President’s Staff Advisory Council Meeting Minutes  
**January 11, 2011**  
11:30 a.m. – 1:30 p.m.  
Geological Sciences, Conference Room 029

**Present:** Michelle Adam, Kate Correia, Laurinda Custodio, Mona Delgado, Eric Friedfeld, Joseph Gagne, co-Chair, Bill Gaudet, Heather Goode, Osiris Gonzales, Heather Hower, Chair, Christie Kilgus, Wendy McRae-Owoeye, Tracie Mederos, Anika Profit, Diane Ricci, Christine Sarkady, Debra Souza, Kathleen Sousa, Jessica Smith, Leslie Stroller Keith Thompson, Leslie Uhnak  
**Absent:** Karen Davis (was not able get access into the building)

**Member Introductions**  
New and current members met for the first time to introduce themselves and discuss the year 2011. The ice breaker was to write down something unique about yourself and to figure out who it was.

- Heather Hower-Psychiatry and Human Behavior- Professional Ballerina  
- Wendy McRae-Owoeye –Human Resources –addicted to Zumba!  
- Joe Gagne-Literary Arts- used to work in a winery  
- Debra Souza-Bursars Office–loves salsa dancing  
- Michelle Adam-CIS Dept.-Prof. figure skater  
- Tracie Mederios. Has 3 cats named Bob, Frank and Ned  
- Mona Delgado- Italian Studies. I a Norwegian hunting polyglot  
- Diane Ricci-Dinning Services. Started college at age 50  
- Bill Gaudet-Project Manager Facilities. Has played rugby for the past 23 years  
- Chrissy Sarkady-Investment Office. Loves to travel, has seen a volcano erupt  
- Kate Correia-Education Alliance. Has Gary (a bird, grouse) living in her yard and he likes to chase cars  
- Cristy Kilgus-Watson Institute. Just got a puppy named Tilly, a Portuguese Water dog  
- Tanita Sello-Grad School. Enjoys science research, arts and literature and has very diverse interests  
- Eric Friedfeld-Chemistry. Has hiked to the bottom of the Grand Canyon  
- Leslie Uhnak- Humanities. Has a cat and a rat at home, and is wildlife rehabilitator  
- Heather Goode-Presidents Office. Loves politics  
- Anika Profit-Advancement. Her grandfather was a jazz musician and she loves to dance and makes gift packages for baby showers.  
- Jessica Smith – Dean of the Faculty Office. When she was in high school she threw discus breaking the High School record for discus throw.  
- Leslie Stroller-BioMed Community Health Promotions. She stands on her head (yoga) when needing an energy boost.  
- Osiris Gonzales-CIS. Every January he visits the Dominican Republic and also coaches little league football.  
- Laurinda Custodio-Office of VP for Campus Life & Student Services. An avid animal, she has has 2 cats, 2 dogs, and a lizard
Heather introduced her thoughts on the coming year and keeping the positive momentum going! She asked all members to fill out a SAC Member Profile and provided the template. Also noted were the introductions of the subcommittees and the ongoing work of staff morale through Events and community service through Staff Participation Subcommittee, as well as ongoing avenues of communication through Outreach and Communication. Also she noted continuing with and enhancing the Conversation Project as well as the Staff Advisory Consortium.

Keith Thompson- demo-ed the Listserv and Sac Wiki and the uses of each. He noted that the Wiki is a great vehicle for posting information that can be shared by all members.

Council broke into subcommittees for discussion and shared some of their ideas with the Council.

At the end, individual pictures taken for the SAC website.

Meeting adjourned 1:15pm
President’s Staff Advisory Council Meeting Minutes
February 8, 2011
11:30 a.m. – 1:30 p.m.
Brown University Bookstore, Conference Room

Present: Michelle Adam, Kate Correia, Laurinda Custodio, Karen Davis, Mona Delgado, Eric Friedfeld, Joseph Gagne, co-Chair, Bill Gaudet, Heather Goode, Osiris Gonzales, Heather Hower, Chair, Christie Kilgus, Wendy McRae-Owoeye, Tracie Mederos, Anika Profit, Diane Ricci, Christine Sarkady, Tanitia Sello, Debra Souza, Kathleen Sousa, Jessica Smith, Leslie Stroller, Keith Thompson, Leslie Uhnak

Keith Thompson
. Quick overview of Listserve and how to use it: Type in SAC-L in your email “To” address and the rest will fill in for you. Your email will then go to everyone on the Listserve.
. Quick overview of the Wiki: to get to WIKI go to wiki.brown.edu, that will bring into the wiki site. Keith will put together step by step instructions on how to get into wiki and send them out.

Osiris Gonzalez
New SAC website should go live by Friday February 11. Archives are very important, and will be included into the website as well. The website itself is very clean; we are now working on the images. Osiris, will make the pages into a PDF and send them to us. When you enter “Events” the rest will automatically be populated into the website. (EVENTS@BROWN.EDU). The university is going to Google docs, you can create a group in order to share documents using Google docs.

The current website is still up and running the new website in BrownSites is good to go live. Send inquiries to Osiris directly with any questions. If you see something that needs changes, let him or Leslie know by Tuesday or Thursday each week by 3:00pm.

Subcommittee groups meeting (12:18)

Notes from Heather
Our April SAC meeting at Riverzedge, it is at their headquarters, located at 68 South Main Street in Woonsocket, will be an hour tour. Heather will send out Google maps directions, and we will have local pizza delivered. Their program was singled out by Michelle Obama as being an excellent program and it is supported by the Brown Charities Drive. We are still collecting aluminum can tabs for Ronald McDonald House. Ronald McDonald House collects tabs and recycles them and will then use the proceeds for their charity campaign. Heather will try to get more boxes for tab deposits.
Congratulations to Deb Souza for over 30 years of service and submitting a plethora of quotes for the Winter Break letter from her colleagues!

Subcommittees Update
**Events Subcommittee – Keith & Kathleen**  
Events for the year: Host a lunch at the Faculty Club. In August, a tour of all the Brown Bear statues tour and their history and ending at the Faculty Club. This is in the planning stages.

March 23 will be our John Hay Library Tour, still firming up the plans. Will start promoting the Hay Library Tour and will work with Outreach and Communication subcommittee to get the word out. The flyer will include artwork (Audubon and toy soldier collection). The folks at the Hay said they can schedule two or three tours.

**Staff Participation Subcommittee – Christie & Kate**  
Met last month and outlined the year. On schedule for the 1st quarter of service and will be working at Amos house. Tanitia will be the host. We need 5 volunteers to help set up and serve food, from 9:00am-1:00pm on March 12. Every quarter there will be an Amos House event. Working with Habitat for Humanity for next month. Also planning a cell phone drive. The phones are recycled or sold for parts and the data is wiped off of each. Plans for a book drive for a charter school and in April the Children’s Museum is having a gala. Looking into community farms for the upcoming season.

