MINUTES

Attendance: Liisa Laine, co-chair; Grace Young, co-chair; Sarah Aneyci; Geeta Chougule; Dawn Cummings; Laura Dobler; Kristine Dodd; Tara Greenwood; Catherine Hanni; Marguerite Joutz; Annemarie Kennedy; Michael Leitao; Abigail Peterson; Jessica Pontarelli; Jennifer Quiroz; Felicia Raton; Barbara Simoneau; Maria Sokolova; Beth Travers; Yi Vizard; Ray Windsor

Absent: Sarah Brown; Daisy Ferreira; Joel Hernandez; Laura Pleasants

1. Acceptance of meeting minutes: November 26, 2019

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

2. Holiday Party Updates

763 people have RSVP’d for this event; it will be a great turnout.

SAC members will receive nametags when they arrive; the design coordinates with the invitations.

There will be lots of activities including: roaming photo booth, jazz duo, acapella singers and casino style games. We have over 25 raffle prizes to give away, and SAC members were thanked for helping obtain them.

Those parking in the garage should have received an email from Grace with instructions.

Please spread the word that there will be additional shuttles running to bring employees to South Street Landing.

The food menu includes a mashed potato bar, dessert bar, and a champagne bar.

Grace Young ran through the volunteer shifts that SAC members signed up for. Please arrive early for your shift. The co-chairs will be there at 2 p.m., and we’re taking a group SAC photo at 2:40 p.m.

Greeters, please hand out one ticket per person and direct attendees to the raffle table.

Two Marines will help SAC members staffing Toys for Tots. Please hand out five tickets per person. Mike Leitao suggested getting change (fives) for Dawn Cummings at the
raffle table (Jessica Pontarelli wondered if the Cashier’s Office could help.) People are encouraged to bring cash.

After the final warning, President Paxson will say a few words around 4:30 p.m. and then Co-Chairs Liisa Laine and Grace Young will announce the raffle winners.

Runners can help between the raffle table and inside. Mike Leitao will be a “free agent” to keep an eye out on the event.

SAC members, please encourage people to enjoy the games and trivia. The games will be kept flowing throughout the event so people have chances to take a turn. Raffle tickets will be awarded as prizes.

Wrapup: the Marines will load up all the toys with Catherine Hanni and Daisy Ferreira’s help. Maria Sokolova will need help collecting unclaimed raffle prizes so she can load them in her car and call the winners the next day.

If Marines are unavailable to attend, SAC will store the toys at South Street Landing as a backup plan.

Marguerite Joutz would love to receive feedback on the holiday party. SAC has discussed some recently heard complaints about shuttles and inability to attend by Health Services nurses; the University has done its best to be sensitive to all situations. Please pass on personal or collected thoughts to help with planning for next year.

Catherine Hanni noted that Facilities employees would have to walk quite a few blocks to catch the shuttle to South Street Landing; can another shuttle be expanded? Mike Leitao explained that a lot of research goes into the process of adding shuttle stops, which include a lot of liabilities and other concerns. The connector route picks up in front of Nelson, which is close to the building which houses most of Facilities. The SEAS buses are strictly for students unless staff go through a process of contacting HR to explain a need, such as being on crutches. Liisa Laine noted that the Facilities employees working 24/7 patterns is more of an issue for attending events than their location to shuttle stops.

3. Farewell to Second-Year SAC Members

Liisa Laine and Grace Young presented awards to second-year SAC members and invited them to say a few words if they wished.

- Laura Dobler received the “talk the talk, walk the walk” award for leading by example and practicing what she preaches. Laura looks forward to seeing what SAC does next year and will continue supporting and asking colleagues to attend SAC events.
- Geeta Cogule received the “cheerleader award” for her positive attitude and hard work, particularly on the Parent Networking, Staff Reading, and Faculty in Focus events. Geeta thanked SAC for a wonderful opportunity and said she really
enjoyed getting to know everyone.

- Catherine earned the “flashlight award” in recognition of always seeing the bright and positive side of every situation. She was also recognized for stepping up as co-chair during a tough time. Catherine wished she got to know more SAC members better because she’s been so impressed with those she’s met; it was a pleasure to work with and get to know the new members this year.

