

**MEETING MINUTES**

**STAFF ADVISORY COUNCIL**

**Date: Tuesday, January 22, 2008**

**Location: Sugden Welcome Center, Room 108**

President David Vazquez called the meeting to order at 3:10PM

<b>Council Members:</b>		<b>Present</b>	<b>Excused</b>
	<b>David Vazquez, President</b>	<b>x</b>	
	<b>Dee Bryan, Vice President</b>		<b>x</b>
	<b>Jacquie Toth, Secretary</b>	<b>x</b>	
	<b>Loren Prive, Treasurer</b>	<b>x</b>	
	<b>Jennifer Baker</b>		<b>x</b>
	<b>Lisa Banks</b>	<b>x</b>	
	<b>Susan Baurer</b>	<b>x</b>	
	<b>Chuck Bryan</b>	<b>x</b>	
	<b>Jim Lee</b>	<b>x</b>	
	<b>Jackie McNulty</b>	<b>x</b>	
	<b>Mary Reed</b>	<b>x</b>	
	<b>Eileen Regelski</b>	<b>x</b>	
	<b>Ruth Rodrigues</b>	<b>x</b>	
	<b>Tim Shannon</b>	<b>x</b>	
	<b>Bob Swank</b>	<b>x</b>	
	<b>Tami Tassler</b>	<b>x</b>	

Dave asked for a motion to approve the minutes of the November 27, 2007 regular meeting and the December 18, 2007 Special Session. The meeting minutes were approved as amended.

The final version may be accessed on: Marlin Share/SAC (Staff Advisory Council)/ Minutes 2007-2008/minutes and also on the SAC Website.

**OFFICER REPORTS:**

**President:** Dave Vazquez thanked Dee Bryan for all her hard work, especially with the parking issue, during his absence. He also invited guests Paul McCarthy and Noyra Valentin to address SAC with their respective New Business at this time. Please see New Business for details on these items.

**Vice President: Dee Bryan-** no report

**Secretary: Jacquie Toth-** no report

**Treasurer: Loren Prive** reported the following account balances; Foundation=\$1273.21 and E&G= \$9344.46.

**Events Coordinator Report: Jennifer Baker-** no report

**SUB- COMMITTEE REPORTS:**

**Personnel Policies: Dee Bryan-** no report

**Public Relations Group/WOW:** Tami Tassler is working on the next newsletter for possible February distribution. She is also framing a special edition of the newsletter for SAC election coverage.

Dave appointed Tami to Chair the Election Committee and Chuck Bryan will be Vice Chair.

**The WOW (Wings of Welcome) Chair, Chuck Bryan,** reported that Dr. Bradshaw is being asked to write an article for the SAC welcome brochure.

**Staff Survey: Bob Swank-** waiting for Lenore Benefield to provide the necessary statistics from the survey results. He will then call a survey committee meeting to review and discuss a recommendation to present to SAC. Bob stated that 59% of staff responded to the survey and that of those respondents 89% are experiencing job satisfaction.

**Staff Representative Committee:** Chuck Bryan provided a copy of the committee initiatives for SAC to review and discuss at a later date. The draft may be found at:

[S:\SAC \(Staff Advisory Council\)\SAC Subcommittees- Proposals and Recommendations\Staff Representation Subcommittee](#)

**Employee Recognition Program: Susan Baurer-** no report

**Wellness Committee: Jackie McNulty-** the new Soar into Shape program link (as presented today by Paul McCarthy) will be accessible from the SAC website. Chuck is working on the details.

**Comment Box Committee:** Lisa Banks provided a draft proposal regarding staff comment box procedures and reviewed this with the Council. Discussion ensued and it was decided that more discussion is needed. Bob Swank made a motion to approve funds to purchase comment boxes not to exceed \$300.00. The motion was seconded by Tim Shannon.