During the summer planning to have a food drive; a summer time event would be a good time because food banks need food year round not just at holiday time. For the 4th quarter, Walk for Hasbro Children’s Hospital, an Amos House event, Blackstone Valley Children’s Shelter (a drive for hats, gloves, scarves, toothbrushes etc.) The Combat Veterans group for a drive for soldiers overseas. Leslie shared information about a drive for scout dogs, they need supplies for the dogs.

A question was raised about staff being allowed time off to volunteer. Karen Davis said this has come up before and maybe we could contact organizations like Hasbro to see how their program works. Joe said that his last employer was piloting that program and it seemed like it would be difficult to manage.

**Outreach & Communications Subcommittee – Eric & Jessica**  
Costs for marketing SAC on smartphones is prohibitive, looking into marketing on the closed circuit TVs throughout the campus. There will be a talk at Advancement for a SAC road show. Share any ideas about any departments where SAC can present. Finalizing questions for the Conversation Project, setting an April 1 goal. Asking that SAC members interview 5-10 each person in the conversation project.

**Advisory Report**  
**Karen Davis**  
Karen thanked everyone for their help with Bear Day. One of the things that has come up, was to create a consortium with neighboring universities about a groups similar to SAC. The Ivy Plus group (our peers) does not appear have a group like us. Cornell comes close and they call them assemblies, where they talk about staff issues. Is it possible to get other places to get SAC-like groups started. Karen echoed President Simmons comments about looking at tasks and processes that could be streamlined or stopped altogether and that a group will be started soon to look into this issue. The Organization Review Committee has met to assess the work that was done. The Brown and the Economy website is still active, there will be another update this spring.

**Staff Concerns**  
Michelle shared that a former SAC member was concerned that all of the quotes from the Winter Break were not sent to President Simmons and they were concerned that there was no survey this year. Heather and Joe explained that the decision was made not to have a survey to the community because overall the community values the Break. Instead Heather asked that SAC members o seek out people to ask how their Winter Break was, which proved to be very
effective and thus opened up communication with staff. Last year we did not send her all the quotes from the survey but highlighted them in a thank you letter.

There some concerns about parking lots on snow days. Some of the lots were opened to non-paying employees because of the parking ban in Providence, however, when people who pay for parking arrived they had no parking space. In later storms, people who pay for parking in a lot, were given precedence. All others were routed to the stadium lot or to the visitors’ lot. Brown provided shuttles from the stadium to campus. The Transportation Office is exploring Moses Brown, or Wheeler to use their parking lot during snow days.

Meeting adjourned at 1:40pm
President’s Staff Advisory Council Meeting Minutes
March 8, 2011
11:30 a.m. – 1:30 p.m.
4 Richmond Square, Conference Room

Present: Michelle Adam, Kate Correia, Laurinda Custodio, Karen Davis, Mona Delgado, Eric Friedfeld, Joseph Gagne, co-Chair, Bill Gaudet, Heather Goode, Osiris Gonzales, Heather Hower, Chair, Christie Kilgus, Wendy McRae-Owoeye, Tracie Mederos, Anika Profit, Diane Ricci, Christine Sarkady, Debra Souza, Kathleen Sousa, Jessica Smith, Leslie Stoller, Keith Thompson, Leslie Uhnak
Absent: Tanitia Sello

Osiris Gonzales
SAC website PowerPoint Presentation

Some of the items that can be viewed on the new website include:
- SAC calendar of events
- SAC Bylaws
- Our people page of all of our SAC members
- Brown staff resources page
- An introduction to SAC video
- Links to Serve RI
- SAC archives

Heather
We will be picking up some Ronald MacDonald House tab houses, where people can deposit their beverage can tabs. Wendy said that the Ronald MacDonald House is a great place to volunteer. Heather will be in touch with the organization to see how SAC can be involved.

Our next meeting will at Riverzedge in Woonsocket was discussed. SAC members were concerned about the time commitment meeting at Riverzedge would involve. It was suggested that maybe we can have our next meeting here at Brown, and then another day tour Riverzedge after work hours. It would be nice to see some of the things at Riverzedge, as well as a group tour at Ronald MacDonald House and Amos House.

11:50 – 12:30 meeting of subcommittee groups

Subcommittee Reports
Events
On March 23 we will have our John Hay Library Treasures Tour, morning mail will go out tomorrow, and we will try to circulate it using our listserves. We can include a 3rd and a 4th session if we need to, we are all ready to go! We can have 15 people per session and are advertising through 3 morning mails. On May 25, will be our Ann Mary Brown Memorial Tour, which will be right before commencement. We are also thinking about having a canned food drive as “admission” to tours. There will be some tours of campus that will culminate at the Faculty Club, where will be refreshments served.
Joe Gagne
We have some money in the budget, try to think of some SAC giveaways, inexpensive items, perhaps some reflectors for people who are walking would be a good giveaway. Brown metal water bottles are also nice.

Outreach and Communication Subcommittee
We are considering using closed circuit TV to advertise events. We would like to encourage more traffic on our Facebook page, and maybe starting a Twitter account. What we may want to consider is having a PAUR representative attend one of our meeting to talk about policies on using social media here at Brown. Another idea is to please include a link to our Facebook account and our webpage on your signature at the end of your emails. We are going to revamp our form for the Conversation Project form by eliminating the name and email address in order for folks to remain anonymous. We would like to present this to President Simmons during our April 26th meeting. The last date to have Conversation Project data in should be the first week of April so we can have the time to work with the information. We need to continue to interview people for more input, we need a broader cross section to work with. A suggestion was made to send out the link to folks so they can fill out the form, perhaps by using Google Docs. Maybe set up a little station in a high traffic area to answer questions.

Staff Participation Subcommittee
We are finding that some people still haven’t heard about SAC. We are trying to get on agendas to get the word out. One idea was a brown bag lunch. Volunteer opportunities for staff may include putting backpacks together for children at school, Hasbro walkathon and other ideas. We are still looking into the idea of a Brown-sponsored staff volunteering initiative where staff could volunteer up to 4 hours a month on Brown University time. Talks are underway with Hasbro and Tom’s of Maine to see how they handle employee volunteerism.

Tracie will be picking up some of the first boxes for the cell phone drive this week. Please reach out to fellow staff members to donate cell phones.

