MINUTES

Attendance: Liisa Laine, co-chair; Grace Young, co-chair; Sarah Brown; Geeta Chougule; Dawn Cummings; Laura Dobler; Kristine Dodd; Daisy Ferreira; Tara Greenwood; Catherine Hanni; Annemarie Kennedy; Abigail Peterson; Laura Pleasants; Jennifer Quiroz; Felicia Raton; Barbara Simoneau; Maria Sokolova; Beth Travers; Yi Vizard

Absent: Sarah Aneyci; Joel Hernandez; Marguerite Joutz; Michael Leitao; Ray Windsor, Jessica Pontarelli

1. Acceptance of meeting minutes: October 22, 2019

There were no objections to the minutes and they were accepted by all present members.

2. Resignation of SAC Members

Yi Vizard and Laura Pleasants will be resigning from SAC at the end of December, which will open up two more spots for new members to onboard in January.

Yi Vizard expressed that it has been a great experience working on SAC and she has learned a lot, particularly on the Outreach and Communications subcommittee. Yi found events such as the book drive and the food drive to be amazing experiences, and she wishes she had the time to continue contributing to SAC. She appreciated the opportunity to join the council and thanked her fellow SAC members.

Laura Pleasants seconded what Yi said, stating that she’d also been excited to take part in SAC, but has decided to resign for work/life balance reasons. Laura would love to give her slot to someone else at Brown during this transition period who can get as much out of serving on SAC as she did.

3. Guest Speakers: Amanda Bailey, Vice President for Human Resources and Kimberly Roskiewicz, Assistant Vice President of Human Resources Operations

This presentation was tabled until the next SAC meeting (November 26th).
4. Holiday Party and Other Event Updates

- **Holiday Party**
  An electronic invitation went out to all Brown staff yesterday. A new sign-up sheet will be circulated for SAC members to volunteer for shifts before, during and after the holiday party.
  
  Those collecting raffle prizes should get them to Grace Young by Thursday, December 5 so she can make a master list.

  Tara Greenwood and Barbara Simoneau met with Chelo’s about Toys for Tots, as the restaurant has a long history of collecting for the organization. All seven Chelo’s restaurants can be another drop-off point for toy donations, and SAC will need to coordinate providing, dropping off and picking up the boxes. Chelo’s has donated $25 in gift certificates to SAC and may have another prize to donate for the Holiday Party raffle. They can also have promotions during their trivia nights and other hosted events to raise awareness of and participation in the Toys for Tots drive. Grace Young and Tara Greenwood will coordinate physical boxes. Daisy Ferreira and other SAC members who live near various Chelo’s restaurants can help drop off and pick up boxes once they’re ready.

  SAC and South Street Landing funds have been combined for the holiday party, with the President’s Office being heavily involved; it should be a lovely affair. Grace Young and Liisa Laine are meeting with Marguerite Joutz and University Events staff tomorrow morning for updates. There hasn’t been a cost estimate or food menu yet, but other departments/offices will be involved, with SAC’s focus being on the raffles and the Toys for Tots collection. Entertainment secured by others will include music and a roaming photo booth.

  Bags of Hope update: a person from this organization who has been emailing Barbara Simoneau responded that they are a 503(c). It won’t be possible to set up a holiday party collection for the organization this year, but there’s potentially another way for SAC to work with them next year.

- **Faculty in Focus**
  This event is all set for Thursday, November 14 and there are a few spots still available - so spread the word! Beth Travers, Geeta Chogule, and Grace Young are set on their specific roles for the event. The Provost’s Office will handle the bill from Media Services.
• **First-generation Staff Networking Event**
  This event will be held on **Tuesday, November 19**. About 30 people have signed up but there is room for more. Please feel free to join! Public Health, Health Behavioral & Social Sciences Department Manager Linda Angela is helping to promote the event, and the Office of Institutional Equity and Diversity will have someone present to welcome attendees.

• **Benefits Fair**
  Open enrollment opened yesterday, and several SAC members signed up to volunteer at the benefits fair this **Wednesday, November 13**. SAC volunteers should greet attendees, tell them about SAC, and help recruit members. Most shifts are filled, and Yi Vizard volunteered to fill the last open spot from 9-10 a.m. Liisa made handouts about SAC and we’ll have reflective bands to distribute to benefits fair attendees. SAC members, please wear your SAC nametag if you have one.
  SAC members were reminded that the deadline for new applications to serve on SAC ends this Friday, November 15. SAC has received 14 applications so far, and there will be another Today@Brown announcement to remind people to apply. In addition to current and future co-chairs Liisa Laine, Grace Young, Kristine Dodd and Barbara Simoneau, SAC members Mike Leitao and Maria Sokolova will help with candidate selection.

• **SAC Gathering with Vice President Estes**
  At a prior SAC meeting, Vice President for Campus Life & Student Services Eric Estes had invited SAC to a gathering at his campus home. This is set for **Tuesday, December 17** from 4-6 p.m. SAC members will receive more information including VP Estes’ address.

