MINUTES

Attendance: Liisa Laine, co-chair; Grace Young, co-chair; Sarah Aneyci; Sarah Brown; Geeta Chougule; Laura Dobler; Tara Greenwood; Marguerite Joutz; Annemarie Kennedy; Derek Lisi; Kristine Newson; Abigail Peterson; Laura Pleasants; Jessica Pontarelli; Jennifer Quiroz; Felicia Raton; Maria Sokolova; Beth Travers; Yi Vizard; Ray Windsor

Absent: Dawn Cummings; Daisy Ferreira; Catherine Hanni; Joel Hernandez; Michael Leitao; Barbara Simoneau

1. Acceptance of meeting minutes: March 26, 2019

Liisa asked for acceptance of the minutes from March 26. All were in favor, no opposed, and the minutes were accepted.

2. Discussion: Amy Anthony council seat vacancy/Mike Leitao

Mike Leitao has stepped forward as a potential nominee to take the seat being vacated by Amy Anthony and to serve the rest of Amy’s term ending in 2020, which would allow him to serve on committees and to help with the newsletter. In the past, as SAC members were voted in, the chairs and committee voted on stand-by members who could serve on the council if a seat became vacant outside of the recruitment window. This year, SAC members were accepted at full capacity, so there is no one on the sidelines to step in. In this case, the position will remain vacant until October unless someone offers to step in, which Mike has done.

The vote was taken via paper vote during the meeting. At the end of the meeting, the chairs announced the results. Mike was voted in by an overwhelming majority of SAC members to take over Amy’s seat for the remainder of her 2019-2020 term.

3. Events/Volunteer Opportunities

- Brown Clean Break: Erin Royal had presented to SAC on the Brown Clean Break at the council’s 2/26/19 meeting. Roger Williams National Memorial had been the recipient of SAC cleanups in the past few years, but this year we’d like
to support other staff members at Brown who need help. **Wednesday, 5/29** is the last day of the initiative, and help is particularly needed transporting items to donation stations from 9 a.m.-noon. A sign-up sheet was passed around the group to sign up for shifts. The cleanup is during the workday, but SAC considers supporting our fellow Brown staff worthwhile.

- **United Way children’s book drive:** Two boxes of books have already been collected! The age range is babies to middle school-aged audiences, but please no textbooks. Site managers were asked to keep a general count of how many books were collected so we will have an idea of the total collected. The current SAC newsletter is promoting the drive, so coordinators may receive questions.

- **First Generation Staff Networking Event:** This will be held on Friday, April 12th from 12:30-2 p.m. Several SAC members are signed up to help and we hope it will be successful.

- **Parent Networking Event:** This is scheduled for Friday, May 10th from 12-1 p.m.

- **Meet n’ Mingle Volleyball Games:** This is scheduled for Thursday, June 6th from 4-6 p.m.

- **Roger Williams Zoo:** We have learned that volunteers for the “Zoobilee” event on June 26 can receive a free ticket to the Zoo Brew on August 24th.

- **Special Olympics:** These will be held from 5/31-6/2, with several time slots available to volunteer. 6/1 are field events, 6/2 schedule is unsure. Kids under 16 can volunteer with an adult, which is a great learning opportunity. SAC will notify the Brown community, as this is typically a popular event for volunteering.

- **Animal Leagues PawWatch and PARL** - SAC is looking into volunteering with this effort to get over 2,000 stray dogs and cats vaccinated/spayed/neutered and released.

- **RI Blood Bank drive** - SAC is looking to host a drive, with details TBD.

- **Kindness Kits for Staff Development Day** - we haven’t received a schedule yet for the day but plan to figure out how/when/if we can fit this in.

- **Staff Development Day SAC event:** This will be held on June 11th. Grace met with Angel from HR about Staff Development Day, who is organizing the planning committee. They’re meeting tomorrow and the theme is “engage, discover and achieve” and is focusing on professional development. Grace will update council members at the next SAC meeting.