Karen Davis
Advisors Report
A staff concern was raised about how administration handles notifying staff when a fellow employee has passed away. Karen said that it is very unfortunate when a staff, faculty member or student dies when at Brown. There are specific set of guidelines on how the University handles the news of an employee’s passing. There is a parallel set of guidelines when a student dies. With the increase use of technology, trying to contain or manage communication is difficult. There are concerns about privacy especially when it pertains to families and their wishes. Each incident is looked at individually. The family is contacted as well as senior administration. In many cases, President Simmons will send out a notice to staff when it is determined that all parties, especially next of kin, have been contacted. We are looking to update our protocol and will meet about this in the next few weeks.

Meeting adjourned 1:42 p.m.
President’s Staff Advisory Council Meeting Minutes
April 12, 2011
11:30 a.m. – 1:30 p.m.
Brown University Corporation Room

Present: Michelle Adam, Kate Correia, Laurinda Custodio, Karen Davis, Mona Delgado, Eric Friedfeld, Joseph Gagne, co-Chair, Bill Gaudet, Heather Goode, Osiris Gonzales, Heather Hower, Chair, Christie Kilgus, Wendy McRae-Owoeye, Tracie Mederos, Anika Profit, Diane Ricci, Christine Sarkady, Tanitia Sello, Debra Souza, Kathleen Sousa, Leslie Stroller, Keith Thompson, Leslie Uhnak
Absent: Jessica Smith

Guidelines for Social Networking: Scott (and Karen) reaffirmed that this is a "work in progress," but in summary, we can note our SAC Webpage and the Facebook (and Twitter if we would like :) icon at the end of our email signatures. We can update our Facebook (and Twitter) posts before 5PM; Osiris and Leslie Uhnak will manage this and related security items. As with other social media (and talking on the phone, chatting at the water coolers, etc.), people need to use their own judgment (and supervisor/departmental culture) as to boundaries.

SAC Events Calendar/Procedures: Joe requested that Events and Staff Participation Sub Committees send him their calendar of events to post on a Google calendar for our reference in planning. He reviewed the Process Flow (attached, with updated Outreach and Communications Subcommittee note of time frames for Tuesdays and Thursdays by 3PM).

Promotional Ideas: Joe added that he has posted on the Wiki some promotional ideas; please add any suggestions to them, and we'll coordinate where/when to utilize them for events, morale boosters, etc.

Meeting Minutes: Joe also requested help with reviewing meeting minutes; Heather Goode offered to assist.

Advisor's Report: Karen reviewed some of the changes related to the new Provost and "Payroll" Work Day schedule. She also addressed Leslie Strolla's related staff concern about the salary increase. Heather will touched base with Karen further after the meeting to schedule Karen and Betsy Warner to present to us on compensation during the 5/10/11 meeting (see attached).

Review Meeting Schedule: The group reviewed the adjusted schedule with additional meetings during busier months when we have special meetings (April, June, August, November, and December); see attached (with noted RJS presentation 4/26/11).

Meeting Presenters: Heather related that she posted on the wiki some ideas for upcoming presenters; please add your thoughts as to whom you'd like to hear.

Volunteer Opportunities: Kate presented her Brown Employee Volunteerism Proposal based upon her and Christie's research (benchmarking a few companies). Karen noted that we could potentially track volunteer hours through Payroll, or on Staff Development Day, and/or set aside a part of a summer day for Departments to serve (in lieu of a "retreat"). Michelle noted this is a morale booster.

Soda Can Tabs: Michelle won the "Super Star" prize for most collected can tabs!
Bike to Brown (Zip-Bikes): Mona would like to coordinate a plan for bikes (similar to Zip Cars); Leslie Uhnak noted we have a Bike to Brown Program. Heather emailed Mona and Leslie as to the next steps (e.g. Beth Gentry, Risk Management).

Market Shares: On the morale note, Outreach and Communications subcommittee members were interested in more information about Market Shares. Heather emailed the contact (Leah) after the meeting to see if SAC could collaborate further (e.g., Morning Mail advertisement, raffle for free year of shares, recipe books).

Staff Appreciation Day: I will coordinate further with Chris Collins from UCS to pass out "My Favorite Staff" pins 4/21/11.

SAC Buttons: After the meeting, Anika asked if we could wear SAC name buttons at events. Heather asked Gloria if she would make nametags for all members.

Conversation Project 2: Outreach and Communications will meet early next week to compile the data for our 4/26/11 meeting with President Simmons. She requested that any conversations be put into the Google Docs (it will transmit it to the spreadsheet) by 4/15/11, and that we will utilize this as "pilot data" (we are planning for a graph, table, and related descriptive information), to be continued for our November 2011 presentation.

Events/Participation Posters: Chrissy mentioned that it would be nice to compile posters to have on display for our 4/26/11 meeting with the President; Leslie reaffirmed that if these Sub Committees send her the related graphics, she will compile the poster. We will locate easels to borrow for this purpose, but may want to purchase our own for future meetings and presentations.

Consortium: During the meeting, Karen related that Michelle, Bill, and Anika "did more in 20 minutes than SAC has in 1-1/2 years!" Heather related that Osiris has already researched the Web Ex conference logistics. Following the meeting, they continued to work on related Google docs and coordination; way to go guys!

As you can tell, we will have a lot of progress/plans to report to President Simmons and Hanna 4/26/11!

Meeting adjourned 1:30p.m.
President’s Staff Advisory Council Meeting Minutes

May 10, 2011
11:30 a.m. – 1:30 p.m.
Brown University Butler Campus

Present: Michelle Adam, Laurinda Custodio, Karen Davis, Eric Friedfeld, Joseph Gagne, co-Chair, Bill Gaudet, Heather Goode, Osiris Gonzales, Heather Hower, Chair, Christie Kilgus, Wendy McRae-Owoeye, Anika Profit, Diane Ricci, Christine Sarkady, Tanitia Sello, Jessica Smith, Kathleen Sousa, Leslie Stroller, Keith Thompson, Leslie Uhnak

Absent: Kate Correia, Mona Delgado, Tracie Mederos, Deb Souza

Guests: Community Service Agencies; Betsy Warner, Director of Compensation & Jenn McIntyre, Compensation Analyst

Social Service Agencies:
Heather provided copies of brochures, cards, etc. to the group and noted the links to the related websites below for additional agency information. Each group had an opportunity to share with the council what their mission is and how SAC can become more involved.

