President’s Staff Advisory Council

August 2017

Report to President Paxson
2017 Co-Chairs

Michele Calnan – University Event and Conference Services, Facilities Management

Anthony Mam – Brown Center for Students of Color

Dear President Paxson,

The President’s Staff Advisory Council is made up of four committees, Events and Participation, Outreach and Communication, Volunteer (ad-hoc), Diversity and Inclusion (ad-hoc). All of our committee work is based upon SAC’s mission: “The mission of the President’s Staff Advisory Council is to facilitate active and direct communication between University staff and senior administration and to provide a forum for input and discussion of issues important to the staff and the University.” You will read more about each committee following this introduction.

The council has stayed focus and has continued to build upon many of the initiatives that were established in 2016. Within the past seven months, SAC offered staff over 20 different programs presented by all four of our committees. Council-wide initiatives were also supported for a second year due to positive feedback from staff such as hosting the Staff Holiday Party (December 7, 2016), Staff Summer Lip Sync Battle at the end of Staff Development Day (June 8, 2017) and the Staff Summer Reading Program with Provost Locke (August 18, 2017).

As the new academic year approaches, SAC will continue the momentum that was created from SAC 2016. SAC appreciates the streamline of the budget from the Office of the President and, for the upcoming fiscal year, SAC will track spending costs to assess the resources needed to support staff, while also maintaining the budget provided. As the scope of the sub-committee work grows, the council will continue to include diverse, equitable, and inclusive practices to foster the University’s continuous commitment to Brown’s Diversity and Inclusion Action Plan. Lastly, SAC hopes to advocate for staff and their concerns as they are a pivotal constituent at the University and a reason why SAC was created.

Overall, SAC has had a very busy and productive year. The council is really proud of all that has been accomplished in support of our mission and we are excited about continuing this work in the second half of the year. SAC is incredibly appreciative of the President’s ongoing support of staff at Brown. We look forward to your guidance and ideas that help us to improve and add to SAC’s mission. We hope you enjoy reading the rest of the report which outlines the work of the sub-committees.

Best,

Michele Calnan and Anthony Mam

SAC 2017 Co-Chairs
Events & Participation Committee Report

Committee members:

Michael Leitao (Chair) – School of Professional Studies
Shannon Benjamin – Environmental Health & Safety
Kathleen Gerlach – Brown Institute for Brain Science
Shaira Kochubaeva – Office of Global Engagement

The Events & Participation committee is charged with bringing staff together by providing social, networking, and informational opportunities. The goal is to build community among staff throughout campus. SAC believes a more connected university staff will result in higher levels of staff morale, engagement, and job satisfaction. Events provide staff with the opportunity to collaborate across campus with other staff members with different perspectives and backgrounds. This collaboration enhances the experience of working at Brown University. The Events & Participation committee’s mission is carried out by offering the Meet & Mingle series, Coffee & Conversation series, and lunchtime social events.

Meet & Mingles

“We all get caught up in the workday. How do you unwind and network with fellow Brown staff outside of the office? Meet & Mingles are the answer: a way to meet new people and mingle in an informal setting. Meet & Mingles are also a great way to meet SAC members and learn about the council. Come on down, and bring a friend, too!”

This is the fourth year of the Meet & Mingle initiative. Meet & Mingles are held at local establishments throughout Providence. The committee schedules the events at locations on/near the Brown campus, to provide ample opportunity for all staff to attend. The committee seeks local businesses near Thayer Street, Wickenden Street, the Knowledge District, Downtown Providence, and the West Side of Providence. To accommodate the diversity of Brown staff working schedules, the committee aims to schedule Meet & Mingles on different days of the week. The Meet & Mingles have averaged around 25-30 staff members and have been generally well received. The local establishments have welcomed us with open arms and most have asked us to return.

