

**Staff Advisory Committee Meeting**  
**May 15, 2007**  
**11:30am - 1:30pm – 121 South Main Street**

Present: Ivone Aubin, Gillian Bell, Chad Cavanaugh, Ruth Crane (Chair), Christine DeCesare, Pam DeSimone, Heather Dominey, Jeff Fitton, Tracy Frisone, Angel Hilliard, Lori Jargo, Karen Leonard, Kate Richardson, Lea Snyder, Steve Tompkins, Courtney Wuethrich, Cynthia Yearwood

Absent: Melanie Gaudet, Roberta Gordon, Walter Hunter, Betty Johnson, Maritza Marti, Chris O'Neil, Stephanie Terrizzi,

**Announcements**

Ruth asked for approval of the SAC Minutes from the May 1 meeting. A motion was made and seconded to approve the minutes.

Ruth reviewed the trip she took to Missouri with Judy Nabb to learn about the University Staff Ambassador (USA) Program at Southern Missouri State University (SMSU). This is a year-long program for 20+ staff to gain a behind-the-scenes perspective of what goes on at their University. Each session has a theme – the session Judy and Ruth attended dealt with athletics and theater arts. In addition to getting tours of the athletic facilities, the USAs heard from the athletic director and participated in a pilates class. Following the athletics presentation, the USAs toured the performing arts space at Missouri State University – a state of the art facility. Judy and Ruth also met with 4 years worth of alums from the USA and received an enthusiastic response about the program from all the former participants.

Ruth passed around a brochure that SMSU uses to promote their Staff Senate (formerly referred to as the Staff Advisory Council); the Staff Senate does not vote on issues; they either endorse or challenge recommendations of the senior administration. Representatives of the Staff Senate meet with the President once each month.

Ruth thanked those who volunteered to form a Family Feud Team: Gillian Bell, Ruth Crane, Christine DeCesare, Bert Gordon, and Jeff Fitton. Angel will try to think of a clever name for the group.

Ruth thanked Maritza Marti (Little Papi) for filling in for Ellamae Gurney on the softball team.

Ruth reviewed the SAC by-laws for filling vacancies on SAC:

*“The Chair will activate one of the following procedures to fill any vacant positions. These recommendations must be approved by full committee by majority vote of the members present at the meeting:*

- a. Recommend a staff member from the membership alternate pool, making selection based on order created by the selection committee.*
- b. Delegate to the Membership Selection Board the responsibility of making a nominee recommendation to the full Committee*
- c. Recommend a former member who has served a full term and been off the Committee for twelve months.”*

Ruth chose to follow procedure "A" and will bring first alternate Lisa Sheehan from Geology to observe the next meeting. The group voted to accept Lisa Sheehan as Ellamae Gurney's alternate if Lisa agrees to join after observing the meeting. If Lisa is not interested, second alternate Louis Tortolani from Chemistry will be accepted as the alternate member.

### **Subcommittee Reports**

#### **Outreach & Communications – Christine DeCesare**

Morning Mails will go out on May 18, May 28, and June 5 to promote the public service drives on Staff Development Day which will benefit Crossroads Rhode Island and the Rhode Island Community Food Bank. The Morning Mail will direct staff to the SAC website for more information.

O&C is also working on summaries for Rebuilding Together and Student Worker Appreciation Days for the SAC website. O&C may consider adding a third collection site at Brown Family Feud.

#### **Events – Lori Jargo**

Lori thanked Kate and Jeff for taking charge of the 2 collection drives on Staff Development Day. At the last subcommittee meeting, the group began planning a staff theater night that will take place on Thursday, July 12<sup>th</sup> at the Leeds Theater. The play is a comedy entitled, *Boom*. SAC will get 25 free tickets and then purchase the remaining tickets for \$5 each. The Events subcommittee also is planning a coffee and dessert reception prior to the play. Tickets will be given to staff for free; if a staff member wants to bring a guest, the cost will be \$5. Events will work on a mechanism for ticket distribution. In addition, they will send an email to all SAC alums inviting them to participate and encouraging them to spread the word about the event. Ruth suggested a raffle drawing to entice participants to attend. Theater Night will be advertised at Staff Development Day – Jeff Fitton will make a poster/flyer.

Lori contacted Ibrahim Essa in the HR Benefits Office to discuss SAC's role in the Benefits Fair. Lori informed the group that SAC plans to play a bigger role in planning the event.

Lori sent a summary of Rebuilding Together to President Simmons for review. There was discussion about whether to include pictures from the event on SAC's website without the permission of the person in the photograph. Lori will give those staff in the photos a sneak preview before pictures are posted to the web; she will also put them behind web authentication. At the next SAC meeting, Ruth Crane will ask Walter what the policy is, if any, regarding pictures posted to Brown websites.

#### **Staff Participation Subcommittee – Ruth Crane for Melanie Gaudet**

Marisa Quinn contacted Melanie regarding a staff opening on a new committee that will be formed: Slavery Memorial Commission.

#### **Discussion Topics**

There was a lengthy discussion regarding the role SAC should play in the upcoming Faculty-Staff Campaign which centered on the appropriateness of SAC endorsing this effort. Ruth and Gillian will draft a letter to Bruce Keeler and Tammie Ruda and use the recommendations listed in the 5/1 minutes as a basis for their response. (Debra Konicki, the third presenter at the meeting has since left the employment of the University.) Walter and Bert will review the letter before it is sent. Ruth will inform Bruce and Tammie that the recommendations are forthcoming.

There was another lengthy discussion regarding the procedure for addressing staff concerns. Ruth reviewed the current process and Gillian reviewed how concerns were handled before the website postings. Kate recommended that SAC should be an avenue for information, rather than a source of information. Jeff recommended dating the staff concerns on the SAC website. Ruth will follow up with Walter and Bert about this topic and this discussion will continue at the next meeting.

The final discussion topic was a comparison of SAC's mission statement with the mission statement from SMSU. Ruth asked SAC members if they would like to consider revising SAC's current mission statement and they agreed that it is worth discussing. Christine asked about the history behind the current mission statement – Ruth will ask Bert and Walter for background. Kate mentioned that she thinks SAC should continue to work toward its current mission. Gillian liked the social responsibility piece of SMSU's mission. Tracy suggested adding guiding principles to the current mission statement, rather than remove what's already there. Ruth asked SAC members to research staff council mission statements from their alma maters to bring to the next meeting.

Cynthia Yearwood announced the Art@Work staff art show at Staff Development Day; she encouraged members to promote this back in their departments.

**Advisors' Report – Walter Hunter**

There was no advisor's report.

The meeting adjourned at 1:15pm.