- United Way of RI: http://www.uwri.org/
- The Fund for Community Progress: http://www.fundcp.org/
- Riverzedge: http://riverzedgearts.org/ Heather reminded the group of the tour of Riverzedge (68 S. Main St., Woonsocket) to be held later in the day at 5:30PM. Everyone is welcome to attend.
- Ronald McDonald House: http://www.rmhprovidence.org/ Heather noted that she’ll touched base with Nicole from RMH and will drop off a bag of can tabs today. Any SAC member collection can tabs, send to Heather and she will deliver as well.
- Amos House: http://www.amoshouse.com/ Heather noted that SAC advertised Amos House volunteer opportunities are always wait-listed!

Brown’s Community Contributions:
Public Affairs and University Relations (PAUR): http://www.brown.edu/Administration/PAUR/
Similarly, Joe has a folder of materials related to Brown’s economic impact on RI, media releases, and profile interviews.

Staff Compensation Presentation:
Betsy Warner and Jenn McIntyre presented that FY12 Salary Increase Process which was underway and explained how the University Resources Committee allotted the salary increase pool for this year. Betsy and Jenn noted that they will compile related information that we can distribute to SAC/appropriate staff members but in the mean time, they reaffirmed that we can direct people to the HR website: http://brown.edu/Administration/Human_Resources/job_pay_perf/pay.html

SAC Elections Process: The details of the SAC elections process are outlined in detail in the bi-laws (attached), but the current guidelines have been summarized below:

- Please email Heather any further SAC Chair nominations by Friday (5/13) 12PM.
- Heather will notify the nominated members Friday; they will have until 5/23 to accept. If there are more than 2 acceptances, we will have a committee to choose 2.
The 2 accepted members will have time to make opening statements about their vision and goals (based upon talking points that will be forwarded to them), and then to answer questions from members at the 6/14 (elections) meeting. The group will then vote by secret ballot to elect the new SAC Co-Chair.

- If there is only 1 accepted member, they will have their statement/Q and A, and the group will vote by secret ballot whether to elect w/o further action.
- If no one accepts the nomination, the process is repeated until acceptance.
- Once the SAC Co-Chair is elected, the Sub Committee Chairs are decided.

**Staff Participation Events:** Chrissy related that they still need 5 volunteers for the Pet Walk (emailed previously); Chrissy will email Karen to distribute to HR partners. They will also need volunteers for Girls on the Run (6/4 AM, Blackstone Boulevard); Chrissy will email more details.

**Staff Development Day:** In preparation for SDD (6/2), we will need volunteers at our SAC table in the lunchroom. Similar to last year, Heather will bring the banner/posters, sticky notes, etc. We will have sign-up sheets for the Conversation Project Phase 2, and potentially some raffle items. Please email Heather if you are interested in assisting Joe with organizing this (less than 1 month to go!).

Meeting adjourned 1:30p.m.
President’s Staff Advisory Council Meeting Minutes

11:30 a.m. – 1:30 p.m.
Brown University, 121 South Main Street, Room 247


Absent: Osiris Gonzales, Leslie Uhnak

Notes from Heather

• Thank you for inviting people to Bring a Friend Day in August. We currently have 32 guests. Save the date notices will be sent out. During the Bring a Friend Meeting Anika and Eric will give a power point presentation.
• Thank you for working on the conversation project. We have 126 responses as of today, which we will report to President Simmons.

Open discussion

• Merging Events and Staff Participation Subcommittees: There are some overlapping duties in terms of events. Therefore the subcommittees will be merged on a 3 moth pilot program.
• More Brown staff volunteer than we may be aware of for various events. A section will be added to the Conversation Project to gage what volunteer work staff may be doing in the community. We can then assist in promoting those events.
• In the meeting with President Simmons, she charged us with branding ourselves. Our mission is to carry out her charge.
• We should be more visible to Brown staff through open forums, public SAC meetings, brown bag lunch sessions, and suggestion boxes

Events Subcommittee

• The Summer Stroll was a huge success
• The Ice Cream Social will be on September 14th in conjunction with Pedestrian Safety
• We collaborated with Athletics on football games. We have been making an effort to collaborate with other departments.
Consortium Subcommittee

- Michelle composed an email to be sent to peer and local schools requesting information on any type of staff advisory council that they may have. So far she received 2 responses from 5 schools. The email will be available on the wiki.

Outreach & Communication Subcommittee

- Leslie Uhnak will be the point of contact for the subcommittee

Karen Davis – Advisors Report

- Leadership transitions - Val Wilson is leaving. The search is on for her replacement.
- The initial phase of the Workday project is winding down. July 1st starts a deeper dive into configuration for Brown business processes.

Staff Concerns/Suggestions

- A staff suggestion was sent to SAC - The idea is to offer staff who have unused sick days a small reward for not using all of their sick days (i.e. gift certificates, etc.) or to allow us to donate unused sick days to those who have no sick time left. Karen responded that it is difficult to administer something like that; however, if you run out of sick time, there are other types of leaves that may be available.

Meeting adjourned at 1:30
Present: Michelle Adam, Laurinda Custodio, Karen Davis, Eric Friedfeld, Joseph Gagne: Co-Chair, Bill Gaudet, Heather Goode, Heather Hower: Chair, Christie Kilgus, Wendy McRae-Owoeye, Anika Profit, Diane Ricci, Christine Sarkady, Tanitia Sello, Kathleen Sousa, Leslie Stroller, Leslie Uhnak

Absent: Jessica Smith, Debra Souza, Mona Delgado, Osiris Gonzales

Heather Hower
- We are planning on the Bring a Friend meeting. We have sent out informal save the date notices. We currently have 33 guests.
- We are going to order 1,000 reflective slap wrist bands with the SAC logo on them. They will be given away as a promotional item.
- We welcome Geralyn Hoffman to our group! She will be part of Events and Morale subcommittee.

Karen Davis-Advisor’s Report
- Workday design session started today and will continue. We have a series of blueprint sessions that will customize the system. The community will start to hear more over the course of the fall.
- Wrapping up of the big Organizational Review: It has been a full year since implementation has begun. We are doing another set of updates. There will be staff based focus groups that will discuss the implementations of some of the suggestions.
- Reminder: There are some new changes; new Provost, new Dean of Faculty

Subcommittee Feedback

Consortium Subcommittee - Bill Gaudet
- Consortium is continuing to develop a database. We currently have 30 schools. An email was sent to these institutions; the response was sparse. Our mission is to get 2-3 peer ivy and local schools to work with us.
- Karen added that RISD has a SAC type group with a slightly different model; 1 representative per each department. They are a little less clear about their role/charge and are looking to us as a role model.

