

Meeting Minutes
STAFF ADVISORY COUNCIL
Date: August 28, 2007
Location: Sugden Welcome Center, Room 108

MEETING MINUTES

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

Members:	Present	Excused
David Vazquez, President	x	
Dee Bryan, Vice President	x	
Jacquie 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 July 25th meeting as amended. Chuck Bryan motioned for approval and Jim Lee seconded the motion. The final version may be accessed at www.fgcu.edu/sac.

OFFICER REPORTS:

President: Dave Vazquez introduced guests, Al Bielen, Lewis Johnson and Jack Foley. They brought the issue of toner cartridge recycling to the Council. Concerns over collection sites, receptacles and disposal of the toner cartridges were shared and commented upon. Jack Foley suggested that Office Depot might provide receptacles and disposal or the possibility of another local vendor may exist. Al, Lewis and Jack will find the vendor and collection points. SAC will assist in communication, encouragement and support of this important recycling program.

Dave also introduced Lenore Benefield, Asst. Director of Assessment, Planning & Institutional Performance. The results of the SAC Poll were distributed to Council. Lenore summarized the results and comments of the recent SAC poll administered to staff. Lenore spoke about the compilation of the SAC Poll and the disbursement of the information. She stated the response rate of 41% was perceived as normal. Lenore also suggested that SAC consider distribution of another, more extensive poll. Staff commented that it was preferable to receive and respond to the poll by e-mail.

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: Jacquie Toth informed Council that the latest editions of Roberts Rules (brief and unabridged) are available for reference as required in the SAC charter, 2.3.

Events Coordinator: Jacquie Toth represented Jennifer Baker (not present) who wanted to thank the Council for their participation and hard work in assisting with the pennant and t-shirt distribution at the Welcome Back Celebration. The Council was polled for feedback to be shared with the University Foundation. Constructive feedback included; larger ladies shirts, Improved alphabetized name lists that consider the amount of staff last names beginning with S, M, H, etc.. Then set up the distribution tables with this in mind.

SUB- COMMITTEE REPORTS:

Personnel Policies: Dee Bryan- no report

Public Relations Group: Tami Tassler- Tami shared a mock-up of the next newsletter to be distributed.

Staff Representation Committee: Chuck Bryan- some new committee members have been invited to join this group but Chuck has not received a response from them to date. Chuck encouraged everyone to bring a guest to our next meeting.

Employee Recognition Program: Susan Baurer- no report, a meeting is scheduled for Wed., Aug. 29th.

Staff Survey: Bob Swank- Bob reported that Lenore Benefield had recommended some questions for the compilation of the survey to be reviewed at the next meeting on Friday, August 31st. Dwight Esmon will market the survey.

Wellness Committee: Jackie McNulty- Jackie's request for funds to purchase t-shirts for the Fall wellness event was approved at \$300.00. Her request for SAC to contribute some funds for prizes was also approved. She asked for input as to the title of the Fall event. The name "Soar into Shape" was well received. Susan Baurer suggested the Wellness Committee consider program points also be awarded to Weight Watcher program participants. The kick off for the wellness event will be the first week in September using a registration table set up in the Student Plaza.

STANDING COMMITTEE REPORTS:

EEO Committee: Susan Baurer- no report

ADA Committee: Tim Shannon- no report

Parking Advisory: Dave Vazquez- no report

Parking Appeals: Jim Lee- no report, Jim Lee is new Chair of this committee

Work Place Safety: Eileen Regelski and Jennifer Baker- no report

Bookstore Committee: Jackie McNulty- no report

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

Environmental Stewardship: Ruth Rodrigues and Chuck Bryan- these meetings are on hold until further notice.

Tenth Anniversary: Dee Bryan- no report

LRPIEC: Dave Vazquez- no report

OLD BUSINESS:

All staff e-mail for SAC meeting reminders: Jacquie Toth will create a standard e-mail notice and send to Jennifer Baker or Maureen Jenny for “all staff” e-mail distribution. The e-mail will provide the link to the SAC website so staff can view meeting agenda, minutes and other information.

SAC Meeting Location: Bob informed us that the Broadcast Building is still available for SAC meetings. It was decided to continue meetings in the Welcome Center for now.

Wellness Program: see comments under Wellness Committee Reports (above).

NEW BUSINESS:

Benefits Fair: Dee Bryan asked for a motion to confirm SAC participation and funding of the Benefits Fair which occurs on September 27th in the Student Union Ballroom. Tami Tassler made the motion and Dee seconded the motion.

Copier Access: Jacquie Toth polled the Council for their preference on making copies under the new FGCU copy system. It was decided that SAC would be issued two general ID cards. The cards will be held by the SAC secretary (Jacquie Toth) and the SAC treasurer (Loren Prive). The cards will be available to Council members upon request.

Scholarship Program: Bob Swank and Jacquie Toth are to meet for discussion at a later date.

Next Staff Advisory Council Meeting: Tuesday, September 25, 2007, Sugden Welcome Center, Room 108

Meeting Adjourned at: 5:05 pm

**Respectfully Submitted by,
Jacquie Toth, SAC Secretary
2007-2008**