- **SAC Family afternoon event:** SAC will propose to Amanda Bailey from HR that the event be open to Brown staff members and their immediate families and children. The tentative event date is Tuesday, August 6th from 4-6 p.m. in front of
Sayles Hall on the Main Green. Once she has the green light, Grace will reach out to SAC members to help encourage the Providence fire and police departments, visual arts students for face painting, and other fun activities for kids (movie, food truck, physical activities). Tara will talk with her about the process for contacting vendors for screening movies, etc.

4. Staff Concerns

Pedestrian Safety Update: Liisa contacted Barbara Hess who spoke with a public safety officer about keeping pedestrians safe on campus. The hours are 7 a.m.-2:15 a.m. Brown’s Safewalk program is also in effect on campus during the academic year from Sundays-Thursdays, 9 p.m.-2:15 a.m. for those who prefer an escort.

Admissions Scandal: In response to a prior question about the admissions scandal, Liisa printed out President Paxson’s statement that appeared in Today@Brown and that had been emailed to the Brown community to bring the University’s position to the attention of SAC members.

Reaching a Human Resources Human: There was a staff complaint that someone called the general HR number multiple times, leaving voicemails about concerns, without any callbacks or response. Amanda Bailey, VP, has stated that she’s aware of this problem and it’s a priority for HR to track down where those calls are going. Now that the website has been updated, HR has better and more current info, but the general number needs to be investigated and the issue resolved if no one is accessing the voice mail. Liisa and Jessica noted that Amanda is attending the next SAC meeting, so SAC will address the issue with her directly if it has not been resolved by then.

Parking: Several staff have complained that if you don’t pay for parking, it’s becoming much more competitive to find parking due to all of the Brown and RISD construction and the construction workers. Some Brown staff have been forced to use the $20/day parking lots down on Dyer because there’s so little parking on College Hill. Is there a way to address how so many streets restrict parking between 8-10 a.m. during this construction period? Or to explore using/renting RISD parking on a temporary basis? Director of Transportation & Brown Card Services Carleia Lighty was recommended as a starting point for Kristine to investigate what could be done to alleviate this or see if the construction workers could park elsewhere and be shuttled in (if they are building for Brown). Nothing would be able to be done if the people taking spaces are working for the City of Providence.

Workday security question: Derek noted a case where a worker’s direct deposit check was accidentally deposited into someone else’s account. How do we protect workers from having this happen? (Derek tested this by putting someone else’s banking information in his own Workday account, and was able to do that without being asked for a Social Security number.) Stephanie Altomari is the director of Workday; Marguerite recommended that someone from SAC talk with her. Sarah Aneyci volunteered to contact Stephanie.

Faculty and Staff Assistance Program: Grace noted that this program offers legal,
financial, etc. advice and support to Brown employees and encouraged everyone to use it (she will send a link to the site).

**Veterans Day Follow-Up:** Grace talked with the Office of Military-Affiliated Students (OMAS) Program Director Kimberly Millette about attending the 5/7 SAC meeting to talk about Veterans Day or other targeted events for veterans and their spouses.

5. **SAC members share about interests, comments and feedback**

SAC members were encouraged to go around the room and comment on their interests and provide feedback on serving on the Council. Most members had a common theme of wanting to connect with others and feel more engaged in the Brown community, as well as wanting to participate in and/or create opportunities to give back. Others joined SAC in order to serve under-represented employees such as minorities or women. A popular interest/goal among SAC members was wanting to be sure staff concerns were heard and that there was ample communication between staff and administrators, and several SAC members also expressed wanting to learn more about Brown's policies and procedures, either being able to communicate the workings behind policies to other constituents or to advocate for change if the current policies aren’t working.

The next SAC meeting will be held on Tuesday, April 23 at noon at Faunce House, Petteruti Lounge, and will include a presentation by Amanda Bailey.