send out our own communications, we can seek out senior administration’s seal of approval, it may increase awareness. Incentives like certificates of completion or make it into some kind of competition.

5. What is leadership in your role? I bring enthusiasm, what is important as far as missions and goals. Keep bringing in guest speakers, reaffirm that we are listening, and that their concerns are not going into a vacuum, we are
here to close the loop. Maybe next year we could sponsor a forum about what Brown will look like after the transition.

6. Do you feel that the responsibility of SAC is a lot to take on?
   I think it is manageable, we need to delegate. We are going at a good pace and we are continuing to make progress. There is a way to get everything done through prioritizing and delegating. Part of the role of chair is to come up with agenda items that are important to us, and what we would like to learn more about.”

Heather Hower was asked to leave the room while a vote was put to the council. All were in favor of Heather taking the role of chair. It was a unanimous yes! We will make an announcement in Morning Mail and it will go up on the web site. Heather will assume her role as Chair in January 2011.

The council was asked to split up into subcommittees at 1:00 pm.

Meeting was adjourned at 1:30pm
Present: Kate Correia, Karen Davis, Sean DeBobes, Patricia Davey, Therese Doyle-Parillo, Eric Friedfeld, Joseph Gagne, Chair, Heather Hower, Christie Kilgus, Wendy McRae-Owoeye, Tracie Mederos, Michelle Nuey, Marla Pearsall, Joseph Sarno, Roberta Swanson, Tanitia Sello, Kathleen Sousa, Jessica Smith, Keith Thompson, Amy Umstadter, Jennifer Whitworth
Absent: Jason Masi, Debra Souza
Guest: Jim Patti

Joe Gagne started the meeting by thanking Heather and Roberta for hosting at the Butler Campus and welcomed Jim Patti, Senior Dean for Finance and Planning for the Division of Biology and Medicine.

Advisor’s Report
Karen Davis, Vice President for Human Resources
Karen started the meeting by announcing that Joe Sarno would be stepping aside as a SAC Ex-Officio Advisor. Joe has been an advisor since the spring of 2007. Wendy McRae-Owoeye, Director of Diversity and University Equal Employment Opportunity and Affirmative Action Officer, will be joining Karen as co-advisor.

Karen gave an overview of the organizational review and spoke about the shared service center within Graphics, Events, Computer Support and the Help desk. She emphasized that the organization will be looking for new ways to generate revenue in the next fiscal year.

Jim Patti, Senior Dean for Finance and Planning, Biology & Medicine
Jim gave the Council an overview of the plan for the Division of Biology and Medicine. He said that when the financial downturn happened everyone was forced to reassess the way they do business. The federal stimulus bill has enhanced the Division. The focus has been on opening the new Medical School Building in the Jewelry District and priorities are to put the financial gain in the bank to take care of the new building budget. They are also working hard to deal with expenses going up - tuition and fees are only a small portion of revenue budget. Prospective students are looking for more and more financial aid to be able to attend medical school. The priorities are the medical school building, financial aid, and revenue enhancement through fundraising. He also spoke about growing the medical school and adding students and faculty. Jim shared that the move to the Jewelry District will create new opportunities in Admissions, Financial Aid and Student Affairs and that they are always looking to enhance and expand programs. For more information see http://biomed.brown.edu/bmfp/
Joe Gagne
Hanna Rodriguez-Farrar will be at our Bring-a-Friend meeting and will focus on her job and work with President Simmons. There are 15 guests confirmed so far. Joe said it was fine to invite 1 or 2 friends. For the second part of our meeting, SAC alums will speak and Michelle and Heather will present SAC Rhode Show “Works in Progress”. The Bring-a-Friend meeting is the Tuesday after the Monday holiday on August 10th. It was also suggested that SAC reach out to representatives from RISD’s staff advisory group to attend the meeting

Marla is working on web enhancements including taking out old pictures and adding a new banner. The web banner is more representative of SAC – it is a photo with a blend of Brown University and the Providence skyline showcasing SAC’s focus on both communities. SAC’s new banner is in the works and should be ready soon.

The next Best of Brown event will be on July 21st at Haffenreffer Museum. A morning mail will be sent out to announce the event.

The Council spoke about a late summer event for a morale booster or a fundraiser.

Subcommittees met for the remainder of the meeting. The Council meeting adjourned at 1:30 p.m.
President’s Staff Advisory Council Meeting Minutes
July 27, 2010
11:30 a.m. – 1:30 p.m.
121 South Main Street

Present: Kate Correia, Karen Davis, Sean DeBobes, Patricia Davey, Joseph Gagne, Chair, Heather Hower, Christie Kilgus, Jason Masi, Wendy McRae-Owoeye, Tracie Mederos, Michelle Nuey, Marla Pearsall, Christine Sarkady, Roberta Swanson, Tanitia Sello, Kathleen Sousa, Jessica Smith, Keith Thompson, Amy Umstadter, Jennifer Whitworth

Absent, Therese Doyle-Parillo, Debra Souza, Eric Friedfeld

Joe welcomed SAC’s newest member Christine Sarkady from the Investment Office. He announced several accomplishments for SAC members - Tracie Mederos has accepted a position in the Department of Continuing Education; Amy and Jason were promoted within their departments and Keith has a new position in Computer Education. Joe asked the group to notify him of accomplishments of SAC members that we can recognize as a group.

Staff Concerns – Karen Davis
A SAC member had sent an email regarding complaint about parking fines. Karen Davis explained that in the fall of 2008, there was a task force which focused on transportation and parking on College Hill. The free RIPTA benefit was part of the goal to alleviate parking problems around Brown. Discussion ensued about the steep parking fines from Brown’s Parking Office and the process of appealing a ticket. The appeal process was viewed as bureaucratic and unfriendly. Joe will bring the concern to the Parking Office and invite them to meet with the Council in early September.

Events Subcommittee
Jen Whitworth
Heffenreffer Museum’s new exhibit, Reimagining the Americas, was the location for the Best of Brown event on July 21. There were over 45 people who attended this museum exhibit and it was very well received by all. The Events Subcommittee wants to rethink their marketing approach. It is thought that the Best of Brown is viewed as the same event every time – so new ways to showcase each venue is needed.

The Events subcommittee met with Joe and thought that a morale booster would be a good idea. Kathleen suggested collaborating with the first Farmers’ Market of the season.

Joe noted that “Bring a Friend” invitations were sent out. Joe will send out a reminder invitation. Hanna Rodriguez-Farrar will be our guest speaker and Michelle and Heather will present the SAC Rhode Show at the meeting.
**Conversation Project**

**Heather Hower**

Heather noted that SAC members reached out to 31 staff and she has compiled the results. She will work with Joe and Michelle to draft a letter for President Simmons. The findings showed that overall, staff felt there is good communication from Administration; most thought that Morning Mail was a useful tool. Most people surveyed felt that the economy has affected morale at Brown. SAC will highlight the Conversation Project on the web after President Simmons has received the results.

**SAC Website**

Joe announced that the website has a new banner. Marla requested help with updating the SAC website and that someone will also be needed next year. Kate Correia has volunteered to help.

