President’s Staff Advisory Council Meeting Minutes  
April 26, 2011  
11:30 a.m. – 1:30 p.m.  
Brown University Corporation Room

Present: Michelle Adam, Kate Correia, 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

Absent: Keith Thompson, Laurinda Custodio

Guests: President Simmons & Hanna Rodriguez-Farrar

Heather opened meeting with a quick overview of today’s meeting.

Karen Davis, Advisor’s Update
Karen explained the new initiative WorkDay that will eventually replace our aging HR/Payroll Systems. The target is to work more efficiently for staff and managers.

Performance Review Process: Beginning for FY12 we have made substantial changes to the performance review form to provide departmental specific and balanced constructive feedback to employees. The new form also allows for departments to have some flexibility with specific competencies.

11:55am enter President Simmons and Hanna Rodriguez-Farrar

Heather Hower, Chair
Heather welcomed Hanna and President Simmons to the meeting and introduced the sub-committees and sub-committee members along with an update of items SAC has been working on:

- Created a calendar of events that appears on our website.
- SAC has taken part in the Diversity Leadership cohort.
- Has assisted student organization with advertising Japan relief efforts.
- SAC was enlisted for added security assistance for visiting dignitary
- Staff appreciation day will coincide with BEAR day this year
- We are collecting aluminum can tabs for Ronald McDonald House.

Kathleen Sousa-Events and Morale Highlights.
Kathleen reported on the activities of the subcommittee:

- more effective delivery system for advertising our events, using morning mail more effectively.
- Well-designed posters have successfully promoted our events
- Best of Brown events are consistently wait-listed on training.brown
- Planning more venues to promote the hidden gems at Brown.
- Assisting with marketing and promoting non-SAC venues, like Brown’s Music Department and Athletics events
- Endorsed and advertised the Bookstore open house which was also wait-listed.
• Ideas for the remaining 3 quarters include a tour of Annmary Brown building and the Garabaldi Panorama, a campus stroll to talk about the statues and buildings of the main campus, which will end at the Faculty Club where light refreshments will be served.
• Also planned, our second annual “Have a Treat on Us” which coincides with opening day of the Farmers Market.
• Considering resurrecting “Spooky Skate” in October.
• Staff and faculty football game, the last game was well attended which coincided with the reading program in the city attracting a lot of families.

Heather Goode
• Interested in bringing an annual Women’s Summit to Brown University and incorporating it into Staff Development Day (SDD). Bryant University is currently offering a similar program. Heather is working on the SDD working group to formulate this idea.

Kate Correia & Christie Kilgus-Staff Participation Highlights
• Changed the time frame from 30 days of Service to Quarterly Service venues. It was determined to be more challenging to fit all service opportunities into 30 days.
• During First Quarter, volunteered for the Hasbro/Elmo’s Red Tie Ball. On short notice, all the volunteer positions were filled within 2 hours.
• Volunteering at Amos house was a success. There was a wait list for this event - 5 staff volunteered, preparing and serving lunch on the buffet line.
• Coordinated a cell phone drive for the Women’s Center in RI, they recycle the phones to raise funds for the center.

Upcoming opportunities
• We are looking for opportunities to reach out to the Jewelry District.
• We are helping out with the PARL’s Pet Walk; our volunteers will assist with set up and registration.
• Education Department and Charter school – family engagement, need assistance with building their library
• Another date with Amos House
• SAC will hold another food drive for the RI Community Food Bank.
• 3rd quarter – Magaziner Farm to assist with clean up.
• The walk for Hasbro Children’s Hospital
• A Children’s shelter drive in November.

Eric Friedfeld- Outreach and Communication Highlights
• Major revamping of our SAC website
• Designed a Facebook page which is slowly growing. We are looking at that to communicate more quickly, taking better advantage of the Google technology.
• If you click on Events you can download them to your Google Calendar.
• Continue to use morning mail and training.brown.edu
• Piloted using closed circuit TV to get the word out.
• Subcommittee has focused on the conversation project and being in touch with the Brown community to answer a survey and to share ideas and views. Over 120 responses have been gathered.
• Responses were submitted anonymously and most were open and honest in their responses and views.
• Respondents shared ideas to work smarter and streamline process: over 41 responses indicated the use of more on-line forms and tools to do work, more and communication from Senior Administration. Some staff shared that they would like to see the hiring process streamlined.

Bill Gaudet-Staff Advisory Consortium Subcommittee
• The Consortium subcommittee set some aggressive goals to make contact with Brown’s peer groups to see if they have a group similar to SAC.
• There are now 23 groups in our database; and attempts have been made to form a consortium of peer institutes.
• Subcommittee would like to Invite one of the peer groups to attend a meeting with President Simmons in November.
• The idea was raised to have a web conference with representatives from other Universities.

President Simmons
She shared that she would like to see SAC become more visible in the Brown Community and beyond; Eric shared that the feedback provided by the Conversation Project is essential in letting staff know that they have a voice. Suggested enhancing the use of technology to expand efforts to communicate (even suggested blogging!)
Shared that she loved the Women’s session at Staff Development Day
A question was raised about being inclusive of all staff across campus - exempt, non-exempt and union. SAC has made efforts to communicate to all staff across campus and to the community at large.

Heather shared that we have made a lot of progress with the use of technology and have expanded our efforts outside of the Brown community with the help of PAUR. Other ways SAC reaches out is through a welcome letter to all new hires. Also we reach out to staff reaching their second anniversary and invite them to apply to SAC. Last year, we had a table at Staff Development Day with information about SAC which was really successful.

A question was raised by Mona regarding a bicycle-sharing program, much like they have in other cities. President Simmons shared that many project arise out of an idea and that many of these ideas are brought to BUCC (Community Council) for discussion. SAC will look further into this idea and work with other organizations at Brown to see if this is possible.

President Simmons and Hanna Rodriguez-Farrar depart at 12:56pm

Heather
Heather reaffirmed that everyone has worked so hard in coming together to take things on and it was apparent that President Simmons was pleased and excited about the work SAC is doing.

Karen Davis, Advisor’s Update
Karen agreed that President Simmons was impressed with the group and congratulated everyone for doing a great job so far this year.

Karen shared that Dean Vohra, Dean of the Faculty will be stepping down as of June 30. A search for his replacement will happen within the University.

She shared the preliminary set of recommendation from the Athletics Review and noted that nothing will be done to cut sports until there is a full review of these teams.

Karen reiterated that given Brown’s generous time-off plan, she did not think that the University would support a program that would provide more time off for staff to volunteer, but noted that some units within the University do set aside time to run food drives, or support the community and that these “baby steps” should be brought to the attention of Marisa Quinn, Vice President for Public Affairs and University Relations.

General Discussion: Our May 10th SAC will meet at Butler Hospital. The first block of time will be dedicated to volunteering opportunities and then Betsy Warner from Human Resources will present the salary increase process for this year.
Meeting adjourned at 1:29pm