President’s Staff Advisory Council  
Meeting Minutes  
February 12, 2019  
200 Dyer Street, Providence

Attendance: Catherine Hanni, co-chair; Liisa Laine, co-chair; Amy Anthony; Sarah Brown; Geeta Chougule; Laura Dobler; Daisy Ferreira; Tara Greenwood; Joel Hernandez; Marguerite Joutz; Annemarie Kennedy; Michael Leitao; Abigail Peterson; Jessica Pontarelli; Jennifer Quiroz; Felicia Rato; Barbara Simoneau; Maria Sokolova; Yi Vizard; Ray Windsor; Grace Young

Absent: Sarah Aneyci; Dawn Cummings; Derek Lisi; Kristine Newson; Laura Pleasants; Beth Travers

I. Introduction of Margaret Joutz

Margaret, chief of staff and assistant to the president, will be the new advisor to SAC. Margaret said she is thrilled to work with the President’s Staff Advisory Council and invited the council to contact her if she can be of assistance.

II. Acceptance of Meeting Minutes of January 22, 2019

Liisa asked for an acceptance of the 1/22 meeting minutes, and there were no changes or objections. All present voted in favor, and the motion passed.

Proposed By-Law Changes to the duties of past co-chairs

Michael Leitao presented on how the half-year advisory role of past co-chairs is too short and should be extended to one year to assist in training new chairs (which would align with other committees). This extended advisory role would be on an as-needed basis, as noted in the proposed language. Jessica Pontarelli added that she and Michael hadn’t had training due to a prior chair’s maternity leave and another’s resignation, and the two past co-chairs are introducing the language to prevent this type of instance from happening again on SAC. Liisa added how helpful it can be to have the extended advice and history of past chairs.

Barbara asked about succession planning, and the chairs invited the committees to work on those as a project.

The vote passed unanimously via a show of hands.

The proposed change will be given to Marguerite to give to President Paxson for approval.

Staff Concerns
There is no update yet on the speedbump issue raised at the last SAC meeting, and Mike will continue following up.

Staff members close to retirement had inquired into using the brown.edu domain post-retirement. Brown understands the sense of connection that retirees would like to retain and took the issue seriously. Representatives from SAC, HR, IT and OUC met on the issue, and after review the University determined that neither a brown.edu nor a sub-domain of retired.brown.edu would work. The proposed solution to keep a sense of community for retirees is a special digest similar to Today@Brown, which will be developed by OUC and available by subscription to retired staff (and any neighbors to Brown or other community members who wish to sign up). Once the details are worked out, we’ll be able to announce the digest in SAC’s newsletter.

Michael had received an email about starting a pedestrian safety group at Brown and is seeking SAC advice. Barbara and Daisy volunteered to look into this. They will reach out to management to find out what’s available and report back to SAC.

Amy asked what kind of staff concerns are typically discussed in the council - departmental issues or global? Liisa recommended involving HR in management employee issues, and Barbara suggested making resources more available for issues that keep resurfacing or showing a pattern.

Laura asked for a follow-up about the Brown Daily Herald, which had previously reached out to SAC with an inquiry. The BDH has been provided with a list of SAC activities and contact information and had been invited to get in touch for more information but has not followed up with a response. Laura noted that transparency is important to students, so it might be helpful to provide some information on the process and how the council handles staff issues. The BDH appears to be following up on the staff climate survey, and Liisa referred the reporter to Chanty’s office. Lynn Hernandez previously addressed SAC regarding the climate survey and what Brown was going to do with the results and has a plan. SAC started tackling issues with Amanda Bailey in HR after hearing overlying themes from Brown staff members. If the council is hearing trends, they should be compiled into a presentation from SAC to Amanda. Amanda has offered to come to a SAC meeting and have an open discussion. It was noted that any communication to the general public regarding policy or procedure must go through the President’s Office.