**Beyond the Bottle Update**

**Sean**

Sean gave an update regarding “beyond the bottle” initiative. Dining will no longer have bottled water in any retail units. When having functions, there will be watering stations rather than bottled water. New buildings will have hydration stations for people to fill bottles etc. This project has been funded by the President’s office.

**Subcommittee Meetings:** Council adjourned to meet in subcommittees at 12:34pm. Joe asked the Subcommittees to take some time today to look at the past 6 months to review: What has worked; What goals from January have changed; and What can be improved upon.

**Staff Participation Subcommittee (SPS)**

Amy gave an update for the subcommittee. Next quarterly service initiative starts in late September early October. Habitat for Humanity and Children’s Hospital walk-a-thon event will most likely be offered as volunteer opportunities. The food drive went well, and over 350 books were collected for the book drive. Our new partnership with Habitat for Humanity is great and will continue to build on that. One challenge is increasing staff participation. Going into next year we need other SAC members to host events. Outreach is something we have to think about collectively. One of the things we should do is to use this time to work together to strategize a broader communication plan. We are not necessarily hitting the mark with staff. We need to present a united front as far as outreach is concerned. Now that we have the SAC Rhode Show, we should take it to some of our larger departments. The power of networking is not to be underestimated.

Amy suggested that every year as part of your performance evaluation, it should be taken into consideration that you have attended some kind of training course, or were part the ambassador program or SAC sponsored event.
Events Subcommittee
Jen shared the activities of the Events Subcommittee noting that they have their 2010 checklist. This list shows us what has been done, and what things have worked and not worked. One suggestion was to host a “Back by Popular Demand” event - something that was offered in the past that people enjoyed. Also the subcommittee is considering starting a sign-up on the SAC website to ask staff they’d like to receive notices of SAC events.

Outreach & Communication Subcommittee (O&C)
Michelle informed the group that the subcommittee members were pleased with how the year is going. There has been an increase and improvement in communications to the community. The Conversation Project has proven to be useful. Focus going forward should be to help SAC in promoting its initiatives. Public Affairs and University Relations has been instrumental in helping O&C get the word out. Other thoughts are to send out notices to a listserv or to administrative managers in advance of an event. Easels can be set up in high traffic areas announcing SAC events instead of just relying on Morning Mail. The SAC Rhode Show is important and should be continued and expanded upon. Other ideas to get the word out about SAC included a FaceBook page and organizing a “Friends of SAC” for people who have expressed an interest in the group. The subcommittee was also pleased with the idea of meeting with President Simmons twice a year instead of just annually.

Joe noted that the August 24th meeting will be held at Education Alliance, Richmond Square.
Meeting adjourned at 1:37
President’s Staff Advisory Council Meeting Minutes
August 10, 2010
11:30 a.m. – 1:30 p.m.
SAC’s Bring a Friend Meeting
Chancellor’s Dining Room

Present: Kate Correia, Karen Davis, Sean DeBobes, Patricia Davey, Joseph Gagne, Chair, Heather Hower, Christie Kilgus, Jason Masi, Wendy McRae-Owoeye, Tracie Mederos, Michelle Nuey, Marla Pearsall, Christine Sarkady, Debra Souza, Roberta Swanson, Tanitia Sello, Kathleen Sousa, Jessica Smith, Keith Thompson, Amy Umstadter, Jennifer Whitworth, and Guests
Absent: Therese Doyle-Parillo, Eric Friedfeld
Special Guest: Hanna Rodriguez-Farrar, Assistant to the President

Joe Gagne
Joe welcomed SAC members and guests to the annual “Bring A Friend to SAC” luncheon. He also welcomed special guest, Hanna Rodriguez-Farrar, Assistant to President Simmons and SAC Alumni, and acknowledged guests from RISD’s, Karen Pietropaoli and Anj Shaw who represent their staff advisory council. Joe explained that SAC is making an effort to reach out to other universities in the Providence area. Lastly, Joe acknowledged current SAC members and shared the camaraderie and excellence of the team. The goal of the meeting today was to provide an overview of the President’s Staff Advisory Council.

Advisors Report/Staff Concerns
Karen Davis, Vice President for Human Resources
Karen explained that staff concerns are part of each meeting where issues are raised from staff through SAC members or those received through email. Two concerns were discussed. A member of the Brown community was told that he cannot park his moped near the Brown Office Building at the bicycle racks nor can he park in the street. As a result he doesn’t know where to park. Karen offered that she would look into the situation and get in touch with him with the proper information. The other concern was regarding the use of sick time. The staff member was concerned that sick time is not paid out upon leaving Brown and only up to a certain number of hours can be carried over; and if not used, it is lost. Karen explained that Brown benchmarks against other higher education institutions on benefits and in regards to sick time, Brown’s policy is very generous. She also confirmed that sick time is not paid out upon leaving Brown. A SAC member asked if Brown has ever considered allowing employees to lend unused vacation and sick days to people who may need it. Karen answered that this question has come up, but has been deemed too administratively complex to manage and is not part of the policy.
Update from Subcommittees

Events Subcommittee

Kathleen Sousa

The morale booster – or staff appreciation event - will happen on September 8th in conjunction with the first Farmers’ Market. Frozen treats from Warwick Ice Cream will be handed out to staff along with chances to win Brown-specific raffle prizes – Faculty Club, Bookstore, Athletics etc.

Jen Whitworth explained that the Best of Brown Series is ever changing and a new venue is offered each time. She asked the group to send her ideas of events they would like offered.

Outreach and Communication Subcommittee

Michelle Nuey

The role of the Outreach and Communication Subcommittee is to communicate to the Brown Community through various methods and also act as a conduit to provide communication to senior administration. Currently the subcommittee advertises SAC events through electronic distribution of flyers and morning mail submissions, but there is also a plan to begin a listserv for staff who would be interested in learning about upcoming events. She asked the group to share with her ideas on how the subcommittee can enhance its communication efforts. Michelle shared with the group the results of SAC’s initiative, The Conversation Project, the goal of which was to gauge the morale of the staff community. 31 staff members were interviewed which garnered some useful feedback to present to President Simmons.

Michelle acknowledged SAC’s webmaster, Marla Pearsall, who has worked hard to enhance the website with a new banner, updated content and the most recently, SAC Member profiles.

Hanna Rodriguez-Farrar, Assistant to the President

Rather than a formal presentation, Hanna asked the audience to ask questions about what they wanted to learn about Brown, her job and working closely with President Simmons. Hanna spoke fondly of the President’s sense of humor, her hard work and her dedication to Brown University. Themes she touched upon were the culture at Brown and SAC’s role in the staff community; the large task of being at the helm of an Ivy league university; and the challenges facing the University and higher education. Asked whether she takes a vacation, Hanna replied that she does, but she’s always connected to what’s happening at Brown.

SAC Rhode Show

Heather Hower and Michelle Nuey

Heather Hower presented “Works In Progress” which highlighted a busy year so far for SAC. Presentation included SAC history; emphasis on being there for staff with the motto “We’re here to be there... for staff at Brown”; Subcommittee work and service initiatives – SAC’s 30 Days of Service and the successful food, book and cell phone drives. SAC is about staying engaged with staff throughout the university.

