



**President's Staff Advisory Council**  
**February 26, 2019**  
**Minutes**

**Attendance:** Catherine Hanni, co-chair; Liisa Laine, co-chair; Sarah Aneyci; Amy Anthony; Geeta Chougule; Laura Dobler; Daisy Ferreira; Tara Greenwood; Joel Hernandez; Annemarie Kennedy; Michael Leitao; Derek Lisi; Kristine Newson; Abigail Peterson; Laura Pleasants; Jessica Pontarelli; Jennifer Quiroz; Felicia Raton; Barbara Simoneau; Maria Sokolova; Beth Travers; Yi Vizard; Ray Windsor; Grace Young

Absent: Sarah Brown; Dawn Cummings; Marguerite Joutz

**I. Acceptance of Meeting Minutes of February 12, 2019**

Liisa motioned for an acceptance of the 2/12 meeting minutes. All were in favor of acceptance and the motion passed.

**II. Update on By-Law Changes to the Duties of Past Co-Chairs**

President Paxson has approved the proposed bylaw change, approved unanimously at the February 12 SAC meeting, to the duties of past co-chairs.

**III. Nomination for Co-Chair and Council Vote**

Catherine Hanni respectfully resigned her position of co-chair for the remainder of 2019 and will continue her contributions as a valued member of the council. She was thanked for all she has done on SAC.

Grace Young, a second-year council member who has contributed substantially to SAC and to Brown, expressed interest in the position of co-chair. Last year she has hesitated at the time commitment due to personal commitments but feels she can fulfill the duties this year. She is grateful to the SAC members who supported and encouraged her to start the parent

networking group. She also praised the new members of SAC for their varied perspective and experience and their enthusiasm and energy.

Liisa nominated Grace for the position of co-chair and Cathy seconded the motion. Grace was recused from the discussion. The vote was unanimous for Grace Young to become co-chair of SAC.

#### **IV. Staff Concerns**

SAC members were asked to email Liisa if they haven't received a Slack invitation.

One Brown employee of 25 years did have a concern about the selection of 25-year gifts. The gifts were nice in the past but changed last year. SAC will bring this up with HR. It was suggested that Brown skip gifts for smaller increments (5 and 10 years) in order to reinstate nicer gifts for people who have worked at Brown for 25 years.

There was also a complaint that everyone wasn't brought up on stage at once, which will also be addressed.

Update: What happened with the staff climate survey focus group? Liisa asked Lynn Hernandez about the outcome. A report was written up but the president determined that this would be better suited for the DIAP annual report. This year's report will include findings from student focus groups. Various department units are being offered a presentation, which led to action-oriented discussions within the departments, and the DOF is meeting with department chairs. Last year's report included the results only in a summarized fashion, with a brief mention of staff and nothing about the focus group. Transparency is important and should be extended to the University as a whole on the findings; why do more surveys if the results from the prior one haven't been widely distributed, discussed and addressed? Those delivering a survey should be clear why the survey is being conducted and what will be done with the results.

The OIED did a quantifiable focus group study on the results from the 2016 survey and published. The DOF is meeting with department managers and improving faculty/staff relationships. They don't want to release findings without specific recommendations. Felicia noted that she hears legitimate concerns about racism, sexism and religion throughout campus. HR needs to address and know how to handle situations and create paths (such as an employee handbook) to respectful workspaces.

SAC can issue a statement regarding the climate survey. Ruthie should be consulted and asked what next steps the council could take and prepare accordingly. Would the administration support a town hall providing transparency on previous findings?

OIED will launch a new form on March 14 for complaints, which will be distributed to SAC.

## **V. Diversity & Inclusion Subcommittee 2019 Proposal**

The proposal has been shared (via hard copies distributed at the 2/12/19 SAC meeting). It was announced that Ray Windsor is the co-chair of the subcommittee along with Laura Dobler.

The proposed Diversity Advisory Board would include 3-4 senior staff members to help guide SAC on D&I programming, to help SAC recruit diverse applicants and be more intentional about letting the Brown community know that SAC is for everyone, and also to help with campus community networking.