**STANDING COMMITTEE REPORTS:**

**ADA Committee: Tim Shannon-** no report

**Bookstore Committee: Jackie McNulty-** no report

**Conflict Management: Jennifer Baker-** no report

**EEO Committee: Susan Baurer-** no report

**Food Service Committee: Ruth Rodrigues and Loren Prive-** no report

**LRPIEC: Dave Vazquez-** no report

**Parking Advisory- Dave Vazquez- no report**

**Parking Appeals- Jim Lee- no report**

**Work Place Safety: Eileen Regelski- no report**

**OLD BUSINESS:**

Jim Lee reviewed plans for implementation of the toner cartridge recycling program under way. He provided a copy of the "Make a Difference" advisement and cartridge drop off locations on campus. Pick up of materials will be made by the Wesley Memorial United Methodist Church. The proceeds they receive will assist them in their fund raising efforts. Old cell phones can also be recycled. Jim asked SAC (Dave) to send the advisement in an all staff email to show SAC support of the program. Some drop off locations are to be determined yet and Jim is finishing his efforts to post signs on the blue receptacles at the various locations.

**NEW BUSINESS:**

**The new Soar into Shape/President's Challenge:** Guest and SAC Wellness Committee volunteer, Paul McCarthy presented the online registration website for this new program. The group ID number for registration is 66280 and the group name is Soar into Shape. Participants can choose their favorite activities for exercise and monitor their progress. The website allows us to customize to program initiatives we may offer here on campus. Paul McCarthy is an administrator of the site for FGCU and ideas on awards and sponsorship was also discussed. An all staff email will be distributed very soon to introduce this new program and how staff can register.

**Outstanding Staff Awards:** Guest and H.R. liaison, Noyra Valentin reviewed needs and timeline for this selection committee. Dave Vazquez asked Susan Baurer and the Employee Recognition Committee to absorb the tasks of the Outstanding Staff Awards Selection Committee. Any major concerns are to be brought back to SAC. The deadline to make a final selection of the outstanding A&P and USPS staff is March 24<sup>th</sup>. A committee meeting is to be scheduled as soon as possible. Lisa Banks also volunteered to participate on this committee.

**Commencement Location Issue:** Jacquie Toth presented this issue on behalf of Dr. Paul Snyder, Commencement Committee Chair. Dr. Snyder is building a consensus of key constituencies (Deans' Council, Faculty Senate, SAC and Student Government) to present in a recommendation to the President's Cabinet. There were two questions to consider:

1. Given the existing conditions, should FGCU move Commencement to Germain Arena?
2. If yes to question 1 above, should the move occur now for the staging of Commencement XX on Sunday, April 27, 2008 in the late afternoon (best available date) or should the move to Germain be delayed until some future Commencement?

Motions were made and seconded as framed in the two questions above. Discussion ensued. Jacquie provided copies of the written issue summary from Dr. Snyder. This summary can be found in [S:\SAC](#)

[\(Staff Advisory Council\)\Proposals and Recommendations](#). Ruth mentioned the reason budget savings is so great if commencement were to be moved from Alico to Germain was due to equipment rental, such as chairs and staging because there is no storage room for these items. Also, parking shuttles used for commencement are contracted and this expense would not be an issue at Germain. The SAC was assured that students and their families would be the highlight and students will receive the same recognition in the ceremony. It was unanimously decided that SAC would support a change in venue as long as this continuity was maintained. SAC also supports moving commencement in the spring and whenever practical.

Bob Swank introduced a car pool suggestion made by a staff member. Due to time considerations it was decided to move this discussion to our next regularly scheduled meeting. Dave will invite Lewis Johnson to the next meeting to advise on car pool options.

A staff question was shared regarding FGCU ID usage. The staff member was issued a staff ID card but is also a student. She wanted to receive student discounts in the community. Can ID's be issued for multiple statuses here on campus? The answer is no, the system only accepts one dominant designation for a person. The primary mission of the FGCU ID is not for retail benefit but for accurate assessment of our population. Staff discounts can be found through the H.R. website.

### **Future Meetings**

**SAC monthly meetings will be scheduled on the fourth Wednesday of each month.**

### **Next Meeting:**

**Our next regularly scheduled meeting will be held on Tuesday, February 26, 2008 from 3-4:30 pm. The location is to be determined.**

**Meeting Adjourned at: 5:05 pm**

**Respectfully submitted,  
Jacquie Toth  
SAC Secretary**