SAC Alumni

Sarah Peri from Dean of the Faculty Office shared her thoughts, “Being a part of SAC allows you to meet people that may become resources later on. Serving on SAC gives you a sense of community, makes you aware of what goes on in other offices.” Sharyn Whitney-Lennox shared that she thought SAC provided a wonderful opportunity to meet people. She felt the Conversation Project should become more of a mindset for all us.
She noted that “Talking to our fellow employees every day [is important] so you really are in tuned with what is going on.” Joe explained that the Conversation Project will most certainly be expanded upon in the future.

Joe Gagne thanked everyone for joining the Council for lunch and asked them to keep posted on the application process which will begin sometime in early fall.

Meeting adjourned at 1:24.
Present: Kate Correia, Sean DeBobes, Therese Doyle-Parillo, Joseph Gagne, Chair, Heather Hower, Jason Masi, Wendy McRae-Owoeye, Marla Pearsall, Christine Sarkady, Debra Souza, Tanitia Sello, Jessica Smith, Keith Thompson, Amy Umstadter, Jennifer Whitworth
Absent: Eric Friedfeld, Roberta Swanson, Patricia Davey, Tracie Mederos, Christie Kilgus, Kathleen Sousa, Karen Davis, Michelle Nuey
Guests: Patrick Walker-Athletics Department Marketing and Promotions, Michele Wise Senior Benefits Special Programs Coordinator, Maria Pacheco-Director of Equality for Education Alliance

Patrick Walker, Manager, Athletics Marketing and Promotions
Brainstorming session
Patrick asked SAC to help brainstorm ways of getting staff more involved in Brown Athletics. He explained that they have scheduled Brown's first night game which is against Harvard. They are expecting over 10,000 for this game, and there will be TV and promotional spots. One of the goals this year is to try to engage faculty and staff to attend the smaller sports venues offered by Brown Athletics.

He explained that faculty and staff have 4 tickets each to select games. He asked if anyone had more ideas to attract participation from faculty and staff. (Pre-selected games are Women's soccer against Columbia, Men's Soccer against Indiana University.) Ideas that surfaced were:

- Set up a system to sign up on line for free tickets with authentication.
- Put something in the orientation packets and advertise on Bear Bargains page.
- Come to the main campus for ticket sales where you may be able to capture more folks for tickets. Go to the Blue Room, Ivy Room and the Brown Bookstore to sell tickets.
- Have a staff seating section, with a host to anchor it. This may be tough for football considering the size of the field. It may be easier at the smaller venues.
- Offer tailgating opportunities as a way to promote events and get more involvement.
- SAC is looking to do a tour of the athletic facility which may drum up some excitement about the sporting events. Visiting the rooftop field which a lot of people aren't aware we have. Offer tickets to those staff who sign up for the tour.
- Contact President's Office regarding the annual football game for the Brown community. Therese offered to do the legwork in organizing this once a date has been determined.
- Distribute free tickets at the staff appreciation event on September 8th.
Michele Wise, HR Benefits
Benefits and Wellness Fair
Michele is now in the role of coordinating the Benefits and Wellness Fair, which will be held on November 10th from 8:00am-3:00pm in Sayles Hall. Invitations have been sent to the vendors and the theme will be “healthy eating, diet and nutrition”. She explained the limited budget for the event and asked for suggestions on ideas to enhance the program. She also asked the group to think of a title for this year’s event. It was suggested that she contact the community liaison at Whole Foods to see if they would consider sponsoring the event as well as local food initiatives like Farm Fresh and Narragansett Creamery. Peter Rossi and Noah Fulmer of Dining Services may be able to help with identifying sponsors. SAC will once again be present at the front table to direct staff and log in Brown Smart Points cards.

Staff Concerns
Joe received a concern about the handling of surplus furniture. James McCurdy of Purchasing replied to Joe’s email and informed him that Brown has donated over 4,000 pieces of furniture to various non-profit charities, schools, agencies, etc. He explained that if some pieces were not complete such as panels for cubicles, they cannot be donated. Surplus furniture is sent to Park Lane where inventory is ever-changing.

A concern was sent in about the temperature in the Bookstore and BOB. Concerns such as this need to be phoned directly into Facilities and logged in so they can address the problems.

Jen received a staff concern about being allowed only half-day bereavement for the death of a brother-in-law. The employee was unhappy with the amount of time off. Wendy offered to look into how bereavement time in the policy was determined. See Human Resources Policy: 30.023

Staff Appreciation event
A sign-up sheet for volunteers was passed around along with event flyers for SAC members to post in their departments. The event “Have A Treat on Us” will be held on September 8th in conjunction with the first Farmers’ Market. SAC members will offer frozen treats from Warwick Ice Cream to staff along with chances to win raffle prizes.

Google Training:
Keith notified the group that Computer Education is expanding their training for Google. They will come to individual departments and give personalized training sessions upon request.

Staff Participation Subcommittee
Sean reported that the next Quarterly Service offerings will be held from September 25 through October 3. Volunteers are needed for Habitat for Humanity and the Walk-A-Thon for Hasbro.

Outreach and Communications: The Conversation Project letter has been finalized and the results have been sent to President Simmons.
Maria Pacheco  
**Director Equity and Diversity Projects at The Education Alliance**
Since our meeting was at The Education Alliance, SAC invited Maria Pacheco to give an overview of the work being done at The Education Alliance. Discussion ensued about education and teaching throughout Rhode Island and the history of the organization. From the website: “The Education Alliance, a department at Brown University, promotes educational change to provide all students equitable opportunities to succeed. We advocate for populations whose access to excellent education has been limited or denied. Since 1975, we have partnered with schools, districts and state departments of education to apply research findings in developing solutions to educational challenges. We focus on district and school improvement with special attention to underperformance and issues of equity and diversity. We design and deliver expert services around planning, professional learning, and research and evaluation.” For more information logon to the website is: [http://www.alliance.brown.edu/](http://www.alliance.brown.edu/)

Meeting adjourned at 1:30pm
Present: Kate Correia, Karen Davis, Sean DeBobes, Patricia Davey, Eric Friedfeld, Joseph Gagne, Chair, Heather Hower, Christie Kilgus, Jason Masi, Tracie Mederos, Michelle Nuey, Marla Pearsall, Christine Sarkady, Debra Souza, Roberta Swanson, Kathleen Sousa, Jessica Smith, Keith Thompson, Amy Umstadter, Jennifer Whitworth

Absent: Therese Doyle-Parrillo, Tanitia Sello, Wendy McRae-Owoeye

Guests: Beth Gentry, Asst Vice President, Financial & Administrative Services, Carleia Lighty, Transportation Manager, Al Dahlberg, Director State and Community Relations, Jennifer Braga, Government Relations & Community Affairs Liaison

Beth Gentry, Assistant Vice President, Financial and Administrative Services

Carleia Lighty, Transportation Manager

Beth spoke about the diversity of activities managed by Brown Transportation including:

