MINUTES

Attendance: Kristine Dodd, co-chair; Barbara Simoneau, co-chair; Eric Anderson; Linda Angela; Dawn Cummings; Carolyn Harris; Ethan Hebert; Marguerite Joutz; Annemarie Kennedy; Michael Leitao; Robert Mattei; Anita Nester; Bethany O’Hara; Abigail Peterson; Jennifer Quiroz; Heather Robichaud; Erin Royal; Maria Sokolova; Beth Travers; Alex Vidmar; Grace Young

Absent: Sarah Brown; Daisy Ferreira; Maria Fontes; Liisa Laine; Felicia Raton; Ray Windsor

1. Acceptance of Meeting Minutes: February 11, 2020 and December 10, 2019

Co-Chair Kristine Dodd explained that SAC already accepted the minutes form the November 26, 2019 SAC meeting, but had not yet had a chance to vote on the December 10, 2019 minutes. The December 10, 2019 SAC meeting minutes were accepted by all present members with no changes or concerns.

In addition, Co-Chair Dodd asked for any questions or corrections on the February 11, 2020 SAC meeting minutes. Those minutes were accepted by all present members with no changes or concerns.

2. Staff Concerns

No concerns had been brought to the SAC co-chairs or were raised by present SAC members.

Co-Chair Kristine Dodd took a moment to thank the Outreach & Communications sub-committee for getting the SAC newsletter out so quickly.

3. SAC Membership Changes

Sarah Aneyci has resigned from the Staff Advisory Council effective immediately. The President’s Staff Advisory Council sends Sarah its best wishes and thanks her for her year of service.

Maria Fontes was appointed to SAC for 2020-2021, but the co-chairs have been unable to communicate with her or been able to get her to attend meetings. Per SAC bylaws stating that SAC members cannot have more than two unexcused meeting absences, SAC will move forward with the first runner-up candidate, working with the President's Office and University Human Resources to make sure it’s a good match, for Maria’s position on SAC.
Mike Leitao asked how Sarah Aneyci’s departure will affect SAC's relationship with the Pawtucket PawSox. Sarah Aneyci and Co-Chair Dodd are working on who might take on that initiative so we don’t lose that valuable community connection for SAC BrownGives fundraisers at PawSox games. Linda Angela volunteered to be involved and will be in touch with Mike Leitao.

4. Updates to SAC Bylaws

Kristine Dodd addressed a request for the elimination of pronouns in SAC bylaws or revising the bylaws with neutral language. Grace Young had noted gender in bylaws that don’t need to be there. Kristine Dodd will distribute highlighted bylaws where gendered language is used and read off the various section titles.

SAC members were polled on whether they would like to replace gendered pronouns with “they” or with “a member.” After a raise-of-hands vote, “a member” was the unanimous choice.

Next, Kristine Dodd polled SAC on whether the Council should replace the one instance of “they” that already exists in the bylaws with “a member” to be consistent? All present members voted to replace “they” with “a member.”

5. sub-committee Presentations

a. Diversity & Inclusion (D&I)

D&I sub-committee Chair Ray Windsor couldn't attend today’s meeting, so sub-committee co-chair Bethany O’Hara updated SAC on upcoming D&I events.

The sub-committee met last week, discussing having two cultural potlucks (spring and fall semesters), one at South Street Landing and one on the main campus. The first will be held on May 4 at South Street Landing and will be scheduled from 9:30 a.m.-2 p.m. to allow plenty of time for staff to drop by. The date for the fall cultural potluck is not yet set, and the speakers haven’t yet been confirmed for either event but the committee has approached several people.

D&I is looking to collaborate with BioCon (the Center for Biomedical Engineering’s initiative for Biology Graduate students interested in learning about non-academic career options) and with the Office of Institutional Equity and Diversity (OIED). BioCon is excited to collaborate with SAC to fit their research into the rest of the university. They would like to co-host a 30-minute career development seminar followed by a formal dinner (they will set up the room and handle all the logistics). They're also looking into holding an event earlier in the day for people to attend the afternoon/evening event. They asked D&I for a staff listserv that they could curate and add to (if one exists).

D&I also picked a few speakers to invite to SAC meetings this year, including Associate
b. Events & Participation

Mike Leitao spearheaded the Events sub-committee report, with committee members offering details on various items.

First, there’s a Parent Networking event on March 6 from 12-1 p.m. Grace Young added that the event’s guest speaker will be Professor Roman Feiman, Assistant Professor of Cognitive, Linguistic & Psychological Sciences and Director of the Brown Language and Thought Lab. Professor Feiman will share information about the lab and the latest research on language acquisition and cognitive development in young children.

Next, the baby/kids’ gear and clothing drive is in effect through March 20th, culminating in a March 26 rummage sale from 12-1:30 p.m. with proceeds going to BrownGives/United Way.