Some potential members: Eric Estes (Campus Life), Shontay Delalue (OIED), George Barboza (Dining Services). A list will be circulated to SAC for council members to add additional names. A final vote would be made by the council.

Town Hall idea: there used to be a President's Town Hall. D&I would like to send a form to all staff to collect questions, come up with common themes, and formalize a town hall and help HR and the President's Office know the topics. This would be a formal setting for vision, goals and changes. It would be too much to add to Staff Development Day, but on March 7 it could be mentioned at the meeting with Angel to find a good date. The Town Hall would need a good moderator/facilitator and would need to be at least two hours long. SAC could present questions to the President in advance of the Town Hall.

Details will be tabled for another discussion, but SAC is in favor of the town hall.

Linda's networking event on 4/12 is coming out of the Meet & Mingle budget. Other expected events with cost: recruitment lunch for diverse SAC members, which can switch from Events Committee budget to D&I.

D&I should budget on using half the requested money (\$500) between now and June and the other half in the new fiscal year.

Workshops and networking: soliciting ideas collaborating with other groups and organizations. Those will be worked out after the town hall.

Liisa asked for a vote on accepting the D&I budget divided as suggested, and the vote was unanimous by all present SAC members to accepted the D&I budget for \$500 before June and \$500 in the new fiscal year.

## VI. Office of Sustainability Presentation

Erin Royal, program manager of OS (formerly known as office of Energy and Environment, presented that her office was primarily created to tackle greenhouse gas footprint and campus energy consumption. Its mission: to develop sustainable and equitable patterns of local and global resource use by minimizing campus energy use, reduce negative env impacts, and promote environmental stewardship, teaching students how to be stewards as well. OS has an internship program with 15 paid undergraduate interns. OS focused on four areas:

- Collaboration: waste, food & dining, transportation, environmental health & wellness, and energy & water conservation
- Waste: Aspirational waste diversion rate of 50% by 2020. Recycling rate is 16.2%, total diversion rate is 36.4%. New bins collect small e-waste, compost, etc.
- Food & dining: sustainable food options, that increase fair trade, ecologically sound options
- Transportation: increase the use of alternative transportation methods. The shuttle has been improved; OS also worked with DPS on bike training and RIPTA trainings. They have crafted surveys to figure out what people are doing and how to incentivize them to take alternative methods of transportation.

In the area of environmental health & wellness, OS has worked to ensure that Brown is no longer purchasing furniture with chemical flame retardants. Its original emissions goal was to reduce by 42% below 2007 levels by 2020. New goals: by 2025, Brown will cut emissions by 75%, and become carbon neutral by 2040. Solar projects will offset electricity from an unused plot in South Kingstown.

OS focuses on education & outreach via an annual report, social media, etc.; sustainability tour offered weekly; sustainability help desk; dept sustainability program where evaluators go in, assess how occupants are doing and develop recommendations together; and compost volunteering (educating diners on how to sort their waste).

OS donation events: CLEAN BREAK, where they divert materials from landfill (32,000 pounds last year) and donate usables such as clothing, books, food, and kitchen supplies to the RI Community Food Bank, Children's Friend, Big Brothers Big Sisters, FLi Center, Providence Community Library, Savers, Providence Animal Rescue League, and Goodwill. Volunteers sort materials, remove trash, bag donations, and set aside for pickup. This is done on the weekends of May 17-20 or between May 25-29 during 8 a.m.-6 p.m. shifts on that weekend and during Commencement. CLEAN BREAK is fun, impactful, and hard work. Students are leaving, so staff power is needed to sort/divert/transport materials. They're hoping to start the same program for Summer@Brown for when those students leave.

In the past, they have only reached out to students via Today@Brown and social media. They're capped at 30-40 because they provide food to the volunteers. It would be great to have staff volunteer as well.

Erin was thanked for her presentation and SAC will help spread the word on staff volunteers taking part in CLEAN BREAK.

The next SAC meeting is scheduled for March 12 at noon at 200 Dyer Street.