- The management of parking spaces and lots around campus (approximately 1600 spaces).
- The waiting list for parking spots has been streamlined by a new web-based parking system that shows where you are on the waitlist.
- The RIPTA program which has been highly successful (3,400 riders @30,000 ride/mo) , the largest portion of users are students, has helped us alleviate some of the parking issues for students.
- The Zip Car program has expanded dramatically, with up to 16 vehicles from 2 vehicles and 1900 members averaging 760 reservations/month. There will likely be expansion of Zip Car to the Jewelry District.
- The Safe Ride program provides approximately 4,000 rides a week.
- Car pooling program on campus which could be utilized more

Parking tickets: A staff concern was received about by a staff member who received a ticket in a loading zone, but commented on the punitive nature of the parking fines. Beth explained that the only way to prevent people from inappropriately utilizing spaces that have been paid for by others or space that has been designated as a loading zone or handicap space is to adopt strict policy on parking and a strict fee structure. Parking on campus is limited and many staff pay a healthy fee to be assured a space. It is the Transportation Office parking enforcement's job to ensure paying parking patrons have the space available for which they paid and to ensure other areas such as loading zones, handicap, or space not designated for parking are free for their designated use. Parking appeals can be done on-line through the ParkAdmin system. The Parking Violation Committee meets to review all appeals.

Scooter/Motorcycle parking: Another question was raised about scooter parking. Beth said there is parking available for scooters and motorcycles behind J. Walter Wilson which can be paid for just like you would for a car.

OMAC Construction: How will you accommodate the spots lost at OMAC? Most people assigned to the OMAC lot were reassigned to the Power Street Parking Garage or moved in back of Athletics to Lot 90. There are a small number of spaces still utilized by Athletics staff which will be taken off-line in the coming months and staff will be moved to Lot 89 behind the Heat Plant.
**City of Providence Parking Ban:** How do we find out if there is a Parking Ban and which parking lots will be open for general parking use? Beth explained that this has been a challenge to try to get those announcements out. Once the parking ban from the City has been announced, the information is posted to the Transportation website, along with a blast email about the parking ban and SafeRide schedule. When a City of Providence parking ban is in effect, an employee who is not registered for parking in an official University lot may seek off-street parking on a space available basis on either level of the Power Street parking garage (Lot 68), or the rear of the Athletic Center on Lloyd Avenue (Lot 90) only.

**Wait list and Parking locations:** There is a parking forum for people who want to switch spaces which can be accessed via the Transportation Office website. Parking lot wait lists are maintained through the new online parking system – ParkAdmin. and you can only be on the waitlist for one parking lot. Larger lots have a faster turnover. The integrity of the wait list is kept intact with the new parking online system. A question was asked as to why there are so many empty spots in the Power St. garage? Beth answered that it depends on what time of day it is. Lot usage is monitored periodically, but it depends on time of day, time of year, and type of individuals assigned to the lot, etc.

**SafeRide:** A question was raised as to why SafeRide may be suspended on inclement weather days, leaving some staff to walk, sometimes dangerously near traffic to get to their job site. This happens especially near Davol Square. What should the recommended practice be for staff who park away from their worksite. Beth explained that SafeRide is contracted through a vendor and if they tell us it is not safe for their drivers (weather related) we cannot insist that they drive. Those making their way to work have to use their own judgment to determine their safety. Notification is provided to all staff via blast e-mail as soon as we know the service is going to stop and we advise all to think of their safety as they make decisions about whether to leave early.

For more information, log-on to: [http://brown.edu/Administration/Finance_and_Admin/transportation/](http://brown.edu/Administration/Finance_and_Admin/transportation/)

**Al Dahlberg, Director State and Community Relations Public Affairs & University Relations (PAUR)**

The College Hill Parking Task Force, started in 2007, a recommendation came from the City of Providence. Brown brought together representatives from surrounding schools and city departments. It was an exhaustive process, and in 2008 the Task Force came out with a set of recommendations. One finding was that there was ample supply of parking on College Hill to meet demand, but it wasn’t managed well. The taskforce centered around some key issues:

- Comprehensive plan of on street parking
- Public transportation-free RIPTA, Zip Car Program
- Safety of streets and safe ride program
- Increased parking enforcement

Click on the following link to learn more about the findings of the Task Force, [http://www.brown.edu/Administration/PAUR/cgr/parking/documents/College_Hill_parking_Brochure.pdf](http://www.brown.edu/Administration/PAUR/cgr/parking/documents/College_Hill_parking_Brochure.pdf)

**Jennifer Braga, Jennifer Braga, Government Relations & Community Affairs Liaison, Public Affairs & University Relations (PAUR)**

Jennifer shared that community relations are really good and Brown is doing a great job communicating with its neighbors. Information being shared are things like cutting down a tree, closing a street due to construction or findings from the Pedestrian Taskforce. There are bimonthly forums for the community to talk and share ideas and solutions. Nothing goes unaddressed and everything is handled with sensitivity. In addition her department notifies the community of events that are open to the public, such as open community ice skating events. There are also theater nights which combine dinner at the Faculty Club and admission to a Brown theatre production. Jennifer also attends Neighborhood Association meetings to talk about issues of importance to East Side residents. She shared that it is very
important to continue the communication both coming in and going out and letting people feel that someone is listening.

Sean DeBobes mentioned that Brown University Staff have performed hundreds of hours of community service and the community should be made aware of our efforts. It was suggested that perhaps a SAC representative could present at one of Brown’s community meetings.
Joe Gagne, Chair
Joe shared that the “Have a Treat On Us” – the frozen treats event for Staff was a great success. Keith shared that it was a great event because we were not asking for anything - staff could just come and get a treat. The students that came to the table were also given a treat, but were asked “to thank a staff member” that day. Heather shared the same sentiment and also will send photos for Marla to put on the web.

Joe asked that anyone interested in participating in Brown Gives Green Charities Drive as a department coordinator should call him or Angel Hilliard. Therese is working on the faculty/staff football game. At this point, we are not certain when it will happen.

Heather Hower, Co-Chair
The nomination process and it will run through September 27th. SAC members are encouraged to nominate colleagues they feel would benefit from being on SAC. Applications will begin on October 1 and will close on the 15th.

Michelle Nuey – Outreach & Communication
President Simmons recommended expanding the Conversation Project. O&C will continue to gather ideas on this so that it can be follow-through to next year and the new class of SAC members. Consideration will be to put the goals of the project on the website. O&C is also considering creating a Face Book Michelle said that social media guidelines were being developed University-wide and will be out within a month.
O&C continues to look at ways to get the word out about events, volunteer opportunities and general information. Flyers and posters worked great with the ice cream social as did sending emails with attached flyer to respective contact lists from members. Flyers popped up many places across campus because of our email network.

Jennifer Whitworth - Events
The subcommittee is planning a Best of Brown in Athletics sometime late October between 11:30 – 2:00 for 4 half hour tours of the athletics facility. Patrick Walker will be able to put a tour together.

Sean Debobes – Staff Participation Subcommittee
The 3rd quarter of service morning mail announcement will be going out about SAC’s next service opportunities. Habitat for Humanity will be held on September 25 and has a wait list. The Hasbro Walk-a-thon, which will be on October 3rd still needs volunteers to help hand out tee shirts and help people to register.