Coffee & Conversation

“The President’s Staff Advisory Council is proud to continue our new series called Coffee & Conversation, piloted in 2016. The goal of the series is to discuss a topic of staff interest with University moderators that are able to address your questions directly.”
This is the second year of the Coffee & Conversation series. Coffee & Conversations are held during lunch hours and cover various topics from benefits to education programs - topics brought to our attention by Brown staff. The Coffee & Conversation is an interactive, hour-long meeting with a short presentation by university/vendor moderators followed by Q&A. This setup provides staff with opportunities to better understand topics and resources that are available to them.

**Lunch Time Gatherings**

The Events & Participation Committee also works with the Stephen Robert ’62 Campus Center to provide daytime opportunities for staff gatherings. Each event has two sessions to accommodate different lunch time schedules. These events, such as staff Bingo and Trivia, have averaged 50-75 staff members between the two sessions.

**Other Events**

This committee has also partnered with Athletics to organize a Staff Field day. The field day gave staff the opportunity to have fun, enjoy the sun, and bond with each other playing various games at Pembroke Field. Volleyball, Jenga, Corn hole, etc. were provided for the staff to enjoy as well as refreshments.

**Full Listing of SAC Events Since December 2016**

- December 2016 - Staff Holiday Party.
- December 2016 - After Party at the Grad Center Bar.
- January 26, 2017 - Meet & Mingle: Garde @ Providence G in Downtown Providence.
- February 22, 2017 - Meet & Mingle: Grad Center Bar.
- March 30, 2017 - Meet & Mingle: Rick’s Roadhouse within the Knowledge District.
- April 19, 2017 - Meet & Mingle: Flatbread Pizza Company within the Thayer St area.
- May 19, 2017 - Meet & Mingle: Whiskey Republic within the Wickenden Street area.
- June 13, 2017 - Meet & Mingle: Duck & Bunny within the Wickenden Street area.
- July 14, 2017 - Staff Field Day at Pembroke Field.
- July 18, 2017 - Meet & Mingle: Ogie’s Trailer Park on the West Side of Providence.

**Future planned events for 2017**

- August:
  - Meet & Mingle: Rooftop at Providence G in Downtown Providence.
- September:
  - Coffee & Conversation: Faculty & Staff Assistance Program.
  - Meet & Mingle: Brown Football Staff Day.
October:
  - Coffee & Conversation: Dependent Education Benefits
  - Lunch Time Gathering: Trivia
  - Meet & Mingle: Malted Barley in Downtown Providence

November:
  - Coffee & Conversation: Benefits Enrollment
  - Lunch Time Gathering: Knitting Hats for the Needy
  - Meet & Mingle: The Boombox in Downtown Providence

December:
  - Staff Holiday Party and After Party at the Grad Center Bar
Outreach and Communications Committee Report

Committee members:

Eric Ferrara (Co-Chair) – Department of Chemistry
Katie Grasso (Co-Chair) – School of Professional Studies
Amanda Figgins – Department of Sociology
Jessica Pontarelli – Department of Physics
Samuel Sumeracki — School of Professional Studies

The principal goal of the Outreach & Communications Committee (O&C) is to advertise SAC events and initiatives to the Brown staff community. O&C ensures that communications go out in a timely fashion and follow Brown policy regarding the use of Morning Mail, Facebook, and Graphic Services. The committee also compiles information for the monthly SAC Says Newsletter as a way to proactively inform staff about upcoming opportunities to come together, get involved, and learn about benefits available to them. Finally, O&C arranges “talking points” for each guest speaker who presents to SAC, so that information provided to the council is disseminated to the Brown staff community as a whole.