• **Chipotle Fundraiser for Brown Gives**
  Brown Gives is the university’s annual fundraising campaign and supports United Way of RI. SAC is hosting a fundraiser at Chipotle on **Tuesday, December 10** from 4-8pm. No staffing/volunteering is necessary; just come, eat, and support! Please promote this fundraiser as much as you can. Brown Gives will receive 33% of the money spent during that time block, but ONLY if total sales exceed $300. People should bring a flyer, show them a photo of the flyer on a smartphone, or mention “Brown Gives United Way” so the restaurant will know to credit the transaction to our Brown Gives fundraiser. Online orders don’t count - only in-person dining.
  We'll promote this in Today@Brown, Facebook, Instagram, and the SAC newsletter, but please spread the word to your colleagues and students! Maria Sokolova will bring a flyer to the Student Activities Office to post on the Faunce arch. Catherine Hanni suggested sending the poster to appear on digital signs around campus and will ask
Assistant Director of IT Communications Stephanie Oboda to send direct to each posting a departmental digital display board via attachment. Sarah Brown will ask Coordinator of Student Activities Isaac Albanese to share with students. SAC members, please suggest a family night meet-up with your departments. Sarah Brown will also reach out to Senior Associate Director of Athletics Carolan Norris to promote.

4. Staff Concerns & Updates

- **BDH Article on Bear Market**
  Reporters from the *Brown Daily Herald* (BDH) approached several SAC members, including Sarah Brown, Yi Vizard, and Laura Dobler, about the Bear Market initiative for a BDH article. SAC Co-Chair Liisa Laine wrote back to the reporter the information that SAC didn’t provide monetary support to the market but rather provided donation support on an ad-hoc basis by collecting and delivering donations to the pantry. Daisy Ferreira’s department, Health Services, is currently doing a push to host the market for a month.

- **South Street Landing Garage Accessibility Issue**
  SAC members have been alerted to the issue of Brown staff who pay to park at South Street Landing (SSL) but may need more help than others who use the garage. SAC members heard from a Brown staff member who parks at the SSL garage but has a problem getting in and out of the garage properly, as the pedestrian access doors are not wheelchair-accessible. SAC amplifies the staff member’s request to please consider making the doors ADA-compliant. The garage is leased, not owned, by Brown, so it’s not an issue that Brown can fix itself, but Brown can certainly approach the owner. SAC consulted the Student and Employee Accessibility Services (SEAS), and that office suggested going through Broadspire, which is Brown’s accommodation administrator, because it’s a staff accessibility issue. Director of Transportation Carleia Lighty, who was also consulted, stated that it’s a safety issue to not have the garage be accessible to everyone. SAC Co-Chair Liisa Laine approached South Street Landing Building Operations Manager John Arzoomanian, who has approached the garage owners. John Arzoomanian communicated that he doesn’t think accessible pedestrian doors are an unreasonable request and expects the issue to be resolved by the garage owner.

- **Volunteering in Schools**
  A priority of President Paxson is for Brown employees to get involved in volunteering in schools, and SAC is being asked to participate. Education Coordinator Souljane Martinez at the Annenberg Institute has been tasked with coordinating with every group involved in any way with Providence public schools. Liisa Laine will coordinate a meeting
with fellow SAC members Grace Young, Daisy Ferreira, Barbara Simoneau, Kristine Dodd; with Annenberg Education Coordinator Soljane Martinez; and with Associate Director of Community Relations Katie Silberman to see what we can offer. Liisa’s own department used to do a day of service each year, fixing up classrooms in local schools, but Brown departments have stopped doing that. In cooperation with United Way, Brown might be able to re-institute a Day of Service, and SAC members stated that they would be happy to assist in volunteer efforts at local schools and elsewhere.

- **Other Brown Gives Fundraiser**
  CIS is doing a pie raffle. People buy tickets and those who win can choose a pie. It counts specifically toward CIS’s BrownGives donations, but it’s still worth mentioning!

- **SAC Request**
  SAC has only two more meetings - November 26 and December 10 - under the current leadership, so please let Grace Young or Liisa Laine know of anything else that should be addressed by the end of the year. Barbara Simoneau and Kristine Dodd will kick off as SAC co-chairs at the beginning of January. SAC applicants will be reviewed and ranked by the end of December. Barbara Simoneau would like to circulate a form to all members, both those continuing on and those retiring, for additional SAC suggestions and advice, so please respond with any thoughts and ideas

**Upcoming Events and Reminders:**

- Faculty in Focus event | Nov. 14 | 12-1:30 p.m. | Faculty Club
- First-Generation Staff Networking Event | Nov. 19 | 12-1 p.m. | South Street Landing 499
- Chipotle Fundraiser for Brown Gives | December 10 | 4-8 p.m. | 235 Thayer Street
- Holiday Party | December 11 | 3-5p.m. | South Street Landing 4th Floor

*The next scheduled SAC meeting is on Tuesday, November 26 at 12 p.m. at South Street Landing, Room 499.*