

Minutes of the Brown University Community Council (BUCC) Meeting
Tuesday, February 14, 2017
4:00 – 5:30 p.m.

Members: President Paxson, Provost Locke, Russell Carey, Cass Cliatt, Eric Estes, Beverly Ledbetter, Reid Cooper, Daniel Kim, Jennifer Lambe, Evelyn Lincoln, Robert Swift, Kurt Teichert, Yuzuka Akasaka, Lily Cohen, Cameron Johnson, Sveta Milusheva, Aislinn Rowan, Kelly Garrett, Shayna Kessel, Linda Welsh, and James Gardner were in attendance. Rachel Cassidy, Anita Shukla, Alexis Rodriguez-Camacho, Eve Dewan, Michael Danielewicz, Anshul Parulkar, Leora Johnson, Aixa Kidd, Michelle Nuey, Daniel Harrop, Milisa Galazzi, and Emily Maranjian were unable to attend.

The minutes of the October 18, 2016 meeting were approved.

President Paxson provided updates on a range of campus issues. She detailed the emerging risks that Brown is facing under the new administration. The areas likely to be impacted include research funding, visas, DACA and undocumented students, academic freedom, and Title IX. There is also the risk of increased marginalization of individuals based on race, ethnicity, gender identity and orientation, etc. President Paxson noted that Brown's responses will reflect its core values and cited the response to the executive order on immigration and refugees. To support its commitment to ensure that our international students are safe, secure and free to study, teach, and conduct research, Brown is offering access to immigration and legal advising, expanding opportunities to remain on campus, providing housing assistance and other resources, providing virtual teaching and learning platforms, and participating in public engagement and advocacy. After responding to questions from Council and audience members, President Paxson reviewed the FY'18 budget which was approved at the February Corporation meeting. The \$1.061-billion budget is grounded on building academic strength and financial sustainability. President Paxson next spoke about the Diversity and Inclusion Annual Report which is in draft form and will be finalized and circulated in a few weeks with a response to the memo from the Diversity and Inclusion Oversight Board that was submitted with the report. The final update provided by President Paxson was on the Performing Arts at Brown. Cultivating creative expression is one of the seven integrative themes in the 2014 Building on Distinction strategic plan. In 2013-14 there was a facilities assessment that recognized the need for a venue capable of supporting interdisciplinary arts. The following year there was the setting of priorities and principals that led to a proposed program for the Performing Arts Center. At its February Meeting, the Corporation authorized the selection of an architect for the Center. The proposed site for the Center will require the movement and demolition of buildings. The Urban Environmental Lab (UEL) is one of the affected buildings. Council members discussed the importance of a sustainable design for the Performing Arts Center as a tribute to the UEL. There was also discussion on ensuring the accessibility of the Center.

Karen Davis, Vice President for Human Resources, gave an overview of Brown's staff workforce, including a breakdown of the number of employees and the distribution of jobs by families and organizational areas. Brown has 600 union and 2,400 non-union staff positions with females holding 58% of the positions and males holding 42%. Nineteen-percent of the staff workforce is minority. Brown's non-union jobs are organized by job grades which reflect different levels of responsibility, accountability, and knowledge. Staff positions are located among Brown's 170 departments and centers. Council members asked questions about the difference between exempt and non-exempt employees and about how and from where Brown recruits staff. Ms. Davis next discussed the results of a staff climate survey that was conducted in spring 2016 to establish a baseline assessment, better understand perceptions about the work environment and identify areas needing further attention. The response rate was 52%. Overall the results were generally good but some were concerning: approximately 50% of the respondents do not feel they are treated with respect by faculty and 50% of the respondents do not believe the administration is interested in hearing the ideas and opinions of staff members. The results were shared with senior leaders and department heads who are working on addressing these concerns. Planning is underway for additional qualitative studies such as focus groups. Ms. Davis outlined the challenges faced by the Human Resources department which include recruitment and retention of top talent, staff workloads, and making time for training and professional development. In response the department initiated mentoring and leadership certification programs, improved communications about available training and professional development activities and reviews opportunities to streamline jobs and improve sharing of administrative resources. Council members asked how Brown compares to its peers in terms of salaries and benefits and discussed the need for guidance on how to deal with the issues raised in the survey.

