MINUTES

Attendance: Liisa Laine, co-chair; Grace Young, co-chair; Sarah Aneyci; Sarah Brown; Geeta Chougule; Dawn Cummings; Laura Dobler; Kristine Dodd; Tara Greenwood; Joel Hernandez; Annemarie Kennedy; Michael Leitao; Derek Lisi; Abigail Peterson; Jessica Pontarelli; Jennifer Quiroz; Barbara Simoneau; Maria Sokolova; Ray Windsor; Yi Vizard

Absent: Daisy Ferreira; Catherine Hanni; Marguerite Joutz; Laura Pleasants; Felicia Raton; Beth Travers

1. Acceptance of meeting minutes: July 23, 2019

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

2. Summer Celebration Event Updates

- Please let Grace Young or Daisy Ferreira know if you have yoga mats to donate to the event.
- We received a request from a department to educate attendees on research opportunities for children; a table will be set up next to face painting for them to distribute information and swag.
- The food will be kid-friendly (chicken fingers, pizza, cookies, and watermelon), and the menu will be completely nut-free. Popcorn will be available for the movie.
- Mike Leitao’s department has arranged free parking for all attendees at the Power Street garage beginning at 3 p.m.
- Please wear your nametag if you’re volunteering at the event.
- Kristine Dodd confirmed that she has gotten the giant Jenga lawn game.
- The sidewalk chalk event will be located near the “boulder in tree” art installation on the Green and should be easy for attendees to spot.

3. Summer Reading Program Updates and Other Upcoming Events

Summer Reading program: This will be held August 22nd from 9am-1pm at the Faculty Club, and Geeta Chougule reported that we have 10 faculty to host the sessions but need some help with check-in. Sarah Brown, Tara Greenwood and Liisa Laine volunteered to help and were asked to arrive around 8:30 a.m. to help with registration. The breakout rooms are in Page Robinson, and if Geeta sends Mike Leitao a list of the rooms being used he can make sure they will be unlocked for the event.
Nearly 100 people are signed up to attend. There are still some spots open and Grace can send interested people the book right away, but it’s getting close to the event and people might not be able to finish the book—so SAC members were encouraged to spread the word as quickly as possible.

Joel Hernandez noted that last year’s faculty discussant wanted to use dry-erase markers but there weren’t any in the rooms; each room should have at least one marker.

The assigned room numbers will go on the name badges.

**Office of Military-Affiliated Students event:** Following up on the OMAS presentation at the prior SAC meeting, Barbara Simoneau, Catherine Hanni, Sarah Aneyci, Kristine Dodd and Grace Young met with OMAS to discuss an event targeted toward veterans and military families but open to anyone with an interest in the military. Grace will provide more details to Yi Vizard and Barbara Simoneau for design and communication about the event.

**Welcome Back Night:** Staff will be welcomed back with a Taco Tuesday night on September 17 in the Underground.

**Staff Trivia event:** This is typically held in October; SAC proposed the 24th, 25th and 30th to Ana Barraza, Assistant Director of Stephen Robert ’62 Campus Center & Student Activities. Ana’s office will do the flyers and prizes but may need help with setup and need SAC to get the word out to all staff. It could be turned into a costume event if close enough to Halloween and SAC could approach places such as the Brown Bookstore to contribute a prize for Best Costume and other categories.

It was noted that pizza ran out quickly for the staff bingo event, so next time it should be split in half, with half delivered for each session instead of all at the beginning of the first session.

Maria Sokolova volunteered to help out on these events for next year; Barbara Simoneau will also meet with them to see how she can help from a communications standpoint.

**Faculty in Focus:** The next Faculty in Focus event will be in October or November. Marisa Quinn has a list of faculty and wants help narrowing down the list. Geeta Chougule distributed the list to SAC members to think about and SAC will communicate via email (to make sure those not present at today’s meeting can weigh in). Marisa would like a shortlist of names by the end of the week. Geeta will distribute a spreadsheet to SAC members, and as the hard copy list lacked any details aside from names, will make sure that the electronic list links to information on each person.

Laura Dobler recommended one of the Computer Science faculty members on the list who is funny and personable; his robotics would be really interactive and interesting to people. It was noted that SAC already had someone from that department present at Faculty in Focus, so the provost and SAC will likely focus on someone from the arts and humanities this time.
**PawSox Fundraiser:** This is set for 1 p.m. on 8/18; please spread the word. The June event was a huge success and we hope this will be, too. Sarah Anecyi was thanked for setting it up.

Derek Lisi asked if there is information in how the BrownGives contributions are distributed. Barbara Chernow said that it goes to United Way and that one can track online what United Way does with the funds.

**Holiday Party:** Liisa Laine noted that last year’s holiday party had a candygram drive.

Let’s brainstorm another fundraiser to help us end the year with a bang; we should start planning the fundraising event soon.

Mike Leitao noted that collecting money wasn’t an issue for the candy grams last year but delivering them was a problem; the recipients were scattered through far-reaching corners of the campus. Tara Greenwood suggested a deliverable candy box that can be mailed.

The Events Committee needs to start asking for holiday party raffle items. SAC also does a Toys for Tots campaign where people who bring does receive additional tickets. The raffle ticket money raised also goes to Brown Gives.

Tara noted that toiletries are needed by a group home for pregnant women; she will reach out to them to see if they prefer a collection or volunteer help.

Kristine Dodd suggested a silent auction compared to a raffle.

