

STAFF ADVISORY COUNCIL
Date: July 25, 2007
Location: Broadcast Building, Room 25

MEETING MINUTES

President, David Vazquez, called the meeting to order at 3:05 PM

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

Dave Vazquez asked for a motion to approve the minutes of the June 27th meeting. Dee Bryan noted one change and the meeting minutes were amended and approved.

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 asked for positive support of all staff as University budget reductions take place. The administration is not looking to reduce currently filled positions but because a slow-down in hiring new personnel is in effect, staff may feel more daily stress as workloads may increase. Tami Tassler offered the idea of a staff party for morale boosting but more discussion is needed. The Human Resources Dept. is also exploring ways to assist staff in this area. There is no reduction in the SAC budget for fiscal year 07-08.

Vice President: no report

Treasurer: Loren Prive reported the current foundation account balance is \$2,325.64 and the E&G account balance is \$9,600.00.

Secretary: Jacque Toth reported that SAC shirts and name tags were issued to the new representatives and updates to the SAC folder on the Marlin share drive are under way.

SUB- COMMITTEE REPORTS:

Personnel Policies: Dee Bryan- the issue of an extra holiday was raised. Dave will approach Dr. Joe Shepard, V.P., regarding this matter. Concerns were raised as to whether the University could make October 27 (Community Day) a mandatory working day and cause staff members the burden of finding child care on a weekend day, conflicting with family activities.

Public Relations Group: Tami Tassler- no report

Staff Survey: Bob Swank- Jennifer Baker spoke in Bob's absence. The survey committee expects to submit a draft of the Staff Advisory Council Survey to Lenore Benefield, Planning & Institutional Performance, between Monday, July 30 and Friday, Aug. 3. Staff will have 2 weeks to complete and return the survey. Lenore, who was a guest at this meeting, stated it would take about 2 weeks for completion of the results. Lenore has asked that at least 10 volunteers of SAC take a model of the SAC survey. Ruth Rodrigues proposed we add an opening sentence that says "The Staff Advisory Council would like your opinion of how we represent and communicate with you. The SAC website link will appear at the top of the SAC survey.

The Staff Satisfaction Survey is expected to be administered to staff in September. Staff will have 2 weeks to complete and return the survey. Lenore, who was a guest at this meeting, stated it would take about 2 weeks for completion of the results.

Membership: Chuck Bryan was appointed Chair at this meeting.

This committee name has been changed. It is now the Staff Representation Committee.

Employee Recognition Program: Susan Baurer- no report

Wellness Committee: Jackie McNulty was appointed Chair at this meeting

STANDING COMMITTEE REPORTS:

EEO Committee: Susan Baurer- no report

ADA Committee: Tim Shannon- no report

Parking Advisory: Dave Vazquez- no report. Loren Prive raised a question about parking amnesty during FGCU Orientation dates.

Parking Appeals: Jim Lee- no report

Work Place Safety: Eileen Regelski and Jennifer Baker- Eileen reported this committee will meet monthly and they are currently deciding what their true responsibilities are.

Bookstore Committee: Jackie McNulty- no report

Facilities Coordinating: disbanded

Food Service Committee: Ruth Rodrigues and Loren Prive- no report. Ruth encouraged comments and stated that information on a revision of catering options will become available soon. Starbucks (Library) to open by the end of September.

Environmental Stewardship: Ruth Rodrigues and Chuck Bryan- no report

Tenth Anniversary: Dee Bryan- Community Day is Oct. 27 from 9am-3pm. The Tenth Anniversary “kick- off” will happen at the Aug. 14 Welcome Back Celebration. Ruth mentioned that 8oz. Coke commemorative bottles will be distributed in a 5 county area. More details will be forthcoming.

LRPIEC: Dave Vazquez- no report

OLD BUSINESS:

Jacque Toth motioned to have the name of the Membership Committee changed to Staff Representation Committee. Dave Vazquez seconded the motion and the motion was carried.

Staff Representation Committee: Dave Vazquez

Dave would like to have staff members who are not representatives of the Staff Advisory Council encouraged to sit on this committee. Jackie McNulty offered to assist in inviting staff members to this committee.

The Wellness Committee: Ruth Rodrigues- Ruth distributed a Campus Recreation 2007 Events Schedule that is opened to FGCU employees. Many activities such as Aquatics, CPR/AED/First Aid Courses, Outdoor Events, Fitness Center Events and Intramurals will be available beginning in August.

Jackie McNulty was appointed Chair of the Wellness committee. Susan Baurer, Mary Reed and Jacque Toth have also joined the committee. Jackie McNulty will provide a complete list of committee members and volunteers soon.

NEW BUSINESS:

Welcome Back Committee: Jennifer Baker-The Welcome Back Celebration is August 14 at Alico Arena. Jennifer asked for 10 volunteers to distribute t-shirts and pennants that day. Please e-mail Jennifer at jforbes@fgcu.edu

Newsletter: Tami Tassler- Tami requested articles from the following people by Aug. 10th:

David Vazquez; Bob Swank/Jennifer Baker (Staff Survey); Chuck Bryan (WOW Committee); and Jackie McNulty, (Wellness Committee).

It was confirmed that the distribution of the Newsletter would be in e-copy only with a possible exception to print for the annual Staff Assembly.

Some topics to be included in the newsletter: Tenth Anniversary information, Benefits Fair (Sept. 27) and “Did you Know” items. Entries for the “Did you know” items are needed.

Future SAC Meetings- Susan Baurer requested the committee consider another day of the week to hold SAC meetings due to schedule conflicts. After group discussion, Chuck Bryan made a motion to move the meetings to every fourth Tuesday of the month, keeping the same time frame. Susan Baurer seconded the motion.

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

Sick Employees- Susan Baurer - discussion to discourage sick employees from coming to work and infecting others resulted in understanding that this was difficult to enforce . The Council also suggested that this matter should continue to be handled by the Supervisor and their employees.

Next Staff Advisory Council Meeting: Tuesday, August 28, 2007 at the Sugden Welcome Center, Room 108

Meeting Adjourned at: 4:40 pm

**Respectfully submitted,
Jacquie Toth
SAC Secretary**