Outreach & Communication Subcommittee – Eric Friedfeld
- Continuing to advertise via Facebook. We currently have 19 friends.
- We are considering simple advertising such as banners or flyers
- We are looking to see how the students advertise their events
Events Subcommittee - Kathleen Sousa

- We have been working on “Have a Treat on Us” which will coincide with the first day of the Farmers Market
- Athletics (football) has asked us to assist with their events. We need volunteers to man tables.
- We are looking forward to a fall stroll event and fall brown bag guest speakers

Staff Participation Subcommittee - Kate Correia

- Amos House this weekend
- Book drive in August
- Next month Rhode Island Food Bank drive. Looking to have collection sites.
- Magaziner Farm volunteer event on Labor Day weekend

Meeting adjourned at 1:35
President’s Staff Advisory Council Meeting Minutes
August 30, 2011
11:30 a.m. – 1:30 p.m.
Brown University, Creative Arts Building,
Englander Studio Room N420

Present: Michelle Adam, Karen Davis, Mona Delgado, Eric Friedfeld, Joseph Gagne, co-Chair, Osiris Gonzales, Geralyn Hoffman, Heather Hower, Chair, Wendy McRae-Owoeye, Tracie Mederos, Anika Profit, Diane Ricci, Christine Sarkady, Tanitia Sello, Jessica Smith, Kathleen Sousa, Leslie Stroller
Absent: Kate Correia, Laurinda Custodio, Bill Gaudet, Heather Goode, Christie Kilgus, Debra Souza, Leslie Uhnak

- Chira Delsesto, Assistant Director of the Creative Arts Council presented an overview of the building and the Creative Arts Council. For more information, visit their web site (http://brown.edu/academics/creative-arts-council).
- Heather reviewed the process for recruitment: Bring a Friend went very well, and we are planning next for nominations and applications (see time line below):
  - Nominations:
    - Morning Mail: 9/8/11
    - Morning Mail Reminder: 9/23/11
    - Nomination Deadline: 10/7/11
  - Applications:
    - Morning Mail 10/11/11
    - Morning Mail Reminder: 10/19/11
    - Application Deadline: 10/21/11
- It was discussed and decided that new members would be encouraged but not mandated to host a Staff Participation event in their 2 years of service.
- Karen will arrange the 9/13/11 meeting agenda (i.e., coordinate with Angel for the Workday presentation, potentially schedule Dean, Provost to attend).
- Sub Committee Highlights:
  - Events: 9/8/11 Have a Treat on Us/Pedestrian Safety
  - Staff Participation: 9/17/11 Magaziner Farm (new date), 9/24/11 Hasbro Walk (switched from October date), 10/22/11 Amos House, mid-September Segue Institute for Learning Book Drive
  - Outreach and Communication: Conversation Project - 130 responses. Continue to use Morning Mail and Facebook for advertising
  - Consortium: Anika is in contact with Berkeley Staff Committee member whose daughter is a first year student at Brown
Present: Michelle Adam, Kate Correia, Laurinda Custodio, Karen Davis, Mona Delgado, Eric Friedfeld, Joseph Gagne, Co-Chair, Bill Gaudet, Heather Goode, Osiris Gonzales, Heather Hower, Chair, Christie Kilgus, Wendy McRae-Owoeye, Tracie Mederos, Anika Profit, Diane Ricci, Christine Sarkady, Tanitia Sello, Debra Souza, Kathleen Sousa, Jessica Smith, Leslie Stroller, Leslie Uhnak
Guests: Therese Doyle, Angel Hilliard, Roberta Gordon, Mary Hogan

Mary Hogan - General Manager, Faculty Club
- The Faculty Club is here for staff, parents and alumni. We serve for meetings, retreats and special occasions. We are looking to keep the club active at all times.
- The rooms at the Faculty Club have recently been renovated.
- Feedback is appreciated and we are responsive to it.

Karen Davis - Advisor
- At our last meeting we talked briefly about Workday. All SAC members are ambassadors for Workday and we would like your feedback. SAC represents a large cross section of the University.
- Our new Provost and Dean of the Faculty are working really hard. Their presence has already been felt as leaders.

Therese Doyle – Asst. Director, Alumni Events and SAC Alum
- The Faculty, Staff and Family Football Game is on Saturday, October 8th at 11:00a.m. at Brown Stadium. We are in need of volunteers. There will be 2 shifts 10:30-12:00 and 11:45-1:45, 4 people per shift. We need help handing out tickets. We will reserve an area just for staff and will be asking for a Brown ID. There will be a menu and there will be giveaways!

Staff Concerns
- At the cross walk of Angell & Prospect Streets, there’s a one way sign that is blocking the walk signal. The city has been notified and traffic control in Providence will be taking care of this.
- Pedestrians are concerned with the speed at which people travel down Waterman Street. Maybe a speed bump is the solution. This will be brought to the attention of to Russell Carey and the Pedestrian Safety Committee.

General
- Joe updated the wiki and it has a wealth of information on it. There are 3 sign-up sheets, including one for the Benefits Fair on November 9th.
- There has been a question about postal stamp sales in the Brown post office/mailroom. Heather G. has been in contact with them about selling stamps, perhaps using a card to pay for postage stamps.
President Simmons will be meeting with us on November 8th. We will be working toward getting that meeting set up. We are looking at posters and presentations; something to make it exciting for her.

Have a treat on us is scheduled for Thursday, 9/15. If there inclimate weather, we may be able have it indoors (Chancellors Dining Room) or postpone it until the Fall Stroll.

SAC Nomination form is on the SAC website under Get Involved

PAUR Community Service Opportunity Fair is tomorrow, 9/14

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**Workday Presentation: Angel Hilliard/Roberta Gordon**

**Overview**
- Workday is a software service that will replace our aging system, HR/payroll and finance system
- Cloud computer: Using a network of services located off site
- More frequent updates
- Great reliability and security (meets or exceeds Brown security services)

**Why Workday?**
- An integrated system
- Will streamline operations
- Higher education partnership
- There is a project team and steering committee and a Workday website if you have questions
- Overall strategy is 3-5 years: Payroll 2012; Finance 2013
- Employee self service: We will be able to update our own information, review benefit and compensation information, check your vacation and sick time balances
- Functionality will be added as time goes on

**For Managers**
- There is managers self service: Access to information about staff members
- Hiring a new staff member: Workday will generate all the necessary paperwork
- View staff birthdays
- Everything is routed electronically

**Useful Terminology**
- Supervisory organization: Developing an organizational chart for the University
- Workday manager: Vacation time, etc.
- Delegation: To delegate certain steps of business process (approving time sheets for example)
- We will be providing training for everyone
- All About Me tab (also called the landing page): Access all personal information - requesting time off, changing phone numbers or address, benefits, pay stubs, time sheets
- My Team (for Managers): Can change employees status, hire an employee, view organizational chart