The next meeting of the Brown University Community Council will be held on Tuesday, March 14, 2017 from 4:00 – 5:30 pm in the Stephen Robert '62 Campus Center, Kasper Multipurpose Room.

Respectfully submitted,

Catherine Pincince
Secretary of the Brown University Community Council

Brown University Community Council
Tuesday, February 14, 2017
4:00 – 5:30 pm
Stephen Robert '62 Campus Center, Kasper Multipurpose Room

Agenda

1. Approval of Minutes of October 18, 2016 Meeting
2. Updates from the President
President Paxson
3. Overview of Brown's Staff Workforce
Karen Davis
4. Open Time for University Community Members to Present Broad Campus Issues to the Council



Overview of Brown's Staff Workforce

BUCC

February 14, 2017

Staff by the Numbers

- 3,000 staff in regular and fixed term positions:
 - 600 union and 2,400 non-union
- In addition, 400 seasonal/intermittent staff depending on time of year
- Brown fills approximately 550 staff positions each year
 - 375 new hires and 175 internal transfers in FY16
- Average years of service = 9.7 years
- 58% female, 42% male
- 19% minority (15.5% HUG)

Staff Jobs

- Variety of staff jobs requiring a wide range of educational levels and experience
- Non-union jobs are organized by job grades which reflect different levels of responsibility, accountability, and knowledge
- Over 170 departments and centers

Level	Headcount
Entry Level (Grade 1 - 7)	445
Professionals and Management (Grade 8 - 11)	1,592
Directors and Above (Grade 12 and higher)	369
Total	2,406

Staff Job Families

- Academic and Student Services
- Administration/Management
- Administrative Support
- Athletics
- Audit, Compliance and Legal
- Business and Support Services
- Communications/Events/Outreach
- Development and Alumni Affairs
- Dining Services/Hospitality
- Education/Instruction
- Facilities
- Finance/Budget/Planning
- Health and Medical Services
- Human Resources
- Information Technology
- Library and Museums
- Performing Arts
- Research
- Research Administration
- Safety



Staff by Organizational Area

Organizational Area	Non-Union	Union	Headcount
Advancement	170	0	170
Campus Life and Student Services	266	0	266
Finance and Administration	356	461	817
General Counsel	12	0	12
Planning & Policy	36	63	99
President's Office	22	0	22
Provost	286	0	286
Biology and Medicine	333	0	333
Computing & Information Services	210	0	210
Dean of the College	69	0	69
Dean of the Faculty	317	0	317
Graduate School	14	0	14
Library	63	60	123
School of Public Health	144	0	144
Vice President for Research	66	0	66
University Communications	42	0	42
Total	2,406	584	2,990

- Survey conducted in spring 2016
- Designed to be quick and easy to complete
- Purpose:
 - Establish a baseline assessment of the current climate
 - Better understand perceptions about the work environment
 - Identify areas needing further attention
- 52% response rate

- Questions probed the following at the University and department levels:
 - Feelings of respect by other staff, faculty, students
 - Trust in communication from senior administration
 - Sense of community, collaboration
 - Feelings of recognition, appreciation, and being heard
 - Extent to which staff would recommend Brown as an employer

Staff Climate Survey Results

- Generally good results overall but some concerns
 - *see Office of Institutional Research website for more information*
- Most concerning results at University level:
 - Approx. 50% respondents do not feel they are treated with respect by faculty
 - Approx. 50% respondents do not believe administration is interested in hearing the ideas and opinions of staff members
- Results shared with senior leaders who are developing plans to address departmental results
- Planning underway for additional qualitative studies

- Recruitment and retention of top talent
- Workloads in some areas
- Making time for training and professional development
- Career ladders
- Performance feedback
- Feeling heard and respected

Current Program Initiatives

- Mentoring and Leadership Certification Programs
- Improved communication about and support for training and professional development activities
- Improved communication regarding career opportunities
- Departmental DIAP's
- New performance review program
- Ongoing review of opportunities to streamline jobs and improved sharing of administrative resources
- Equity compensation pool

- Benefits, including wellness and work/life programs
- Compensation
- Organizational design
- Employment, including workforce planning and support for hiring managers and supervisors
- Employee relations
- Labor relations
- Compliance
- HR policies