Regarding the SAC Road Show, the Events sub-committee is arranging to have a small group of SAC members hold a forum with administrators from Advancement on hand to direct concerns to, then will expand to forums with other departments like Facilities.

SAC and the Student Center will co-host Staff and Faculty Bingo on April 1 from 12-1 and 1-2 p.m. (two sessions). This is a huge event for SAC, attracting a lot of people, and the sub-committee hopes SAC members can all attend, especially the second session. Barbara Simoneau asked that the Events committee hold off on submitting that event to Today@Brown until the co-chairs approve it, as they want to make sure they have the co-sponsorship language with the Student Center correct for advertising. Marguerite Joutz will help confirm the language with the President’s Office as well.

A second Parent Networking event will be held on April 9 from 12-1 p.m. at South Street Landing. The guest speaker will be Dr. Elissa Jelalian, a Professor of Psychiatry and Human Behavior and Pediatrics at the Alpert Medical School of Brown University and Senior Research Scientist at The Miriam Hospital’s Weight Control and Diabetes Research Center. The Hassenfeld Child Health Innovation Institute recommended Dr. Jelalian as a guest speaker.

Faculty in Focus is coming up (held once in spring and once in fall), in which a Brown faculty member talks about their scholarship to staff to bridge the gap between staff and faculty. New SAC members suggested speakers from Public Health and Engineering and learned that speakers from both departments have already presented at Faculty in Focus events, including Associate Professor of Epidemiology Brandon Marshall presented last year. Chief of Staff to the Provost Marisa Quinn provides a list of potential speakers for each event and SAC chooses the speaker from among the list. Assistant Provost for Sustainability and Professor of Ecology and Evolutionary Biology and Environment and Society Stephen Porder will be the speaker on April 29. Beth Travers is meeting with Marisa Quinn in two weeks to confirm more details so a flyer can be created.

Ethan Hebert has tried to contact the Faculty Club about a Meet and Mingle networking opportunity; the sub-committee hopes to plan two Meet and Mingles this year, one in June after Staff Development Day and a second in August before students come back.
Erin Royal and Mike Leitao are doing a **Staff Development Day session** on sustainability and transportation options. Barbara Simoneau noted that the SAC town hall went over well last year at this event; SAC should consider doing another of those as well.

Finally, the Events sub-committee is planning to hold a **First Generation event** (separate from the cultural potluck) as a networking opportunity for staff members who were the first generation in their families to attend college. Linda Angelo is trying to connect with the Office of Institutional Equity and Diversity, and the committee is hoping to hold this event late spring.

c. **Outreach & Communications (O&C)**

Anita Nester reported that Robert Mattei is joining Annemarie Kennedy as the O&C sub-committee chair. The committee has met and emailed regarding the SAC website, newsletter, posters, flyers, social media, and documentation. Some highlights of note:

O&C talked about redesigning the brand of SAC with interesting colors or themes so it’s easily recognizable and applies to all the different websites and media. Barbara Simoneau suggested reaching out to the Office of University Communications (OUC) for input/approval, and Anita added that she still has OUC design specs from doing so with communications design at the Watson Institute.

The SAC newsletter was historically a consolidation of posters; O&C would like to freshen it up with more dynamic and original content in addition to advertising events. We also want to get more people to visit the SAC website and also provide a way to incorporate feedback from the community.

O&C would like to use the SAC website for more storytelling, highlighting staff accomplishments around Brown (maybe collected through a feedback form or nominated through other staff), and recognize staff-initiated projects in various departments. The website could also highlight staff concerns more visibly, but reframing them as “Did You Know?” or “Problem Solved!”

O&C plans to expand the O&C request form to include a content calendar, collecting information from all SAC committees for the SAC newsletter, website, social media, etc. to build an archive of all that SAC has been doing (this will also help manage cyclical things so we can proactively prepare for them in future years).

We would like to breathe life into social media and include a request form there as well to foster connection. Barbara Simoneau noted that the Department of Public Safety has great social media engagement (particularly because they have dogs at their disposal, and people love animals); maybe O&C could ask them what they’re doing and emulate it.

O&C would like to collect data and use some form of analysis to ensure that people are reading the newsletter, viewing the website, etc. There are analytics available in MailChimp for the newsletter, through Brown’s IT department for the website, and on Facebook.

O&C is excited to work with SAC Co-Chairs Kristine Dodd and Barbara Simoneau and hopes to support them on SAC initiatives.