Meeting adjourned at 1:30 p.m.
President’s Staff Advisory Council Meeting Minutes  
October 18, 2011  
11:30 a.m. – 1:30 p.m.  
Alpert Medical School Building, Case Study Room 280  

Present: Michelle Adam, Kate Correia, Laurinda Custodio, Karen Davis, Mona Delgado, Eric Friedfeld, Joseph Gagne, co-Chair, Bill Gaudet, Heather Goode, Osiris Gonzales, Christie Kilgus, Wendy McRae-Owoeye, Tracie Mederos, Anika Profit, Christine Sarkady, Tanita Sello, Kathleen Sousa, Debra Souza, Jessica Smith, Leslie Strolla,  
Absent: Heather Hower, Chair, Diane Ricci, Leslie Uhnak  
Guests: Russell Carey, Phil Gruppuso  

Russell Carey, Sr. Vice President for Corporation Affairs and Governance  

Pedestrian Safety  
- We have a consulting group that works on traffic for Brown and the city of Providence. Most of the incidents are at intersections, bicycles and skateboards.  
- We re-striped walkways around campus and worked with the City to put up better signage and signal crossings.  
- Synchronization of lights along Waterman and surrounding areas.  
- A lot of education about safety awareness for students.  
- We have set up an enforcement presence at key intersections.  
- We work with the City on enforcement by issuing traffic and moving vehicle citations, which are used to get a firmer grip on traffic around campus.  
- We are trying to reduce the speed of traffic. Brook and Thayer Street is a busy crossing area. We will be there to enforce the law. We will be more visible.  
- Brown and Waterman and Brown and Angell Streets: We have looked at traffic “calming” things such as speed bumps or a bump out from the center of campus. The City has added and taken away the stop signs which can be confusing.  

Question and Answer Session  
- Q: How expensive would it be to put cameras on high pedestrian traffic crosswalks?  
  A: That is up to the City  
- Q: How about digital readout signs?  
  A: We are working on that. We are down to 1 working sign for the whole city. When they get thee units fixed, we will be able to request one.  
- Q: What about making Thayer a pedestrian only walkway where the construction is?  
  A: We would have to buy it from the city.  

If you see areas where better marking is needed, email Russell Carey.  

Presidential Search Process  
- The Corporation will pursue a similar process that led to Ruth Simmons’ appointment.  
- There will be an announcement of committee members.
There will be an outreach phase giving people the opportunity to get together with committee members. There will also be a Search website.

We will work to develop a pool of candidates, and have a conclusion next semester.

If there are other ways to engage staff in the process, let Russell Carey know.

Celebration of Brown’s 250 year Anniversary

The first student enrolled in 1765, therefore 2014 is the right date to focus on. We put together a proposal that has a number of goals and objectives. There will be a website.

We are thinking about some big events that involve the local community, staff, and students. There will be a lot of opportunities to be involved.

Karen Davis-Advisors Report

This weekend there is a Corporation meeting - the athletics report came out. We did a nice job of balancing a lot of issues.

FY13 budget has not been “blessed” by the Corporation yet. There has been a lot of discussion about priority setting.

Presidential Search Committee: We appointed a cabinet yesterday.

There’s a role for SAC in the 250th event planning as well as the Presidential Search.

SAC may sponsor a forum for the new Provost and Dean.

Is it possible to hire a new president by JULY? It may be possible. It does seem quick. There will be a lot of discussion and debate as far as what we are looking for in a new president. Ruth Simmons will be a tough act to follow. President Simmons has said that each period presents different needs. Staff are concerned that winter break maybe discontinued.

General Discussion

We discussed the possibility of canceling the November meeting with President Simmons. We can have an April meeting instead when we have more to report. At that time we can give her a recap of all highlights. Perhaps a tea with the President would be something to consider.

If there is a November meeting, maybe we could use our time with her differently. We can have a small forum, inviting everyone that was a past member of SAC, not just the Chairs.

Karen will talk to Hanna about meeting schedules so we can decide what might be best.

Applications for SAC

Applications are coming in very slowly. We will extend the application date. Last year we had a similar response. We looked at past applicants, in order to recruit people.

Anika reported that staff views SAC as a volunteerism group. We would like staff to come to us with their issues and concerns.

To bolster SAC awareness, a team should go to visit various departments to let them know what SAC is.

We have felt a little put upon by all the volunteerism. What was important a decade ago, those may not be the same issues today.

We need to be more diligent in setting our priorities, utilizing training.brown.edu as a vehicle for getting our word out and have a Brown bag session, set it out as a learning forum.
Staff Participation Sub-Committee Report

- Segue school book drive is a success. We are roughly at 10%. The chart will be on the website. The Brown Bookstore moved all the available Segue books to the front of the book store. We are also taking books that are not on the list. The benefit is open to donations as well.
- Donation bags are available for the food drive to be put in locations in various buildings.

Events Sub-Committee Report

- A holiday gathering is in the works.
- Looking for SAC members to set up the SAC table at the Brown Bag Concert Music Event

Phil Gruppuso, Associate Dean for Medical Education

- The library on the first floor was supported by the Champlain Foundation.
- There are no books in the library in this building. Students no longer use reference or text books. They use electronic media. All incoming student are required to purchase iPads to access textbooks.

Question and Answer Session

- Q: What departments are in this building?
  A: There are no departments here, no labs, no clinical care associated with this building. There’s a major research building next door.
- Q: Is this building open 24/7?
  A: The building is open all the time. Faculty come here to teach. Beyond the usual work day, there are students here. We use the Academy System where students are assigned to one of 3 academies which have their career advisors. The building is wireless so students can study anywhere in the building. This is 100% of their educational space unless they are at the hospitals.
- Q: Has the Med School changed the neighborhood?
  A: The neighborhood is still changing. Some clubs have closed down, parking lots have been cleaned up, and there is a new police sub-station co-run by Brown Security.

Meeting adjourned at 1:35pm
President’s Staff Advisory Council Meeting Minutes
November 8, 2011
11:30 a.m. – 1:30 p.m.
Horace Mann Conference Room

Present: Michelle Adam, Laurinda Custodio, Karen Davis, Mona Delgado, Bill Gaudet, Osiris Gonzales, Heather Hower, Chair, Christie Kilgus, Anika Profit, Diane Ricci, Christine Sarkady, Tanitia Sello, Kathleen Sousa, Leslie Stroller,
Absent: Eric Friedfeld, Joseph Gagne, Heather Goode, Wendy McRae-Owoeye, Jessica Smith, Debra Souza, Leslie Uhnak

Heather – General

- Next year we will have 2 meetings a month as needed.
- We will be enforcing the bylaws in regard to not missing more than 2 meetings per year. The point is to always try to attend the meetings.
- Subcommittees: Continue with Consortium. Events and Staff participation will remain as two separate subcommittees, but we will allow time for collaboration.
- Going forward, we encourage members to sign up for at least one Saturday event.
- Osiris has agreed to assist Heather in Anika’s absence.
- We now have 17 applications. The sub-committee Chairs will meet on the 17th to review the applications and begin contacting people. President Simmons will need to approve our selection. New member orientation will be on 12/13. We will pair people up with buddies (incoming members w/ existing members).

