

**STAFF ADVISORY COUNCIL**

**Date: July 22, 2008**

**Location: Sugden Welcome Center Room 108**

**MEETING MINUTES**

President, Ruth Rodrigues called the meeting to order at 3:05 PM

<b>Council Members:</b>	<b>Present</b>	<b>Excused</b>
<b>Ruth Rodrigues, President</b>	<b>X</b>	
<b>David Vazquez, Vice President</b>	<b>X</b>	
<b>Jennifer Crabill, Secretary</b>		<b>X</b>
<b>Loren Prive, Treasurer</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>Kathleen Crawford</b>	<b>X</b>	
<b>Sven Hahues</b>		<b>X</b>
<b>Locksley Knibbs</b>	<b>X</b>	
<b>Lee LeBlanc</b>	<b>X</b>	
<b>Jim Lee</b>	<b>X</b>	
<b>Eileen Regelski</b>	<b>X</b>	
<b>Tim Shannon</b>	<b>X</b>	
<b>Jacquie Toth</b>	<b>X</b>	
<b>John Wilson</b>		<b>X</b>

**OFFICER REPORTS:**

**President:** Distributed and discussed the following documents: SAC charter overview, SAC Committees with Charges, SAC Committee composition, and a Committee Summary. These are available on the Share drive on FGCU-Marlin.

**Vice President:** Chief Moore is willing to attend a SAC meeting to address parking issues. SAC VP to ask for the Chief to attend the August meeting, so as not to conflict with the visit of Provost Toll during the September meeting.

**Secretary:** Left information regarding SAC shirts to be discussed. Jacquie Toth moved to order the new similar styled shirt for new SAC reps; motion passed.

**Treasurer:** Provided balances of Foundation account as \$6,107.47, and E&G as \$9,256. David Vazquez moved to order new mugs and folders for new SAC reps; motion passed.

**Events Coordinator:** Discussed the Welcome back event, and need for SAC reps to volunteer for foundation shirt distribution. Discussed the HR Benefit Fair. Sign-up sheets passed around for both events.

### **SPECIAL GUESTS:**

Dr. Rollo and Dr. Schreiber presented 'A Conversation on Campus,' stressing the need to develop the university community, and partnerships between university employees across campus.

### **Sub-Committee Reports:**

**Personnel Policies** – Tim Shannon reports that more detail and discussion of assignments will be provided at the August meeting.

**Public Relations** – Jacquie T. provided an update on the committee meeting, and plan's for committee activities. Lisa B. (newsletter editor) discussed the upcoming newsletter. Chuck B. (WOW) spoke about the Provost mugging/welcoming.

**Staff Representation** – A proposal was presented to SAC for consideration. This proposal to adopt a new SAC Rep procedure entails assigning reps to interface with staff members in assigned buildings to improve representation perceptions, and to illicit more communication with staff. Details of the plan are to be provided at a future SAC meeting.

**SAC Comments** – Lee and Chuck are to work on a web page for posting comments. Comments discussed.

**2008 SAC Election Committee** – Chairperson appointed: Tim Shannon

**Strategic Planning and Marketing Task Force** – Lisa B. reported for Jen C. The 'Strategic Marketing and Planning Committee Recap' was provided and discussed. This committee sought feedback from staff about staff perception of SAC, and compiled a list of them for this report. Certain items were forwarded to appropriate committees. The committee will move forward with addressing the remaining items.

### **Standing Committee Reports:**

**Convocation Committee** – Locksley reported on the committee activities, provided the date and location of the event, and called for volunteers.

**Environmental Stewardship Advisory Council** – Report provided on recent ESAC activities, including the ride share software and program, as well as the Bicycle Friendly Business initiative.

**Family Resource Center Board of Directors** – Kathleen Crawford provided an update of recent discussions.

**Old Business:** None

### **New Business:**

- 2008-2009 Meeting Schedule – SAC meetings are to be held in the Student Union from 11:00-1:00 on the fourth Tuesday of each month. It is agreed that this will best accommodate staff attendance.

- Tim Shannon proposed that the SAC web site be reviewed and updated. This has been assigned to the Public Relations committee.
- Jim Lee recommended that January 2<sup>nd</sup> be considered for inclusion in the winter break. This is assigned to be looked at by the Personnel Policies committee.
- SAC Survey Results – to be placed on the SAC web site. David V. was appointed chairperson to a standing committee for Staff Survey Recommendation. A summary is to be emailed to staff. A comparison of prior and current survey results will be provided. David will provide the documents to SAC reps. Ruth is to provide the charge to the committee. The committee is comprised of David, Loren, Locksley, Tim, Lisa, and Lee.
- Discussed Dr. Toll as guest at the September SAC meeting.
- SAC representation recommended for the Sick Leave Pool Committee. David V. is to speak with the chairperson of that committee regarding this. Possible 2 year appointments by university president.
- SAC representation recommended for the Institutional Affairs Committee (Ex Officio.)
- Recommendation given that SAC reps include their SAC designation in email signatures. This would increase staff awareness of SAC reps.
- Comment Boxes – routing is to be done by the Comments committee. Procedures to be developed by the Comments committee. All reps in attendance approve.
- The council desires to have an official statement by administrators regarding the proposal for Spring Break closing of the university.

**Next Meeting:**

3:00-4:30

Tuesday, August 26<sup>th</sup>, 2008

Sugden Welcome Center – Room 108

**Meeting Adjourned at:** 5:15 PM

**Respectfully Submitted,  
Chuck Bryan for Jen Crabill**