President’s Staff Advisory Council
January 22, 2019
Minutes

Attendance: Sarah Aneyci, Amy Anthony, Sarah Brown, Geeta Chougule, Dawn Cummings, Laura Dobler, Tara Greenwood, Catherine Hanni (co-chair), Joel Hernandez, Annie Kennedy, Liisa Laine (co-chair), Michael Leitao (past co-chair), Derek Lisi, Kristine Newsome, Abigail Peterson, Laura Pleasants, Jessica Pontarelli, (past co-chair), Jennifer Quiroz, Felicia Raton, Barbara Simoneau, Maria Sokolova, Beth Travers, Yi Vizard, Ray Windsor, Grace Young; Kimberly Roskiewicz (Advisor)
Absent: Daisy Ferreira

The meeting was called to order at 12:00, and members re-introduced themselves to help everyone put names and faces together.

An announcement was made by Co-Chair Catherine Hanni that per Past Co-Chair Mike Leitao the budget projections look healthier and there will be less need for cutting back SAC luncheon meals, which was suggested as a way to fund other initiatives. It should be possible to balance both.

Discussion ensued regarding meeting days, following the request by Catherine to consider an alternate to Tuesdays for the second SAC meeting of each month. Due to a conflict on all days for one member or another, the request was withdrawn and the council will continue to meet the 2nd and 4th Tuesday (unless a special event supplants a meeting, e.g., Summer or Holiday events).

Co-chair Liisa Laine introduced a review of council needs and committee memberships. Laura Dobler agreed to chair the Diversity & Inclusion sub-committee, Tara Greenwood the Events sub-committee, Beth Travers and Geeta Chougule the Operations and Communications sub-committee. The Volunteer committee will work out it’s chair at it’s first meeting.
Relative to issues in consideration, Mike Leitao said he will assist this year’s members, Beth Travers and Barbara Simoneau, in working on the question of speed bump removal at SSL. Members agreed to a rotating responsibility to take minutes for future meetings.
Liisa Laine informed the council of a BDH inquiry received by SAC / co-chairs and that we are working with the Office of University Communications to assist us in understanding appropriate communications external of the council and university staff.

A review was given of up-coming events – and the existence of the SAC calendar of events, including Parents Network on March 15, Faculty in Focus on April 3, and another PN on April 26.
Past co-chairs Michael Leitao and Jessica Pontarelli expressed their support of on-going efforts and readiness to assist as needed. Members can use them as mentors or sources of information and a survey is suggested to reach out to alumni.

Photos of new members were taken, to be posted on the website and cups with the SAC and Brown logos were given to each member in anticipation of the extra effort they will be making to fulfill SAC and personal position responsibilities.

The next meeting is scheduled for February 12 at noon at 200 Dyer St, Rm 122.

Respectfully Submitted

Catherine Hanni
Proposed By-Laws Change

Current

SECTION 5. DUTIES OF THE PAST CO-CHAIRS a. The past co-chairs shall be responsible to provide guidance and advice to the co-chairs when requested. b. The past co-chairs shall be voting members of the Council. c. The past co-chairs shall be active members of the Council until new co-chairs have been appointed (usually by July 31), and will continue to provide advice as needed until the new co-chairs have reached the mid-point of their year of service (usually by June 30). This includes serving on the Member Selection Committee.

Proposed

SECTION 5. DUTIES OF THE PAST CO-CHAIRS a. The past co-chairs shall be responsible to provide guidance and advice to the co-chairs when requested. b. The past co-chairs shall be voting members of the Council. c. The past co-chairs shall be active members of the Council and will continue to provide advice as needed throughout the new co-chairs’ year of service (December 31st). This includes serving on the Member Selection Committee.
Staff Advisory Council: Diversity & Inclusion Subcommittee 2019 Proposal

SAC Diversity & Inclusion Mission Statement:
The mission of the Diversity & Inclusion Subcommittee for the President’s Staff Advisory Council is to facilitate and support the staff goals as outlined in the President’s Pathways to Diversity and Inclusion: An Action Plan for Brown University (DIAP). Specifically, SAC will serve as support for the Human Resources Department as it fulfills DIAP Goal 4 (page 10): promote hiring practices, professional development, and mentorship programs that will increase the diversity of staff and further their careers, especially staff from historically underrepresented groups.

SAC Diversity Advisory Board:
SAC will recruit 3-4 staff senior leaders to help guide the council's diversity & inclusion programming.
Advisory Board members must be Grade 9 or higher in a supervisory role, or otherwise working directly with senior administrators and the larger campus community
Advisory Board members will:
1. Promote and advertise SAC events and programming in their networks
2. Recruit diverse SAC applicants
3. Provide feedback and advice for SAC D&I programming goals
4. Provide campus communities and network connections to collaborate on co-sponsoring programming and events (including student groups, campus centers and departments)
   a. Office of Institutional Equity and Diversity (OIED)
   b. oSTEM (out in STEM) student group
   c. Center for the Study of Race and Ethnicity in America (CSREA)
   d. Initiative to Maximize Student Development (IMSD)
   e. Population Studies and Training Center (PSTC)
Potential Members: Eric Estes (Campus Life), Shontay Delalue (OIED), Cass Cliatt (Communications), Maitrayee Bhattacharyya (Dean D&I), Lynn Hernandez (OIED), Marlina Duncan (Dean of Diversity), Andrew Campbell, Kelly Garrett (Director LGBTQ Center), Shay Collins (OIED), Rick Locke??
Cost: None

Workshops/Training:
1 per semester, sponsored by SAC and trainer department
Unconscious Bias in the Workplace
5 Generations in the Workplace
Cost: $100-$200 for cookies/coffee/snacks

SAC Networking Sessions:
2-3 per semester, 1 summer

1 Diversity Preview Day: Invite specific diverse SAC members to a luncheon, leverage senior leaders
Co-sponsor events with diversity-focused student groups, campus centers and departments

OR

Build on existing D&I lectures, talks and professional development by partnering with groups and centers (CSREA, PSTC, IMSD, OIED, etc) to offer SAC D&I breakout sessions after events

Cost: $250-$750 for cookies/coffee/snacks

Potential Upcoming Activities: (1) DiversiTea: oSTEM - SAC co-sponsor; (2) Hip-Hop Lecture Series; (3) Womxn of Color Reception

HR Policies & Changes:

Invite Amanda Bailey to general SAC meeting to disclose new HR policy changes

Schedule SAC Town Hall: public forum for discussing climate survey, and staff concerns with hiring, promotions, growth, & professional development²

Support Institutionalized Mentorship & Professional Development Programs: MET High School, Year Up, Administrative Fellows³, Staff Mentoring Program⁴

Cost: none

2019 Goals:

1. SAC Advisory Board
2. Recruitment of Diverse SAC Members
3. SAC D&I Events (2-3 per semester)
4. Advocating for HR Policies & Professional Development⁵
   a. SAC Town Hall

Total requested cost for 2019: $1,000.

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² Framing and purpose need to be determined: could coincide with Staff Development Day; Staff Climate Survey Town Hall: collaboration with HR, CLPD, OIED
³ Create institutionalized partnership between Admin Fellows & SAC (mutual support to meet shared goals)
⁴ Need to confirm if D&I is considered in application/recruitment/selection process
⁵ Should be considered a SAC-wide goal