NEW MEMBER ORIENTATION
Tuesday, January 10th, 2017
11:30 AM - 4:30 PM
Stephen Robert ‘62 Campus Center, Petteruti Lounge, Room 201

**Attendance:**

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
<th>Members 2016-17</th>
<th>Present</th>
<th>Absent</th>
<th>Members 2017-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒</td>
<td>☐</td>
<td>Michele Calnan – Co-Chair</td>
<td>☒</td>
<td>☐</td>
<td>Drake Douglas</td>
</tr>
<tr>
<td>☒</td>
<td>☐</td>
<td>Anthony Mam – Co-Chair</td>
<td>☒ +</td>
<td>☐</td>
<td>Kathleen Gerlach</td>
</tr>
<tr>
<td>☒</td>
<td>☐</td>
<td>Shannon Benjamin</td>
<td>☐</td>
<td>☐</td>
<td>Giannillo, Heather</td>
</tr>
<tr>
<td>☒</td>
<td>☐</td>
<td>Eric Ferrara</td>
<td>☒</td>
<td>☐</td>
<td>Shaira Kochubaeva</td>
</tr>
<tr>
<td>☐</td>
<td>☒</td>
<td>Amanda Figgins</td>
<td>☒</td>
<td>☐</td>
<td>Michael Leitao</td>
</tr>
<tr>
<td>☒</td>
<td>☐</td>
<td>Katie Grasso</td>
<td>☒</td>
<td>☐</td>
<td>Emily Nolan</td>
</tr>
<tr>
<td>☒</td>
<td>☐</td>
<td>Stephanie Romano</td>
<td>☒</td>
<td>☐</td>
<td>Josephine Okunola</td>
</tr>
<tr>
<td>☐</td>
<td>☒</td>
<td>Purvangel Patel</td>
<td>☒</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>☒</td>
<td>☐</td>
<td>Jessica Pontarelli</td>
<td>☒</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>☒</td>
<td>☐</td>
<td>Samuel Sumeracki</td>
<td>☒</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>☒</td>
<td>☐</td>
<td>Andrew Sutherland</td>
<td>☒</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☒</td>
<td>Holly Tran</td>
<td>☒</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>☒</td>
<td>☐</td>
<td>Beth Travers</td>
<td>☒</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

**Ex-Officio Advisors**

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
<th>Members 2016-17</th>
<th>Present</th>
<th>Absent</th>
<th>Members 2017-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒</td>
<td>☐</td>
<td>Karen Davis</td>
<td>☒</td>
<td>☐</td>
<td>Joie Steele</td>
</tr>
<tr>
<td>☒</td>
<td>☐</td>
<td>Wendy McRae-Owoeye</td>
<td>☒</td>
<td>☐</td>
<td>Stephen Nelle</td>
</tr>
<tr>
<td>☒</td>
<td>☐</td>
<td>Kimberly O Roskiewicz</td>
<td>☐</td>
<td>☒</td>
<td>Sarah Vitale (Note taker)</td>
</tr>
</tbody>
</table>

**Guests:**

**Minutes:**
Minutes: Steve Nelle

1.  **11:30 AM WELCOME**
   Agenda Overview

2.  **11:40 AM LUNCH**

3.  **12:00 PM SAC INTRODUCTIONS**
   Name, Dept., Position, How long you’ve been at Brown, Favorite place to go

4.  **12:15 PM ICEBREAKER**
   “Famous Pairs”
   “As the Wind Blows”

5.  **12:35 PM CO-CHAIRS & ADVISORS**
   a.  Co-Chairs: Anthony Mam and Michele Calnan
      i.  Work on Staff concerns
      ii. Focus on Committee work
      iii. Represent SAC as a whole
      iv.  SAC email will be mode of communication from the Co-Chairs
   b.  Exofficios
      i.  Karen Davis:
          1.  Conduit to the president.
          2.  Noted that anything said in meetings is always confidential.
      ii.  Kim Roskiewicz
          1.  Assistant to the president. Works closely with the president. SAC will do a lunch in the fall and President may come to meetings as needed.
          2.  Staff office hours with the president came out of SAC.
      iii. Wendy McRae-Oweye

6.  **12:55 PM SAC OVERVIEW**
   a.  Mission, Bylaws
   b.  Mission Statement
   c.  SAC’s role is to act as advisors to the President.
   d.  Copy of the meeting schedule was given to all members.
   e.  Open communication.
      i.  If you are unable to attend, let the co-chairs know.
      ii. Two unexcused absences may result in removal.
   f.  If you have to resign from SAC, you will have to write a letter.
   g.  Committees will be discussed later.
   h.  Past co-chairs will be available for the first half of the year of transition.
   i.  Form will go out to members asking which committee they are
interested in being on.

