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 Stroller, 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 1:42p.m.