It was mentioned that people don’t seem to read morning mail, should we go along the way of flyers and posters to advertise events? The flyers and posters proved very successful advertising the ice cream social.

Meeting adjourned at 1:19pm
President’s Staff Advisory Council Meeting Minutes
September 28, 2010
11:30 a.m. – 1:30 p.m.
121 South Main Street, room 247

Present: Patricia Davey, Sean DeBobes, Eric Friedfeld, Joseph Gagne, Chair, Heather Hower, Christie Kilgus, Jason Masi, Wendy McRae-Owoeye, Michelle Nuey, Marla Pearsall, Christine Sarkady, Debra Souza, Roberta Swanson, Tanitia Sello, Kathleen Sousa, Jessica Smith, Keith Thompson, Amy Umstadter

Absent, Karen Davis, Kate Correia Therese Doyle-Parillo, Tracie Mederos, Jennifer Whitworth

Staff Concerns

A staff concern was submitted regarding Brown's Bereavement policy. Wendy shared that she spoke with Drew Murphy regarding the policy, specifically, how did the 3 day time frame (e.g., time off) get established and who determined the definition of a family? The 3 day time frame has been established since 1994. It is not clear as to whom authorized the 3 day time frame and change in the definition of family for this policy (e.g., change in the definition of family now includes: same sex partner and the spouse of a same sex partner). As for the Policy approving process, there is an internal Policy team who makes recommendations to Karen Davis, V.P. of HR. upon consulting, in some cases with HRAB for feedback.

Another concern surrounds dissatisfaction with new food service in the Ivy Room. Part of the restructuring was to close the Gate during the day, the Ivy Room has diminished service, salad bar was discontinued, and there are not as many options available. There is an array of premade items including salads. Prices have also risen due to food costs. There has been significant savings as a result of these changes.

Joe Gagne, Chair

Flood Relief for Pakistan. Joe went to the Brown University Community Council meeting where students were requesting support for recent floods victims in Pakistan. Joe spoke with the students after the meeting and offered SAC’s support for the cause. Although not sure how SAC can be involved, Joe provided the SAC website as a means to advertise upcoming events.

Upcoming Meetings: SAC’s October meeting will be dedicated to sustainability at Brown, recycling and re-using. Visitors will be Christopher Powell, Director of Sustainable Energy & Environmental Initiatives; Ray Stewart, Purchasing Manager & Jim McCurdy, Purchasing Agent and Peter Rossi, Associate Director of Dining Services. Also, Julie Haworth, Director of the Event & Conference Center will present Volunteer Opportunities and Judy Nabb will present the recent Training Needs Assessment. On October 26th Wendy McRae-Owoeye and Valerie Wilson will talk about the University Diversity program. Also on the 26th SAC will be preparing for the November 2 meeting with President Simmons. Each group will talk about their accomplishments to date. Heather will talk about what SAC’s plans are for the next year. People are encouraged to come to that meeting with questions to ask President Simmons.

Heather Hower, Co-Chair

Heather reported that there have 10 nominations for SAC’s new class in 2011 submitted. She felt that the nominations represent a good cross section of the University and will urge the nominees to apply. Applications start this Friday and will run through October 15th.
Staff Participation

Amy reported that the Hasbro walk-a-thon still has 9 openings for volunteers. Amy will be sending out an email to request more participation for the half-day commitment. Volunteers are needed to hand out tee shirts and to help sign people up. The Hasbro website has a lot of information on this “rain or shine” event.

Events Subcommittee

Keith reported that the next Best of Brown series will be a tour of the Athletic Department, Tentative dates are October 20, 22 and 27, 11:30 – 1:00, there will be 3-1/2 tours, 15-20 people per tour. It is undecided whether SAC will have a simultaneous drive to a charity. Upon confirmation with Athletics, Events will begin getting the word out and advertising the event.

12:15pm committee broke into sub-committee groups to meet

Meeting reconvened at 1:15pm

Staff Participation met with Outreach and Communication Subcommittee and came up with some ideas to advertise events and volunteer opportunities. Some ideas were asking staff to be department liaisons who will send out information and flyers for SAC. Michelle suggested that a Face Book page would be a good idea to communicate to the community. A draft FB page has been created but has not published it yet. FB is a good alternative to SAC’s website and would centralize information for staff. Event reminders and updates can be posted on the page. The question remained if there was a policy about the use of Face Book that would not allow SAC to proceed. Wendy said that PAUR is developing guidelines for use of electronic media sources.

Keith shared more ideas about the Athletics tour. He also said that Events would like to plan a Food Drive. Joe suggested that Events work with Staff Participation and perhaps have that as a 4th Quarter service project.

Meeting adjourned at 1:30pm
President’s Staff Advisory Council Meeting Minutes
October 12, 2010
Watson Institute Library

Present: Kate Correia, Karen Davis, Sean DeBobes, Patricia Davey, Joseph Gagne, Chair, Heather Hower, Christie Kilgus, Jason Masi, Wendy McRae-Owoeye, Tracie Mederos, Michelle Nuey, Marla Pearsall, Christine Sarkady, Debra Souza, Roberta Swanson, Tanitia Sello, Kathleen Sousa, Jessica Smith, Keith Thompson, Amy Umstadter, Jennifer Whitworth
Absent: Therese Doyle-Parillo, Eric Friedfeld
Guests: Julie Haworth, Judy Nabb, Christopher Powell, James McCurdy, Peter Rossi

Julie Haworth, Director of Events and Conference Center.

Julie met with the council to introduce the newly created Events and Conference Center which is now reporting to Facilities Management. She discussed the “one-stop” shop aspect of the department to really be a resource to the Brown community in planning their events and gatherings. She also gauged the council to brainstorm ideas on engaging staff to volunteer at major Brown University events such as Commencement Weekend, Family Weekend etc.

Judy Nabb, Manager, Learning & Professional Development

Judy met with SAC to spread the word about all the training classes offered at Brown. She noted that the Center for Learning and Professional Development can be customized to fit the needs of a specific department or area. Judy explained that the Center was seeking funding for a professional development management system that would be used to post sessions and track attendance. She explained that training.brown has been a great resource, but it has its limitations and an enhanced system is needed to support learning opportunities for staff. She explained the results of the recent needs assessment that was performed throughout the university. Some of the primary training needs identified within the community were: communication; change management; customer focus; leadership management; interpersonal; time/organizational management and institutional knowledge. As a result some of the offerings for the Spring will be in the areas of Leading Change; Business writing and public speaking; Managing relationships in all directions; Strategic Planning; Problem Solving; and Conflict Resolution.