Finally, Anita noted that Annie Kennedy has been taking detailed SAC meeting minutes for
a long time; O&C committee members are considering the possibility of another member of the sub-committee taking over that duty.

d. Volunteering

Erin Royal reported that the Volunteering Committee is working with Annenberg Institute Education Coordinator Soljane Martinez on identifying partnership opportunities between Brown University and Providence Public Schools with which SAC could be involved. The committee is thinking of holding a Staff Development Day event to allow Brown staff members to volunteer at the schools. The Office of Sustainability collects students’ unwanted clothing and items, and the committee is thinking of partnering with a local school and donating to the school’s students and their families; perhaps SAC could organize a classroom supply donation opportunity for Staff Development Day. The committee is open to additional ideas as well and hopes to meet as a group next week.

Mike Leitao referenced how SAC contacts local businesses to solicit donations for our raffles. If we’re going to do a fundraiser for schools, he suggested that SAC should reach out to departments at Brown, asking them to name things that a student might need. Barbara Simoneau suggested a working document that all SAC members could add ideas to as we think of them.

SAC members indicated they had no questions about the sub-committee reports, but they did hold a discussion about some overall SAC matters.

Erin Royal noted that the Office of Sustainability collects 32,000 pounds of unwanted clothes, books, furniture, etc. left behind by departing students. Students, staff and faculty are in need of clothing, and she would love to look into a physical space on campus where people could have access. What isn’t taken by the end of the semester could be offered to local organizations. SAC members spoke of the Bear Market initiative which SAC members’ departments have sponsored, and Kristine Dodd will reach out to Chaplain’s Office about joining up with or expanding the pantry to include other needed items.

Carolyn Harris noted that Engineering staff scored a low marker on a climate survey for involvement in campus activities. Can SAC discuss at some point how to encourage the staff to participate more? She joined SAC to help make her colleagues more aware of things going on around campus. (Barbara Simoneau added that this could be a good topic for SAC’s “Road Show”.) Carolyn suggested SAC could hold a meeting in the new Engineering Research Center and learned that SAC did meet there once last semester. Mike Leitao added that there are some departments with only a few staff members; he’d like to group together the sciences like chemistry and physics somehow to help them be more involved.

Bethany O’Hara agreed that there are lots of small-department staff isolated in their labs at Brown. People love interacting with others, but (for example) staff in her Animal Care facility lacks interaction because their third-shift schedules do not match up with when others are around. She agreed with Carolyn that there’s a big opportunity for outreach among the sciences.

Barbara Simoneau asked when would be a good time to interact with people – after work? Bethany felt that when staff were first starting late afternoon or evening would be best, as many can’t make it to events during the day; she offered to talk to staff members to track what would work.
Mike Leitao suggested that SAC consider a “Road Show After Dark” held at night; we would just need to figure out logistics.

Ethan Hebert asked if SAC live streams or broadcasts events to be accessible and expand who we’re reaching. Kristine Dodd answered that the council doesn’t but she could look into whether this is possible. Live cast could be hard, especially at something like the holiday party, but it’s worth discussing archiving larger events like Faculty in Focus or Staff Development Day, and she could look into what that would cost. Mike Leitao noted that Event team members are responsible for taking photos at events for posting after, so there is some documentation. Linda Angel feels it’s worth taping anything with a speaker. Public Health has two rooms that can facilitate live streaming and lecture capture if SAC needs a space in a pinch; it doesn’t have to cost anything. Ethan Hebert added that it could be helpful to just set up a computer mic without display – an audio recording could be shared like a podcast. Robert Mattei volunteered that he has contacts at Media Services that owe him a favor if SAC needs events recorded.

Erin Royal had a Diversity and Inclusion question: when her colleague Joel Hernandez was on SAC, a report had led to some training and facilitated workshops at Brown. She hopes that is something SAC could do more of for departments and/or trainings in the future.

6. Upcoming Events and Announcements

- February is still BEAR Month! There are still multiple opportunities around campus to interact with staff members you may not normally.
  - For more information on how to participate: [http://brown.edu/go/bearmonth](http://brown.edu/go/bearmonth)
- SAC members were encouraged to attend, and to share the distributed flyers, for the campus open forum on Brown’s draft sustainability plan on Wednesday, February 26 from 12-1 p.m. at the Institute at Brown for Environment & Society, 85 Waterman Street, Room 130.
- Parent Networking Event on Fri, March 6th from 12pm-1pm in the 3rd Floor Corporation Room, room 318, University Hall
- Reception w. President Christina H. Paxson on Saturday, March 7th before the women’s basketball game versus Dartmouth - several SAC members indicated they are looking forward to this family-friendly event
- Children’s clothing and gear donation collections for Brown Gives continue now through March 20th; a Rummage Sale will be held on March 26th with the donated items. Please contact Grace Young with any questions.
- SAC’s next meeting is on March 10. Along with the agenda and draft minutes for acceptance, the co-chairs will provide the best way to get to the venue, which is close to a shuttle stop.

The next SAC meeting will be held on Tuesday, March 10, 2020 at 12 p.m. at 225 Dyer, Classroom 565.