So far this year, Outreach and Communications lead the following initiatives related to its charge:

- Redesigned the SAC Says newsletter to follow best practices in visual design
- Created a user-friendly form for SAC committees to submit, including relevant information for each SAC event and initiative, enabling O&C to advertise events, initiatives, and any other important information to the Brown community.
- Wrote and distributed talking points for two guest speakers: Tracie Mederos (School of Professional Studies) and Beth Gentry (Finance and Administration) regarding two areas of staff interest: SPS programming and Brown parking and transportation.
Staff Diversity and Inclusion Committee Report

Committee members:

Drake Douglas (Chair) – Residential Life  
Emily Nolan – Center For Careers and Life After Brown  
Purvang Patel – Department of Molecular/Cellular Biology and Biochemistry  
Josephine Okunola — AMS Office of Financial Aid

The Mission Statement of the Diversity and Inclusion Committee (D&I Committee) is to engage and educate Brown staff on topics and issues of diversity and inclusion. The committee hopes to accomplish this by creating spaces for underrepresented social identities and providing educational opportunities to Brown University staff. Listed below are topics the D&I committee would like to highlight.

The objectives of the Diversity and Inclusion Committee for the 2017 cycle can be summarized by three goals:

- Fostering affinity and a community of support for diverse staff groups
- Fostering education around topics of D&I
- Promotion of just change in structural equity

The Diversity and Inclusion Committee has carried on Brown Bag Lunch Affinity Series and BEARtalks programs established in the previous year.

Brown Bag Lunch Affinity Series: these casual brown-bag lunches are intended to provide a relatively low-risk way for staff who share marginalized identities to meet, build community, and discuss how their identities have played out in their lives at Brown. With the help of several identity centers on campus, Brown Bag Lunches have been offered for: Queer/Trans Staff of Color, LGBTQ Staff, Staff of Color, and Staff with Disabilities. The Committee hopes to provide these same lunches again in the fall with the addition of Women Staff.

BEARtalks: BEARtalks (Brown Education and Awareness Routable Talks) are meant to provide educational space for all Brown Staff members to develop their awareness and knowledge on diversity, inclusions and equity topics. BEARtalks hope to build Brown’s community and enhance understanding of current events and issues that staff may face.
The schedule of BEARtalks includes:

1. April 27, 2017 - Supporting Muslim Community Members at Brown by Adnan Adrian Wood-Smith, University Chaplain for the Muslim community.
2. August 9, 2017 - Introduction to Conflict Management by Ruthie Rosenberg, Ombudsman (second “repeat” date is requested and tbd)
3. September 28, 2017 - Public Safety @ Brown (includes overview of public safety and tabletop on active shooter / hostile member) by Paul J. Shanley, MPA, Deputy Chief of Police (second “repeat” date is requested and tbd)
4. October 1, 2017 - Repeat of Introduction to Conflict Management by Ruthie Rosenberg
5. November, 2017 - Cultivating Compassion in the Workplace by Wendy McRae-Owoeye

**Brown Staff Help Students:** During the week of August 28th, 6 collection stations will be set up around Brown’s greater campus for the 1st Professional Clothing drive to address the issue that 35% of students are not participating in networking / recruiting events because students don’t have the proper attire. The “Build Your Wardrobe” event will be held on September 5th from 8:30 - 2 pm @ the CareerLAB for students to come by and take professional clothes so they feel confident in participating in events that can lead to a fun and exciting opportunities for their Life After Brown.

**Implicit Bias Training:** The D&I Committee is working with University HRr to implement an implicit bias training module that mimics the current Title IX training format. The overall goal is to provide more robust education regarding implicit biases that, when left unidentified and unchallenged, lead to discriminatory hiring practices. An ad hoc committee has three vendors so far with no success as most are geared toward private industry and not academia.

Our plan is to narrow down at least two or three viable vendors by Dec 2017 with the goal of finalizing implicit bias training module in 2018. This will be a slow-moving process as it involves decisions at the highest levels of Brown and is further complicated by an identified need for a customized approach. The D&I Committee remains committed to the successful implementation of this training.
Volunteer Committee Report

Committee members:
Stephanie Romano (Co-Chair) – University Human Resources
Andrew Sutherland (Co-Chair) – Controller’s Office
Holly Tran – Department of Molecular Microbiology & Immunology
Heather Giannillo – Health Services
Beth Travers – School of Engineering

The Volunteer Committee is tasked with establishing community partnerships and engaging Brown staff in volunteer opportunities across the state of Rhode Island and within the Providence community. The Committee also organizes various donation events throughout the year to provide in kind donations to various programs throughout the state.

