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 Stroller'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.