- Tara Greenwood received the “behind the scenes wonder” award in recognition of her eye for detail and hard work on, and stellar planning of events that included dealing with guest speakers to facilities and catering needs. Tara said she’ll miss SAC next year and is always a phone call away if SAC ever needs her support.

- Although he is not leaving SAC, Mike Leitao was presented with the “OMG, so glad you noticed that” award by Liisa Laine because just when Lisa thinks she has everything accounted for, Mike will suggest another detail to cover. Mike said he thought Liisa and Grace Young did an excellent job as co-chairs this year and that he appreciated all the hard work from an outstanding council.

- Jessica Pontarelli earned the “voice of reason” award for being a knowledgeable advisor with a great sense of judgment as well as a valuable resource and liaison for SAC. Jess echoed Mike’s comments about being glad she got to know the first-year members and knows they will continue to do great things. She added that SAC has the ear and help of the President’s Office and senior leaders.

- Yi Vizard was presented the “outstanding service” award for her tireless dedication, superb design skills, and positive forward thinking. Yi noted that she’ll miss SAC and all the people who care so much about what they’re doing; she was lucky to join this organization and looks forward to seeing what SAC does in the future.

- Marguerite Joutz, although not leaving SAC, was acknowledged with a “make it happen” award for her advising and knowledge for contacting and nudging people, as well as for strengthening SAC’s partnership with multiple offices. Marguerite noted that her focus of work in her previous position at Brown had been on students; when taking her new position, she remembered how involved Assistant Vice President of Human Resources Operations Kim Roskiewicz was with SAC and knew she should get involved. She has enjoyed the experience of thinking about and addressing staff issues at Brown.

- Liisa Laine received the final award, the “synergy sister” award. This year was incredibly busy, and Grace Young thanked Liisa for her hard work and dedication to making positive changes for staff.

- Liisa Lane in turn presented Grace Young with a surprise “ducks in a row” award, noting that it takes a village and she couldn’t have led SAC without Grace having her back.

**Staff Concern**

Barbara Simoneau received a complaint about the police details at crosswalks doing TOO good of a job near South Street Landing, to the point of affecting traffic patterns. When they see someone coming up to a crosswalk, the police immediately stop and hold up all traffic, standing in the middle of the street waiting for the pedestrian to walk toward them, which although is nice to have as a pedestrian it backs up cars and buses. Is it possible to have them allow pedestrians to wait a few minutes on the sidewalk
rather than stopping traffic for every individual?

Mike Leitao said that any interaction with Providence goes through Executive Vice President for Planning & Policy Russell Carey or Assistant Vice President of Government and Community Relations Al Dahlburg, who would probably just need an email alerting them of the issue and asking that a communication be made to officers.

Catherine Hanni noted that the Human Resources webpage about winter break might be confusing to some staff, as only Christmas Eve, Christmas Day and New Year’s Day are listed as official Brown University holidays. It was clarified that Brown administrative offices will close at 5 p.m. on Friday, December 20th and students will be required to vacate residence halls by 9 a.m. on Sunday, December 22nd. Winter break vacation will occur for most offices and employees between Monday, December 23rd through Wednesday, January 1st, with some exceptions such as libraries remaining open with limited hours. Normal business operations will resume at 8:30 a.m. on January 2nd.

**Chipotle Fundraiser**

This is tonight! Please spread the word so people come out and support United Way. You don’t need to bring a flyer with you; you can just mention BrownGives and Brown University.

Jess Pontarelli shared that BrownGives is more than halfway to its total for the 2019 calendar year (and has already surpassed last year’s total). The campaign started on November 1, but some departments such as Facilities have held events earlier in the year such as Dress Down Day to begin collecting earlier. BrownGives is down its number of participants, but the amount of money given has increased, and we still have a few weeks until December 31st. The goal is $219,000 and we’re past $165,000.

**Upcoming Events and Reminders:**

- 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
- Holiday Reception | December 12 | 5-7 p.m. | President’s House
- Holiday Party | December 17 | 4-6 p.m. | Eric Estes’ Home