**Google Doc**

Google Doc can be a forum for discussing SAC meeting subjects, and SAC is open to other types of communication that enable us to discuss as a group. (Following the meeting, a Slack channel was created for SAC members.)
Committee Updates

1. Outreach & Communications Committee

Geeta reported on the O&C Committee’s first two meetings. The group figured out three areas to cover: process & maintenance, content (newsletter, website, etc.), and external outreach. Yi will create flyers and posters for SAC events, so please contact her (Yi was praised for the parent network poster). Barbara asked for a list of who is on each committee so that O&C can make team drives for all of them. Barbara will share the Google event request form with O&C for review and then will share with all of SAC. The newsletter will need to be reviewed by Marguerite before going out to the public, so that time must be built into the process. Jessica submitted the request to update the website and hopes to receive the green light. Approval of website content is at the discretion of the co-chairs. O&C can decide what features the site needs such as a News section. Jessica can forward old links/archived material to Web Services. Past newsletters and minutes need to be on the website. Kristine needs passwords for social media, and Liisa and Jessica will give Kristine permission on the Facebook page. Kristine has some ideas for Instagram as well, which should be created under SAC@brown.edu. Annemarie will record SAC meeting minutes.

2. Events Committee

Grace reported on the Events Committee. The parent networking event is 3/15 at SSL, and she’ll reach out to O&C to help promote it on Today@Brown. The next parent networking event will be 5/10 at Petteruti Lounge. She’d like to schedule more in July, September and November and will solicit help in finding a speaker to help children understand diverse families. (It was suggested that Shontay Delalue be contacted in the Office of Institutional Equality & Diversity.) Tara presented on the Meet & Mingle, tentatively scheduled for 2/28 at the Grad Student Bar. The committee would like to hold this event every other month, if not every month, and is soliciting feedback for daytime ideas. Ideas in the works: an April Flatbread lunch; a family-oriented Breaktime Bowling off-campus event in May; a Paw Sox Family Night in the summer (she could connect with the Volunteer Committee to work on donating half the proceeds to Brown Gives); Duck and Bunny, the new rooftop in Wayland Square, and Shiru Cafe). The SAC Summer Party in June might be made more family-friendly, and Grace will connect with Kristine about Visual Arts students doing face painting. She welcomed SAC members with other talents such as magicians or balloon animals to volunteer.

3. Volunteer Committee

Daisy will coordinate with Grace about the Paw Sox and welcomed other ideas. Some suggestions: send Brown staff to volunteer for the Hasbro Ball (the partnership with Hasbro has dropped off, and Sarah will send Daisy emails to look into resurrecting); coordinate volunteers for the annual Fight for Air at the Omni in March (Daisy to speak with Holly, who coordinated it in the past).
Cathy noted that SAC committee members are encouraged to “cross polinate”

Tara will need help on 3/20 for setup and breakdown of Bingo and calling numbers from either 12-1 or 1-2. Tara will send out a Google doc for people to sign up.

**Linda Angela, Administrative Fellow, “First Gen. Staff @ Brown” Project**

Linda is participating in a fellowship that gives access to professional development opportunities to prepare leaders in diversity & inclusion in higher education. Each individual in the program participates in an individual project, and she is investigating where people go after being a first-generation college student. The awareness gap is big for staff; people are expected to have certain business cultural awareness going into a particular position, which leads to an achievement gap. Her project includes a qualitative study for staff who had been first-generation college students, and she would like to host a mix and mingle specifically for first-gen staff. Many have expressed feeling isolated in their positions and don’t know who else was first-gen or who might be struggling with imposter syndrome. (Definition of first-gen for clarity: someone who went to college whose parents don’t hold a college degree; someone who navigated those environments without mentorship of a parent or guardian; not necessarily an immigrant.)

The event will be held sometime in April, and Linda is wondering how best to recruit people, such as a Today@Brown announcement backed by SAC. She’d like to see this off-campus, particularly if the business owner is first-gen. She and Grace will talk in more detail.

**Diversity & Inclusion Subcommittee 2019 Proposal**

The proposal has been shared (via hard copies distributed at the meeting) with the full council. In the interest of time, the presentation and discussion was shelved until the next SAC meeting.