Karen - Advisors Report

- Reminders:
  - The Presidential Search Committee is sponsoring two forums tomorrow (11/9) at 12:00 and 1:00pm. The forums are aimed at staff. It’s a great opportunity to learn. Please try to come. See email from Russell Carey for additional info.
  - Benefits Fair – There’s a flu shot clinic tomorrow (11/9). Come and check out the vendors.

Open Discussion

- April Meeting with President Simmons:
  - We have an April 10 date scheduled. Maybe we can meet at the Faculty Club and have tea in the lounge with finger food and then photos in the Portrait Room.
  - Things to touch upon with President Simmons - What do you want us to accomplish going forward? What is your vision for SAC when you leave?
- President Simmons’ Holiday Party: Gift presentation ideas
  - Food donations from SAC. Heather H. will pick up a large gift basket and we can all contribute non perishable goods for the basket. First we need to confirm with Hanna to see if it’s acceptable to bring a basket to the holiday party. Karen will send her an email.
  - Present Ruth with a certificate showing that we have donated books to Segue on her behalf. Perhaps we can place a book plate inside the books noting the book donation.
• Gifts for SAC Members: Umbrellas for the outgoing SAC class and padfolios for remaining members.
• Thank you letters to those who have assisted SAC: We can update the template from the previous year and have the letters ready to sign next Tuesday. We will coordinate them so we can get them printed at the same time perhaps bring them to graphics and have them printed out on SAC letterhead.
• Changing SAC list serve to reflect new members and alums.

12:30 Subcommittees meet

1:00 Subcommittees reconvene with updates

• Events Subcommitee: We were approved for a university staff party on December 7th, Noon-2:00 at Sayles Hall. It will be an open event where staff can come and go. The Music dept will have students performing; possibly dancers, woodwinds, a chorus, a pianist, and Jeff Green, organ player. Flash mob perhaps. Angel Hilliard will help support us since she has experience with ype of event. Diane Ricci will talk to Catering about refreshments, desserts, infused water, coffee and hot chocolate.
• Staff Participation Subcommittee:
  o We might incorporate charitable giving into the holiday party such as food donations, a coat drive or the Segue book drive.
  o Volunteer opportunity - Paint the halls of the Early Learning Center at John Hope Settlement House the Friday after Thanksgiving.
• Outreach and Communication: A web-based staff concern form has been created and can be used anonymously.
• Consortium Subcommittee: Collecting data for database. Phone calls are ready to be made. We will task each other with goals to set up a conference in February leading up to SACapolooza!

Agenda for next week

• Lunch, advisors report and subcommittees.
• We will order SAC stationary and thank you cards from Graphic Services.
• Will get a holiday card for President Simmons for us to sign.
• It was at our meeting at Med Ed, that we had a discussion about being thought of as a volunteer group. Let’s not forget about staff; possibly utilizing an old fashion suggestion box. At every SAC event we will take in suggestions. We will focus more on the needs of staff at Brown; let them know they are being listened to. Find out how in the past things were replied to, and how satisfied people were with our response.
• We will submit results of the conversation project to President Simmons before she leaves. We have 141 responses so far.

Meeting adjourned 1:30pm
December 7, 2011

Ruth J. Simmons  
President  
Brown University  
Campus Box 1860

Dear President Simmons:

I am writing to inform you of all the good work the Staff Advisory Council (SAC) has accomplished during the last two years. In 2010, SAC identified four goals and related Sub-Committees in the areas of Outreach and Communication, Staff Participation, Events and Morale, and the Staff Advisory Consortium. We created a motto for SAC, with “We’re Here to Be There for Staff at Brown,” and made great strides in being more present by offering opportunities to learn about the gems of the University, and expanding our charge of reaching out to the community. In 2011, we continued this work and are pleased to report highlights of our progress in all of these areas.

**Outreach and Communication:**

SAC has expanded its reach to the Brown community and has made many efforts to “brand” the Council in order to be more recognizable and accessible for staff. We also have been a conduit to staff by gauging the attitudes of the community during these difficult years of change. With the use of technology, our efforts have produced some really great results, including:

- Creating a new logo and new look. SAC has been instrumental in getting the logo printed on post-it notes, padfolios, umbrellas, Pedestrian Safety snap-bands, stationery, and note cards;
- Creating a new, sleek website using BrownSites, to provide more up-to-date information, including our member profiles, calendar of events, highlights of events and service, and resources for staff members;
- Morning Mails and List Servs to advertise events, posting fliers and announcements about governance opportunities at Brown;
- Facebook page to provide timely updates on our activities;
- Addressing staff concerns through our SAC@Brown.edu email and our mail Box 1955; we followed up on issues (e.g., compensation, benefits, parking, resources, communication, construction, pedestrian safety) through direct replies to staff, as well as inviting speakers to SAC meetings for information;
- Progress reports on February 5, 2010, and August 10, 2010, to you and Hanna;
- The SAC “Rhode Show” presentations at our “Bring a Friend” meeting, which was attended by over 60 staff members and featured Beppie Huidekoper as our special guest;
- Presentations to Administrative Leadership and Departmental Managers meetings;
- Gauging the pulse of staff with our Winter Break Polls (in 2009 over 225 staff members participated, and in 2010 we collected anecdotes to share with you; overall, staff have expressed appreciation for the break), and Conversation Project (in 2010 we received 39 replies, and in 2011 we received 141 replies thus far!; overall, staff are satisfied with issues of communication, morale, and change management);
- Expanding upon SAC as “Staff and Community” in the next year.
Staff Participation:

This subcommittee continues to appoint staff members to university committees and boards. In the past year we have appointed 9 staff members to the University Resources Council, Public Safety Oversight Committee, Advisory Committee on Corporate Responsibility in Investment Policies, Campus Planning Advisory Board, Information Technology Advisory Board, and the Diversity Advisory Board.