7. **1:20 PM BREAK**

8. **1:30 PM TEAM BUILDING**
   a. 1 Truth 1 Lie

9. **2:00 PM EXPECTATION SETTING (see handout)**
   a. Open Discussion: What are your expectations for the Co-Chairs and for each other?
   b. Committee Expectations:
      i. Events
      ii. More engagement with senior leadership
      iii. Volunteering
         1. Transition that committee off of SAC and bring on a new adhoc committee.
      iv. Communications
      v. Staff issues
         1. Coffee and Conversations
      vi. Information (Agenda)
      vii. Quickly ask for help if you need it.
      viii. No micromanaging
      ix. Light needs to be shed on staff issues (Purvang)
         1. No upward trajectory
         2. No diversity
         3. Staff are pigeonholed
      x. Follow-up after events
      xi. Community building events
      xii. Professional development

10. **2:30 PM GOALS**
    b. Open Discussion: What do you want to accomplish as a council this year?
       i. Staff issues: put issues at the forefront
       ii. Brown bag lunch
       iii. Coffee and Conversations
       iv. BEAR talks
    c. Expectation for each other:
       i. Meeting attendance: email 24 hours in advance if going to be absent.
    d. Event attendance:
       i. Not required to go to every meet and mingle but do require members to go to 2 of them.
e. Be supportive of the committees around you

f. Meeting Participation:
   i. Talk out in the open as a group. Make sure you participate.
   ii. Advisors. Don’t be shy around the advisors.
   iii. You are the voice. Ask fellow colleagues what is going on.
   iv. Expectations of each other.
   v. Fun, keep meeting light and open
   vi. Be respectful of others opinions
   vii. Deadlines
   viii. The squeaky wheel gets the oil. Keep asking and don’t be afraid to ask.
   ix. Bring work experience into what SAC is talking about.
   x. Make sure you are cognizant of where people are.
   xi. Ask for help
   xii. Committees craft a yearly workload calendar

g. You will be added to the SAC events calendar.

h. What goal do you have for yourself?
   i. Get more involved in the university in general
   ii. Staff concerns:
      1. Coffee and Conversations
   iii. Work more with the volunteer committee
   iv. Keep growing the current initiatives
   v. The Holiday Party

i. What do you want to see SAC do?
   i. Direct departmental engagement.
      1. How do you get to the smaller departments? 2 or 3 staff.
      2. Increase attendance
      3. Department Managers meeting.
      4. Executive Leadership meeting.
   ii. Problem solving:
      1. We can work on getting on the agendas for the department managers meeting, administrative leadership meeting
   iii. How are we be intentional in how we recruit DIAP?
   iv. Judy Nabb to come to one of the meetings.
   v. Events should have more of a visual at what happens at events.
   vi. Core philosophy to identify

11.30 PM COMMITTEE DISCUSSION
a. Overview of committees, ADHOC discussions and voting
   i. Outreach and Communications
      1. Eric and Katie:
      2. Maintain Facebook, website etc.
      3. Creative Content: Brownie Points, Sac Says Newsletter.
4. General Promotion
5. There are some processes in place as far as how the communication gets out.
6. Focus on Outreach, pulling people in.

ii. Events and Participation:
1. Meet and Mingles:
2. Focus on doing things during the day. Lunch time Bingo Trivia.
   a. Pool Tournament,
3. Events centered on staff concerns.
4. Partnering with other groups.
5. Day time things that don’t cost money.
6. Think of who we can partner with.
7. Wellness benefits for the field day.

iii. Volunteer:
1. Stephanie
2. Being engaged in the community. Instrumental in staff development day. Held two collections. Collections of books, toys, clothing.
   a. Collected 500+ lbs. of food at the staff holiday party.
4. Trying to get a volunteer program in place for staff to volunteer.
   a. Some organizations do a BCI check.
   b. Have it on the website where you can do it at.
5. Have the opportunity to have more adhoc committees.

iv. D&I Committee:
1. Address diversity and inclusion
2. Brown Bag Lunch
   a. People of Color, women and LGBTQ
3. BearTalks;
4. Conversation on Orlando shooting.

b. Vote:
c. The Council voted unanimously to keep Volunteer Committee and the Diversity and Inclusion Committee on SAC.

d. Question: How are assignments given out?
   i. Co-Chairs will send a survey to members to have them rate which committee they are interested in being on.

12.30 PM BREAK

13.30 PM BRAINSTORM
a. Speakers for meetings
i. Joseph Meisel will be coming to the next meeting to discuss the accrediting process.

ii. Judy Nabb will come for teambuilding.

iii. Lunch at the president’s house in November.

iv. SPS talk about what happens at Brown in the summer.

v. Public safety to address security down at the new location.

vi. 15 minutes of wellness


viii. Ombuds person.

ix. Liza Cariaga-Lo

x. Meet all of the Committees.

14.4:00 PM CLOSING (feedback, concerns etc.)