PRESIDENT’S STAFF ADVISORY COUNCIL
MEETING MINUTES
TUESDAY, August 11, 2015
12:00 PM - 2:00 PM
10 Davol Square: Tri-Lab

Present: Eli Baalbaki, Alexandra Badalucco, Emily Bruce (Co-Chair), Allyson Caudell, Susan Coogan, Tracey Cronin, Karen Davis, Kim Departie, Janice Hebert (Co-Chair), Leah Lebel, Wendy McRae-Owoeye, Tracie Mederos, Stephen Nelle, Carolyn Popovic, Kim Roskiewicz

Excused: Suzanne Alden, Donna Frazier, Jessica Garcia, Carol Leone, Gary Martins, Lisa Noble, Elizabeth Sandberg, Joie Steele

Invited Guest: Ruth Kohorn-Rosenberg, University Ombudsperson

Minutes: Meggie Patton

12:00 – 12:25pm  Subcommittee meetings
12:24 – 12:45pm  Subcommittee updates
12:45 – 1:00pm  Call to Order
                 Approval of Prior Meeting Minutes
1:00 – 2:00pm  Ruth Kohorn-Rosenberg, University Ombudsperson
2:00pm  Adjourn

Subcommittee meetings
   1. Individual committees met for first 20 minutes of meeting

Subcommittee updates
   1. Mentoring
      a. Kim had a meeting with Judy Nabb
      b. Survey sent out for new hires
         i. Data came back somewhat inconclusive offering little direction for new employees
      c. Plan is to hold a focus group to collect additional program content
         i. Pilot group in September
      d. SAC could help
i. By reviewing applications (3-5 month commitment)
ii. Mentoring Group would like to schedule a planning meeting with the Co-Chairs to
determine what next direction should be?
iii. This group was an ad hoc committee, so it may be best to consider another topic
e. We might want to research what other schools and private companies do as far as advisory
committee topics

2. Outreach
   a. Subcommittee updates/write-ups to Carol Leone by Friday
      i. Mentoring would like to send their write-up to Judy Nabb for her approval first
      ii. Aim is to add these reports to the website via Morning Mail
         1. These are all the things we’ve been working on
         2. These updates may be used for the report to the President (due early to mid-October)
   b. Staff survey reminder went out in Morning Mail
   c. Stephen has been updating the SAC web page. Carolyn will now also be updating the web page
   d. Stephen is stepping in as a co-chair with Carol for this subcommittee through the end of the
calendar year

3. Events
   a. Staff Trivia
      i. Very well attended (12-1: jam-packed)
      ii. Bingo/Trivia were big hits
         1. Maybe have the events be only an hour but a larger space like the Kasper
            Multipurpose room.
   b. Meet & Mingle on Tuesday, August 18 at 5:00 at Lola’s on South Water Street
      i. Taco Tuesday ($2.00 Tacos)
      ii. Word is already out
   c. Next block of events
      i. The spread sheet is in the SAC shared drive
         1. August 25th: 5:30 p.m. at Lang’s Bowl-a-Rama in Cranston
         2. Fall tour, Bingo/Trivia, Karaoke

4. Volunteering
   a. Invitation for the Volunteer Event on the August 26 will go out soon
   b. Need 10-15 volunteers
   c. Gooseberry Beach in Little Compton
   d. 3 hours or so (9:15 a.m. – 1:30 p.m.)
   e. Rain Date is August 27

Announcements
1. Title IX Online Training
   a. 30 individuals asked to take the training and provide feedback
   b. Training will be launching October 1st
      i. Staff have 30 days to complete training
         1. All Faculty, Staff, Seasonal, and Post Docs.
   c. SAC should go through the training ahead of time
      i. Wendy will send out the link ahead of time to SAC members
   d. Students will have a different version
i. Outreach for students
   1. Amanda Walsh working on the student training side

e. Format
   i. Ungraded review checks throughout the training
   ii. Final test at the end that you need to pass
       1. Can take it up to 3 times

Minutes approved from July 28th, 2015

Ruth Kohorn-Rosenberg, University Ombudsperson
1. Confidential, neutral conflict management
   a. No records kept; anonymous
   b. Only types of people and types of issues are tracked
   c. No decision-making power or authority
      i. People can come and discuss what he/she would like to do next
   d. Advocate for fair process
   e. Keeps a pulse on campus problems
      i. Can report to the administration regarding general trends
2. Trends in Concerns
   a. Graduate Students: Advisor
   b. Staff: Boss, Career Progression, Policies (i.e. Maternity, Leave)
   c. Faculty: Tenure
3. Typically, people come to discuss options, but does not usually see through to conclusion
4. Refers out to other campus resources
   a. Good first step before working with HR where a record is created

Questions
1. Best way to reach out?
   a. Call, e-mail: <ruth_kohorn_rosenberg@brown.edu>
   b. Does not keep open office hours
   c. Office is well-hidden
      i. 3rd floor of the Hillel Building
   d. Can meet anywhere
2. How are the numbers counted?
   a. Check boxes
   b. Individual Issues
3. Ideas
   a. This should be included in the New Employee Orientation
   b. Reach out to new department managers
      i. Helpful to come when issues are small before they escalate
4. How can we better engage Non-exempt/Union staff?
   a. Staff Assistance Program Trainings
   b. Orientations for Staff: New Orientation Packet
   c. CLPD Manager Trainings- Targeting specific populations

1:50 Adjourn