Mike Leitao suggested that if we’re selling something such as candy grams we should set up tables in various locations in advance (a day at South Street Landing, a day at Facilities, etc.) rather than a one-day sale.

The holiday party discussion was tabled to the next SAC meeting.

4. **UHR Policy Review Updates**

Liisa Laine said the working groups in UHR are still finalizing their recommendations and Jess Pontarelli is a part of that process. The recommendations will go to the Office of the General Counsel for review, then undergo a university policy review, and then be published on the web as policies.

SAC will form a small subcommittee of 5 or 6 members. When the UHR policies are published online, the subcommittee will look at the policies, which have been examined and updated tremendously, and have an opportunity to work with UHR if we have any further recommendations. Liisa Laine would like to be on the subcommittee; so would Kristine Dodd, Ray Windsor, Abby Peterson, Dawn Cummings, Jenni Quiroz, and Joel Hernandez. Liisa will send out an email to all first-year SAC members to follow up in case SAC members not present at the meeting may also be interested.

The subcommittee should probably be weighted toward those with a longer term left to serve SAC, so Liisa will talk to the five SAC members still in their first term. There is no hard deadline for when this work will be done; it’s an ongoing conversation.

5. **President’s Annual Report**

The co-chairs will send out the report soon for SAC review.
Laura Dobler and Ray Windsor especially were encouraged to add in their Diversity and Inclusion events; Daisy Ferreira and Tara Greenwood should include events and volunteer opportunities that happened during the year.
SAC plans to send the report to Marguerite by Friday, August 23rd.

6. Staff Concerns/Updates

**Non-Binary Staff Issue Follow-Up:** Grace Young and Liisa Laine determined that because the issue was so complex with so many other factors such as federal reporting issues and Workday redesign, SAC should forward it to University Human Resources. They got the employee in touch with Assistant Vice President of Human Resources Kim Roskiewicz directly to address their concerns. Liisa invited the employee to come back to SAC about any other issues, but UHR is best equipped to handle this particular issue.
Mike Leitao wondered, has this been talked about in the policy? Jess Pontarelli responded that it has, but the details boil down to federal regulations in reporting and what Brown is mandated to report.

**Staff Rumors:** Liisa had to consult with Barbara Chernow after a rumor circulated around Brown. It was noted that SAC has the opportunity to directly ask Barbara Chernow or Marguerite Joutz for clarification if rumors are swirling. SAC has a responsibility to find and report the truth.

**Sick Leave Update:** Sarah Brown recapped that she was asked why Brown staff can only use 12 of their accrued sick time towards a family leave to help care for a family member. She and Dawn Cummings looped in Jess Pontarelli in their research. Employees can use 12 of their sick days to care for a family member - this is a Brown policy, not mandated by law. They did unearth that Brown has implemented Sick and Safe Leave Days, and staff can use up to 5 days in that category; Sick and Safe Leave can be used consecutively with an employee’s 12 sick days for a total of 17 days to care for a sick family member. Does anyone care to discuss further why Brown has a 12-day cap and whether that could/should be changed?

Jessica Pontarelli sat with the absence specialist and learned there isn’t a specific reason for the 12 days. Kim Roskiewicz and Amanda Bailey plan to review this policy with the UHR policy working group next week. They will do some benchmarking and the policy may be updated.

Dawn Cummings asked if you could apply for the disaster relief if you need more than 12 days to care for a family member. Jessica Pontarelli will ask. She did note that employees can take vacation time to get paid time beyond the 12 sick days.

**Sheridan Center Employee Involvement:** Some Sheridan Center faculty who also hold staff positions would like to start receiving information about staff events/news but are not on the SAC Says listserv. Grace Young will follow up with Geeta Chougule to get their names and make arrangements to include them in staff communications.
SAC Food Pantry Involvement Request: Janet Cooper Nelson is one of the chaplains at Brown. She contacted SAC to state that the Office of the Chaplains and Religious Life established a Bear Market food pantry last year with no advance idea of the level of need and food insecurity. They have needed to replenish the supplies every 2-3 weeks. Chaplain Nelson asked if SAC could help with the project; for example, one department “adopted” the pantry around the holidays last year. OCRL has no budgeted funds but sees a clear need. SAC agreed the cause is worthwhile - but how and when? Several questions arose from SAC members:

- Can SAC serve as a liaison for finding 12 departments to sponsor the pantry that will rotate one month per year all year?
- Can SAC hold a canned food drive similar to how it held the book drive for United Way?
- Is the pantry affiliated with the Rhode Island Community Food Bank?
- How much food can be stored at one time?
- Where is the pantry located?

Sarah Aneyci and Yi Vizard will follow up with Janet.

Upcoming events:

- **Parent Networking Event:** Thursday, August 15 from 12-1 p.m. in Petteruti Lounge, lunch served, registration online
- **Summer Celebration Event:** Thurs, August 15 from 4-6:30 p.m. on the College Green or in Sayles if it rains.
- **PawSox game to benefit Brown Gives:** Sun, August 18 at 1 p.m.
- **Staff Summer Reading Program:** Thursday, August 22 from 9 a.m.-1 p.m.
- **SAC Recruitment Lunch:** Tuesday, Oct 15 from 12-2 p.m.

*SAC will meet next on Tuesday, August 27 at 12 p.m. in the Stephen Robert ‘62 Campus Center, Petteruti Lounge.*