In parting, Judy shared that one of her goals is for all staff to commit to one professional development program a year. “It is important that we as a community engage staff to learn new things and share ideas, she said.” If you have any thoughts, please call Judy at ext. 3-9376 or via email. For information on individual SWOT analysis (Strengths/Weaknesses/Opportunities/Threats) and Individual Development Plan, see online programs at: http://brown.edu/Administration/economy/stayinvolved/ProfessionalDevelopmentProgramsandOtherServices.html

Christopher Powell-Director of Sustainable Energy & Environmental Initiatives

One of Brown’s goals is to reduce its carbon footprint on campus. Facilities has put together an Energy and Environmental Advisory Committee, which is made up of students, faculty and staff and has developed a long-term plan which reviews challenges and goals throughout the University. The mission is to minimize energy use and promote environmental stewardship. Brown will use the opportunities created by these actions to further its education research and service mission with regards to energy sustainability and use.
The goals established in 2008 were to reduce emissions by 42% across campus. To date, emissions have been reduced by 22% - about half way there. Chris’ office has looked at ways to more efficiently use electricity and has made the switch to natural gas in most cases. In addition, there has been a huge increase in recycling waste trash which has in turn, created revenue. Some of our energy conservation projects include: Lighting work; Steam trap replacement program; Retro commissioning work; Miscellaneous projects (new showerheads); Fume hood evaluation — very energy intensive need to be efficient; Asset utilization — generator testing; the use of solar panels on Geo/Chem (estimated to create enough energy for 30-40 homes)

Some of the projects implemented were Sharp Refectory — evaluated refrigeration; first winter to use all natural gas; Geo/Chem and McMillan projects has been completed; Lighting — retro commissioning buildings. For more information on Sustainability at Brown logon to http://www.brown.edu/Departments/Brown_Is_Green/.

Jim McCurdy—Purchasing Agent
There was a staff concern about the practice of discarding furniture. Jim McCurdy explained the surplus and recycling program at Brown. He shared that the University recycles computers, equipment and furniture. Items are brought to the Park Lane address and then can be donated to non-profit community organizations or reused within the University. Over 4,100 pieces furniture have been repurposed in this way. Recycling office panels is a little more difficult because of different sizes and configurations, but Jim explained that they try to take most everything else. If it’s Brown University property, it can be reused. The program is working really well. Jim noted that computers can also be sent to the company, We Recycle. The problem with donating computers is that by the time it is recycled, it may be obsolete. Anyone in need of furniture or equipment can make an appointment to go to Park Lane. Selected items will be tagged and Facilities will pick up and deliver to the department. For more information on the Purchasing Department Surplus Program logon to http://www.brown.edu/Administration/Purchasing/training/faq-surplus.html

Peter Rossi—Dining Services
Peter explained that Dining Services, over the last few years, has redirected its business to local farmers. Dining started working with two farmers and now they are working with upwards of 30 farms. All milk products come from Rhody Fresh and they have established relationships with producers of jams and jellies, baked goods, seafood and meat. Recycling and composting programs have been established. Frying oil is recycled to be used for biodiesel which is used then used for heating fuel. The tray-less program in Verney Woolley has been a success and has saved over 150,000 gallons of water. Beyond the Bottle initiative aims to reduce and eliminate bottled water on campus. Currently there has been a 65% reduction in plastic bottle usage. For more details on Dining Services Sustainability Programs logon to http://www.brown.edu/Student_Services/Food_Services/sustainability/index.php

SAC Business Items
Heather Hower, Co-chair
Heather gave an update on the status on application process, She also noted that people may be feeling a bit time-constrained and asked for ideas on streamlining the meetings to better accommodate schedules. One option was to cut the meeting time to once per month and have subcommittees meet outside of the formal meeting schedule as necessary.

Events Subcommittee
Keith Thompson shared that the next Best of Brown will be a tour of the Athletics facility. A flyer has been created and will be sent out as well as a morning mail at least a week in advance of the date.

Staff Participation Subcommittee
Amy Umstadter shared that the Hasbro walkathon was wonderful event, although it was a very cold day. All the volunteers had a great time. Amy felt that SAC has established a good partnership with the organizers of the walkathon and felt they did a great job organizing the volunteer activities.

**Outreach & Communication Subcommittee**
Michelle Nuey shared that the Conversation Project we will be looking at a new set of questions, and how to sustain that project. The Face book page is on hold for now.

Adjourned at 1:34
Present: Kate Correia, Karen Davis, Sean DeBobes, Patricia Davey, Joseph Gagne, Chair, Heather Hower, Christie Kilgus, Jason Masi, Wendy McRae-Owoeye, Tracie Mederos, Michelle Nuey, Marla Pearsall, Christine Sarkady, Debra Souza, Roberta Swanson, Tanitia Sello, Kathleen Sousa, Jessica Smith, Keith Thompson, Amy Umstadter, Jennifer Whitworth

Absent: Therese Doyle-Parillo, Eric Friedfeld

Guests: Valerie Wilson, Wendy McRae-Owoeye

Liza Geduldig-University Events and Conference Center
Liza met with the council to discuss plans for volunteering at the Faculty Staff Football game – Brown v. Yale on Saturday November 6th. Volunteers will be located at a tent near parking lot A to pass out tickets, answer questions and direct guests. The tent opens at 11:00 am. Members of the Brown community with valid Brown IDs can receive up to 4 tickets for the game. Volunteers are needed from 11:00 to 1:30 (about halftime). There is a sign up list on the SAC Wiki.

Valerie Wilson, Associate Provost/Director of Institutional Diversity

Wendy McRae-Owoeye, Director of Staff Diversity and University EEO/AA Officer
Wendy provided an overview of diversity and related it to Brown University. She related the impact of diversity on all of us including our unique cultures, behaviors and beliefs. When diversity is not fully understood, it can lead to negative factors including conflicts, discrimination and prejudices. She provided an overview of the Equal Employment and Affirmative Action laws and discussed support provided through the University including Human Resources, Provost, President’s Executive Committee and Committee on Faculty Equity, Diversity Advisory Board which is made up of faculty, staff and students, and Diversity Advisory Council which includes alumni. Priorities of the Diversity Action Plan includes establishing leadership, increase the diversity of faculty and staff, address diversity among undergrads, address underutilization in departments across campus, increase financial aid for transfer and internal students, improve recruitment and retention of grad students and medical students, and encourage and support an environment that respects everyone.

Valerie Wilson
Valerie Wilson explained the need to have sexual harassment training rolled out within the beginning of the next academic semester. She explained that with recent movement of staff to new roles and departments, it is more important than ever for staff to understand the scope of the issues and the laws surrounding them, and to recalibrate the entire Brown population quickly, with standardized information. Thus, on-line training seems to be the most appropriate avenue to disburse this training. Across the country, our peer and peer+ groups are also thinking about this issue and about a third currently have some form of online training, while 2/3rds have either begun preparing a program or are thinking about it. Wendy McRae-Owoeye and Valerie have viewed many online products and are seeking those which can be more “Brown University-friendly” or useful to the climate that we have on campus.
Although the training would not be mandatory, it should be strongly recommended for everyone to go through the 30-45 minute session. The sessions would be interactive, have a self-testing module and should be piloted before launching to the general community.

Staff concerns

Karen Davis
A staff concern came in regarding comparing health care costs at other Universities within the area to Brown University? And if the cost of health care at Brown is being addressed? Karen explained that it is not easy to compare health care plans, since Brown has a sliding scale here at Brown. Brown’s plan is relatively rich with benefits for the amount paid. On the sliding scale, the highest rate an employee pays is 38% and we have employees who pay 6-10%. It is unknown what other university’s plans cover. Last year there was a 0% increase in health care costs. Brown became self insured, and pays an administrative fee to United Health Care and Blue Cross. By going to self insurance Brown cut out the middle man.