We have been active with our Service Initiatives, offering staff the opportunity to serve Rhode Islanders-in-need throughout the year. We realized that 30 Days of Service and Quarterly Initiatives of years past were successful, but did not allow for continued involvement when opportunities presented themselves. Staff have generously donated their time to organizations within the greater Providence areas, such as:

- Habitat for Humanity - Volunteers built three houses in 2010.
- Amos House - Volunteers prepared and served lunch to the community four times in 2011.
- Magaziner Farm - Volunteers performed weeding and garden cleanup duties once in 2010 and once in 2011. Farm produce benefits the food banks in Rhode Island.
- Soujourner House - Volunteers assisted with a yard clean-up and painting in 2010.
- Providence Animal Rescue League - Volunteers set-up event, greeted, and handed out water to PetWalk participants and their four-legged friends in 2011.
- Girls on the Run - An innovative after-school program that combines training for a 5K event with interactive lessons that encourage positive emotional, social, mental, and physical development in pre-teen girls. Volunteers cheered runners during two separate running events in June and October 2011.
- Hasbro Children’s Hospital Walk-a-thon - Volunteers have assisted with registration for this event for 3 years (2009-2011).
- Hasbro Elmo’s Red Tie Ball - Volunteers assisted with donor gift deliveries in March 2011.
- The United Way, The Fund for Community Progress - Our community organizations through Brown Gives Green initiative. In May 2011, we invited the two organizations to present to the Council and learn what they and their member organizations do. SAC continues to develop relationships with these organizations.
- Ronald McDonald House - We have participated in an ongoing Can Tab Drive; the recycled tab funds are utilized to support the programs at the House.
- Riverzedge - In May 2011, the organization presented to the Council and facilitated a tour of the agency to continue our collaboration.

We sponsored several drives:

- Books for Dorcas Place and Books are Wings (350 books for two drives in 2010),
- Segue Charter School, Building Rhode Island One Book at a Time (200 books and counting for this drive in 2011),
- Food for the Rhode Island Community Food Bank (1,975 pounds for two drives in 2010, and 1,373 pounds for one drive in 2011), and,
- Cell phones for the Women’s Center of Rhode Island (41 phones in 2010 and 143 in 2011).

We have also developed ongoing relationships with other agencies, addressing a variety of needs that are on their “wish lists” including:

- The Charlesgate Senior Living Center, providing IT training, resource guides, and nutritional counseling, and,
- The John Hope Settlement House, volunteering to paint their hallways.
Events and Morale:

This subcommittee continues to investigate and create opportunities for staff to learn, engage, and collaborate. We have hosted several successful Best of Brown events, many of which have been wait-listed! Locales around campus have included:

- Ladd Observatory, Plant Environmental Center, Brown/NASA Planetary Data Center
- Tours of John Hay Library, Haffenreffer Museum, Sharpe Refectory, Ann Marie Brown Memorial to view Garabaldi’s Panorama, Brown’s Athletic Complex, and a SAC sponsored tour and informational session at Brown University Bookstore.
- A Summer Stroll around campus featuring Brown’s Bear statues. The tour ended at the Faculty Club, where refreshments were served and each participant received a plant donated by the Brown’s greenhouse.
- A Fall Stroll around campus featuring the architectural gems on campus and led by undergraduates tour guides in-training from Department of American Studies. The tour ended at the new Granoff Center for the Arts, where refreshments were served and each participant received a mini pumpkin.

We’ve also responded to emergent events, including organizing a benefit concert for Haiti which showcased the musical talent of the Brown community, participating in the campus wide effort for RI flood relief, and assisting with a fundraiser and appointing a SAC member to the Committee on Japan Earthquake Relief.

We’ve continued to enhance staff morale during such events as Staff Development Day, “Have A Treat On Us/Pedestrian Safety” ice cream socials, UCS Staff Appreciation Day, and Brown Bag lunches. We are collaborating with athletics, theater, and music to “cross-promote” their events and encourage staff participation. We also have ongoing relationships with graphics, facilities, dining services, computer and information services, the libraries, the plant environmental center, and the department of public safety to utilize their services and provide resource information to staff.

Consortium:

We’ve reached out to peer institutions to see who has councils similar to SAC, share best practices, and begin to form a consortium. We have successfully contacted several schools, including Rhode Island School of Design, Rhode Island College, Providence College, Bryant University, University of Rhode Island, Dartmouth, Columbia, and Berkeley. We’ve organized video conferencing for the consortium, and will invite the groups to attend meetings with us on campus, including an annual conference; “SACapalooza!”

Over the next year, we’ll re-evaluate our mission and “brand” of SAC to increase our focus on staff, continuing to expand on our goals. We’ll have further discussions in our “Conversation Project,” continue to offer opportunities for staff to participate in volunteer activities, collaborate with departmental events, and connect further with our peer institutions. If you have time in your schedule, we would love for you to join us in these experiences or events.

President Simmons, we appreciated the opportunity to share this information with you. We welcome continued collaboration with you and senior administration to increase morale and lay the groundwork for happy and productive staff. We wish you an enjoyable rest of the winter and look forward to meeting with you in April to celebrate ten years of service and memories of SAC with you.

On behalf of the Staff Advisory Council,

Heather Hower, Chair
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cc: Hannalore Rodriguez-Farrar
    Karen Davis
    Wendy McRae-Owoeye

Absent: Kathleen Sousa

General

Heather Hower

- Updated the letter to President Simmons explaining what we have accomplished in the past year and what we plan to accomplish in the future.
- Many thanks and appreciation to all SAC members. A fond farewell to the out-going SAC class; now SAC alums.
- Remaining SAC members, please try to reach out to your buddies (SAC members individually paired up with incoming class members) and welcome them to SAC. Also, complete your SAC member profiles so they can be posted on the web. This will allow the Brown community to put names to faces.

Advisors Report

Karen Davis

- Workday: Payroll going live on 7/1. The goal is to have a budget recommendation over the winter break. The Corporation meets in February.
- The campaign is over, trying to hold tuition and student fees as best we can.
- Presidential Search: There was an article in the BDH about the Presidential transition. It was a fairly good portrait of what the issues are.

Wendy McRae-Owoeye

- Recently there was a Provost letter about sexual harassment. If you have any concerns in your department, let her know. Workplace Harassment and Sexual Harassment training will continue to be offered at the University.
- At our May SAC meeting, Wendy will be presenting on Workplace and Sexual Harassment

Staff Concerns

- A department leader asked questions about what are the expected hours of work for exempt staff.
- University staff members are asking if they are able to attend SAC meetings.
  Staff members are welcome to attend our meetings where speakers are present.
- The Brown Office building is not cleaned well. They, as well as others have had to do more with less.
Break for lunch and White Elephant Extravaganza!

Meeting adjourned at 1:30pm