Organizations Supported:
The Elisha Project
Hearts of Hope
Special Olympics
American Lung Association
American Red Cross
Dorcas International Institute of Rhode Island
Hasbro Children’s Hospital
Books are Wings
Pawtucket Dog Park

Donation Events:
The Volunteer Committee kicked off 2017 with a Blessing Bag event. In the months of January and February donation stations were arranged throughout campus for staff to donate items such as toiletries, snacks, clothing, and messages of encouragement. In March, Brown staff volunteered to organize the donated items and assembled gallon sized ziplock Blessing Bags. Together, Brown staff made and distributed 125 Blessing Bags! Participants were able to take a few blessing bags with them to distribute to those in need that they encounter in their daily travels. The remaining Blessing Bags were donated to the Elisha Project. A second Blessing Bag event was held on Staff Development Day. Participants created and distributed 162 Blessing Bags, 100 of these were donated to Hearts of Hope.
On Staff Development Day the Volunteer Committee also organized two donation opportunities. Staff had an opportunity to donate professional clothing to Dorcas International Institute of RI. The Committee collected 2 carloads of professional attire and delivered the donation to the Clothing Collaborative at Dorcas. The second donation opportunity that the committee organized was in support of the Books are Wings program. Brown University staff donated 285 books that were donated to Books are Wings and will be distributed to children throughout the state of Rhode Island.
Volunteer Opportunities - Service Events
The Volunteer Committee was excited to be able to offer staff members a variety of community volunteer opportunities over the past eight months.

March - American Lung Association Stair Climb- Volunteers cheered on participants, refilled water stations, participated in event clean up, served as greeters, and floor monitors.

April - American Red Cross Pass the Bucket event- Volunteers helped the American Red Cross raise money by taking opportunities to engage the audience by passing the donation bucket at a Harlem Globetrotters game.

May - Rhode Island Air Show- Volunteers collected donations in support of Hasbro Children’s Hospital

June - Staff Development Day Volunteer opportunities:
- **Roger Williams Memorial Park Cleanup** - Volunteers weeded, raked, and swept the park grounds.
- **Providence Parks India Point Park Cleanup**- planted 200 "plugs," filled 15 lawn bags with weeds, pruned bushes desperately in need of help, spread newspapers, and transported and spread mulch in three areas crying out for a weed barrier!
August - Dogapalooza at Slater Memorial Park - Volunteers assisted with setup and breakdown of event and various tasks throughout the weekend.

Future Events:
September - Make a blanket and teddy bear donation staff event at Brown, Pawtucket Arts Festival, Audubon Raptor Weekend Festival

October - RI Free to Breathe lung cancer walk, Crohn’s & Colitis walk

November - Jack-O-Lantern Spectacular, Cranston Holiday Meals Program for Senior Citizens

December (Thanksgiving) - holiday food drive for RI Food Bank

Brown Engage
The Volunteer Committee worked with the Swearer Center earlier this year to obtain staff access to Brown Engage. The goal of this partnership is to be able to post volunteer opportunities directly to staff through the Brown Engage platform. Community organizations will have access to post their events and opportunities on the Brown Engage site and staff will have access to view these opportunities and register directly at any time. SAC currently has access to the platform and we are reaching out to community partners to inform them of Brown Engage and to provide instruction on how to create a profile and post events/opportunities.

The Volunteer Committee proposes the following Service Opportunity be accessible, supported, and encouraged by administration campus wide to all departments and staff:

- Department will organize and take part in the service opportunity as a team and the day will be twofold in that it will also serve as a team building opportunity.
- SAC will provide volunteer opportunities to departments by way of Brown Engage
- SAC will promote outcomes on SAC Facebook page, website etc.
- Communication from President's Office to all staff