There was also a question about part time staff and health insurance. Karen explained that Faculty & Staff (non-union) at 67%-100% time contribute to health based on the sliding scale formula (Except "capped" and "uncapped" faculty).

Part time employees working 50% - 66% time can enroll in Brown's health plans and they pay 50% of the premium. At less than 50% time the employee can enroll and pays 100% of the premium. (Employees must have at least a 4.5 month appointment to be eligible.)

Joe Gagne, Chair
The meeting format with President Simmons will be very informal. In lieu of a prepared PowerPoint presentation, Joe suggested having the posters of our events and photos displayed around the room. He requested that each subcommittee chair share what they've been working on and goals for next year. Of interest to the President will be the Conversation Project, community service and staff morale. Joe requested that members be prepared with questions for her. He noted that this is a great opportunity to engage in meaningful dialogue with her and encouraged everyone to take part in the discussion.

Applicant process
Heather Hower
Heather explained that the deadline for applications has been extended by a week. There were 12 nominations and 9 applications on line thus far and more staff have expressed interest but have not yet applied. Joe explained that staff who are eager to serve on the Council should be considered. If there are applicants who have repeatedly applied, they should get high consideration as well.

Sean DeBobes, Staff Participation Subcommittee
Sean shared that there will be a RISD bus trip November 6, leaving from the East Side to go to New York City. The cost is $35.00 per person. Sean will forward information to pass along.

Keith Thompson, Events Subcommittee
Best of Brown Athletics Tour was a great success. Session was held on the top of the OMAC where the field hockey is. People really enjoyed this tour and the giveaways. All sessions were well attended. SAC would like to promote some of the intramurals and Athletics activities on the website in 2011. Tova Beiser from the Bookstore is interested in offering session for a Best of Brown event.

Meeting adjourned at 1:35pm
Present: Kate Correia, Karen Davis, Sean DeBobes, Therese Doyle-Parillo, Eric Friedfeld, Joseph Gagne, Chair, Heather Hower, Christie Kilgus, Jason Masi, Wendy McRae-Owoye, Tracie Mederos, Michelle Nuey, Marla Pearsall, Christine Sarkady, Tanitia Sello, Debra Souza, Roberta Swanson, Kathleen Sousa, Jessica Smith, Keith Thompson Amy Umstadter, Jennifer Whitworth

Absent: Patricia Davey

Guests: President Ruth Simmons, Hanna Rodriguez-Farrar, Assistant to the President

Joe Gagne-Chair

Prior to President Simmons’ arrival, Joe recapped the year thus far. Although it was tough at times, he explained, he felt that everyone excelled and did some really significant things. He explained that he wrote a thank you letter to go out to all the people who have visited a SAC meeting or helped in some way to get all our goals accomplished. Forty-seven letters were written and will be signed by one SAC member on behalf of the Council. Each SAC member will sign at least two letters.

Karen Davis asked the group if they felt they were more recognized as a SAC member this year. Most everyone concurred that SAC was more visible this year than in years past. Keith mentioned that staff felt comfortable bringing concerns to him, or finding a resolution for the concern. He felt that we learned a lot about Brown this year and enjoyed the full agendas that Joe planned.

Wendy suggested that SAC host an open forum such has been done in the past. Hanna also suggested that smaller settings, such as departmental meetings would be a good idea to allow staff an opportunity to meet SAC members and ask questions.

Joe Gagne opened the meeting with President Simmons

Joe welcomed President Simmons to the meeting and thanked her and Hanna Rodriguez-Farrar for their time and support of the Council and of staff at Brown University. Joe also recognized Karen Davis and Wendy McRae-Owoye for their support. He acknowledged Heather Hower, the chair for 2011, Amy Umstadter, past chair, Sean Deboves, Jen Whitworth and Michelle Nuey, SAC’s subcommittee chairs and Gloria Correra, recording secretary, for her behind the scenes work for the council.

Joe highlighted some of the year’s accomplishments. A new name, a new logo for the council and a new website. He recognized Marla for all the work she has done keeping the website up-to-date and current – an
extremely important and time-consuming endeavor. He mentioned the successful Bring a Friend meeting and the wonderful speech Hanna gave as SAC’s special guest. He mentioned the disasters which occurred during the year – Haiti, Rhode Island’s historic flooding and how SAC was involved. He highlighted the spirit of volunteering and the collection drives held since January such as Sojourner House, Habitat for Humanity, Hasbro Walkathon; drives such as cell phones for the women’s shelter; Dorcas place book drive, and RI Community Food Bank drive. He shared with the President how many guests visited SAC and the diverse range of topics covered in our meetings. He highlighted the successful Best of Brown events – Sharpe Refectory, Tour of Athletic as well as a hugely successful Have a Treat on Us – frozen treats at the first farmers’ market of the year. Joe also mentioned the SAC Rhode Show presentation which was presented at various meetings throughout the year. He shared that the unofficial moto for the year was “We’re Here to be There for Staff at Brown”, and also noted that SAC had a new banner created to showcase our new logo.

**Jennifer Whitworth-Events Subcommittee**

Jen detailed the work of the Events subcommittee mentioned that the Haiti event, which was a concert featuring faculty, staff and student musicians, raised funds for the disaster. She mentioned that 612 icecream treats were handed out at the farmer’s market. As Joe mentioned, the Best of Brown tours were well received. President Simmons asked how the plans for the Football game were coming (which will be the next weekend in November). Jen said that the weather outlook looks good, there has been talk since the event was advertised.

**Sean DeBobes-Staff Participation Subcommittee**

Sean shared that a major focus of the subcommittee was to promote volunteering among staff. They had a large scale program, launching the 30 Days of Service campaign, and decided to have opportunities throughout the year. Volunteer opportunities were spread out over 30 days, and in quarterly service opportunities as well. Decision was made to focus work on education, food, shelter and health care. Volunteers worked with Habitat for Humanity, The Food Bank of Rhode Island and Hasbro. Overall there were 13 events and 354 hours of community service just from staff members. Staff members are excited and willing to give to the community. Also collected during the various drives were 350 books and 41 cell phones for the women’s center. Sean also met with RISD representatives to compare notes and talk about best practices. RISD has 45 members on their committee, and one of their concerns was how to get things going. They are impressed with the our Council in how much we have accomplished. Sean noted that RISD has organized a bus trip to NYC for the next weekend, and has extended an invitation to us.

**Michelle Nuey-Outreach and Communication Subcommittee**

Michelle shared that the subcommittee was successful in getting information out to the community. She noted Marla’s tireless work on the SAC website and that they have just launched a Facebook page for SAC. She noted that traffic to the website has increased. She noted that not everyone views Morning Mail, so they identified other ways such as utilizing listservs, creating posters and flyers. The subcommittee started SAC profiles and placed on the web so the community can get to know members a little more. In March they launched the Conversation Project which focused on communicating with staff members and focusing on communication, morale, and concerns. It was an informal project with 31 staff responding. Although not scientific by any means, responses showed that 78% felt communication was effective from senior administration. Next year, the Conversation Project will be continued with a focus on staff morale.
Heather Hower, Co-Chair- Looking ahead to 2011
Heather shared that we had 18 applications this year for the incoming class. We will be streamlining the SAC meetings this year. We are exploring ways to expand communications with staff. We will continue to offer 30 days of service. We will continue Best of Brown series events, with tours. We welcome your thoughts about the year ahead President Simmons.

Ruth Simmons, President
President Simmons reiterated the importance of outreach in the year ahead and that we need to be responsive to our colleagues and friends within the community. Amy asked that now that the organizational review has been completed, perhaps we should take the time to visit the various departments to see how things have worked out finding out if they are utilizing the resources they have been given. Karen Davis shared that soon the original ORC members will be gathering to report on how the recommendations have been working. She shared that Brown and the Economy will continue to be updated.

President Simmons shared with the group the challenges that have been faced by the University in the past few years and the continuing challenges of retaining staff, maintaining budgets, supporting faculty and students in a down economy. She said that there were many things that operationally that we should stop doing – processes that are working and are inefficient. She thought that SAC might be a part of this endeavor. Keith mentioned that he felt the tone on campus was lifting and that people seemed to be more energized. He noted that in New Hire orientation, incoming staff are really happy to be on board.

In closing President Simmons mentioned in light of today being election day, we need to protect the value of our community and that we all need to value what we have.

1:17 p.m. photo opportunity for group picture taken by Robert Fletcher
Meeting adjourned at 1:25 p.m.
President’s Staff Advisory Council Meeting Minutes
November 16, 2010
11:30 a.m. – 1:30 p.m.
Brown University Bookstore
Community Room

Present: Christie Kilgus; Roberta Swanson; Jessica Smith; Tracie Mederos; Jason Masi; Tanitia Sello; Marla Pearsall; Chrissy Sarkady; Eric Friedfeld; Pat Davey; Amy Umstadter; Debra Souza; Kate Correia; Michelle Nuey; Keith Thompson; Jennifer Whitworth; Therese Doyle-Parillo; Kathleen Sousa; Sean Debobes; Joe Gagne, Chair
Absent: Wendy McRae-Owoeye, Karen Davis, Heather Hower

SAC Thank you's
Joe passed out thank you letters written to guests and supporters from the past year. Each SAC member signed a letter on behalf of SAC. There were about 70 letters which attests to the how SAC has touched the community this year.

Security in the Jewelry District
Amy shared concern over about security in the Jewelry District. Her department just moved to Eddy Street and was not sure what measures are taking place to keep employees safe. Michelle followed up that afternoon with DPS:
“I did share your staff concern at today’s Public Safety Crime Meeting. Our Lieutenant will have second shift officers (3pm-11pm) assess the area for lighting improvements, etc. this evening at the Eddy Street location and the pathway through construction to the parking lots. Our department will then make the necessary recommendations to enhance lighting, etc. Please don’t hesitate to share these types of staff concerns with me in the future. You may also email your comments, questions, and concerns regarding safety to campus_safety@brown.edu. Colonel Porter, our Crime Prevention Officer, and myself review these emails regularly.” Public Safety is in the process of proposing a comprehensive security plan to the administration for the new Knowledge District (Jewelry District) to include blue-light emergency phones, personnel deployment, etc. DPS is also willing to visit departments to discuss personal safety awareness.

SafeWalk survey
Joe was asked via email to spread the work about the SafeWalk survey being conducted by DPS. Joe offered to post the link on SAC’s website, as well as send out to various listservs. The department is considering expanding the program to staff as well and wanted to gauge interest via the survey. SafeWalk is program that was formed at DPS in 1988 in response to women’s safety concerns on campus.

SafeWalk is a program run by student employees, that provides point to point walking escorts for their fellow community members on the Brown campus. Each two person team also patrols the campus, against the Brown safeRIDE shuttle route, acting as additional "eyes and ears" for community safety. SW also stations a team at the Rockefeller Library, as well as the CIT, to accommodate those who study late. The teams can be identified by their distinctive SafeWalk vests with reflective strips, and photo IDs. Each SW team is also equipped with a two-way portable radio to communicate to DPS dispatch at anytime. If you see a SafeWalk team on campus, feel free to ask them to walk with you if you are feeling unsafe.
A Fond Farewell

Since Amy was not going to be in attendance at the next Meeting, Joe took the opportunity to thank her for the work she has done on SAC and for the encouragement, support and expertise she provided to him in her role as Past-Chair. Amy shared that SAC has provided her with a great opportunity to hone her leadership skills and to meet coworkers and leaders at Brown she would not have otherwise met.

Subcommittees Meet

The remainder of the meeting was for subcommittees to meet to discuss plans for 2011. Joe reminded everyone that the last general meeting will be held on December 7th at the Watson Institute Library.

The meeting was adjourned at 1:30.
Present: Kate Correia, Karen Davis, Sean DeBobes, Patricia Davey, Eric Friedfeld, Joseph Gagne, Chair, Heather Hower, Christie Kilgus, Jason Masi, Wendy McRae-Owoey, Tracie Mederos, Michelle Nuey, Marla Pearsall, Christine Sarkady, Tanitia Sello, Debra Souza, Roberta Swanson, Kathleen Sousa, Jessica Smith, Keith Thompson, Jennifer Whitworth
Absent: Therese Doyle-Parillo, Amy Umstadter

Kate Correia- Staff Participation Subcommittee:
Brainstormed some ideas about quarterly service: No target date for quarterly service during the quarter
   · Move forward with consortium with the ivy’s, get together with other subcommittees, maybe for just a year.
   · Best place to start would be Human Resources at MIT, Yale and Harvard. Work with Karen Davis for possible contacts.
   · Hanna Rodriguez-Farrar suggested video chat and forums.

Keith Thompson- Events Subcommittee
Some thoughts for next year:
   · We are looking back to see what we have done in the past.
   · Some events that we are considering are a tour of the Bookstore and the John Hay Library, Bear tour – to see all of the bears (statues) on campus and maybe a tour of some of the new buildings that are opening.
   · A lot of people came to Brown Sports games when they were given out at SAC events. Maybe work with Athletics to get tickets to games.
   · Continue to change how Best of Brown is presented. Advertise the event first, and then make a note that it is part of the Best of Brown series.

Michelle Nuey- Outreach and Communication Subcommittee
   · Looking at the Conversation Project from last year, are interested in the input of the new SAC members
   · Seeking someone to maintain the SAC website fortunately there are a couple of IT people coming in January.
Karen Davis- Advisory Report
Brown as well as the economy continues to face financial challenges. Karen noted that the ORC group will reconvene in January, and will report on how things are going and see if there are some things we may to tweak. ORC will continue to evaluate the recommendations and implementations. She shared that there is a search going on for a new Provost.

Joe shared that this year was a great experience for him. He noted that not only did he acquired colleges and connections through SAC, that he also made friends along the way. He thanked everyone for their commitment to the Council.

Yankee Swap
1st Year padfolios presented
2nd year gifts presented
SAC Advisor gifts presented.

Meeting adjourned at 1:30 p.m.