

**STAFF ADVISORY COUNCIL**  
**Date: Tuesday, September 25, 2007**  
**Location: Sugden Welcome Center, Room 108**

**MEETING MINUTES**

**Vice President, Dee Bryan, called the meeting to order at 3:05 PM**

<b>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>Jacque 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>	

Dee asked for a motion to approve the minutes of the August 28, 2007 meeting. Meeting minutes were approved as submitted.

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: David Vazquez- not present

Vice President: Dee Bryan- no report

Secretary: Jacque Toth- the new SAC copy cards are available. Please contact Loren or Jacque.

Example was shown of the Thank You post card which was mailed to each staff member who expressed an interest in volunteering for SAC as a result of the recent SAC poll.

Treasurer: Loren Prive- no changes to report

Events Coordinator: Jennifer Baker- SAC will have a table available at the Benefits Fair from

9-3pm. The Bagel Factory has donated bagels and cream cheese for 9am-1pm. Aramark will provide 12 gallons of ice cream for the Ice Cream Social from 1-3pm. The cost for ice cream is \$120.00. Additional costs for the event – approx. \$100.00.

### **SUB- COMMITTEE REPORTS:**

**Personnel Policies:** Dee Bryan- waiting for news from Dr. Joe Shepard on the proposal of an extra holiday/day off for staff during the year.

**Public Relations Group:** Tami Tassler- SAC may be asked to assist in editing of the newsletter while serving at the Benefits Fair SAC table.

**Staff Representation Committee:** Chuck Bryan- first meeting scheduled for the end of the week. Chuck will submit a complete committee member list to Jacquie for record keeping purposes.

**Employee Recognition Program:** Tim Shannon for Susan Baurer- this committee recently met to brainstorm program ideas. An idea for a staff award entitled "Heart of FGCU" is in the preliminary planning stage.

**Staff Survey: Bob Swank-** Lenore Benefield is to respond with the final draft of the Staff Survey very soon. The draft will be presented to SAC for any input. It will be tested prior to the official administration of the survey. The anticipated time for actual administration to staff is the third week in October.

**Wellness Committee:** Jackie McNulty- Other point earning activities, such as individual walking, running, Curves, and Weight Watchers, are now being included in the Soar into Shape event. The previous dollar estimate to purchase 100 event T-shirts was low at \$300.00. A request was made and approved for an additional \$64.00 to cover this cost. Fifty employees signed up for the Soar into Shape event at the recent two day "Kick Off" held in the Student Plaza. More are expected to sign up at the Benefits Fair.

### **STANDING COMMITTEE REPORTS:**

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

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

**Parking Advisory: David Vazquez-** no report

**Parking Appeals: Jim Lee-** Parking appeals have tapered off since additional parking has been allowed on grassy areas.

**Work Place Safety: Eileen Regelski-** this committee meets quarterly.

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

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

**Environmental Stewardship: Ruth Rodrigues and Chuck Bryan-** no report

**Tenth Anniversary: Dee Bryan-** no report, next meeting Oct. 2, discussion of upcoming Community Day.

**LRPIEC: Dave Vazquez-** no report

### **OLD BUSINESS:**

Jim Lee discussed the progress of toner cartridge recycling- A non-profit group that works with toner recycling is being considered. The group will remain nameless to us until Dr. Joe Shepard can approve this. Then implementation will begin and SAC will create the staff e-mail to encourage this new process.

### **NEW BUSINESS:**

Several concerns were raised about the presentation and communication surrounding Community Day (Oct. 27), especially as an official work day.

The stress this approach has put on staff, especially the smaller departments was mentioned and it was asked if Dr. Pegnetter was aware of the reactions from staff. Steve Belcher, Director of Human Resources, was recognized to address the Council regarding matters of staff time keeping for the pay period affected by Community Day. He noted it is important to list all time worked on the time sheet and to discuss comparable time off with the department supervisor. It was reported that 5,000 people are expected to attend Community Day and that display tables and numerous activities will require a lot of faculty and staff to be on hand.

Jennifer Baker proposed the idea of having SAC letterhead available. Having letterhead would be especially beneficial when corresponding with outside vendors for prize donations. Tim Shannon offered to help in creating the letterhead to FGCU specifications and customize for SAC needs. SAC will only need to purchase the letterhead paper. Jacquie Toth noted that if an outside source (Allegra) was used to print our letterhead, the FGCU contracted cost is \$34.64 for a box of 500 sheets. Second sheets would be \$20.20 a box. The printer does not offer prices for increments lower than 500 sheets.

Jacquie Toth represented a staff member's question regarding pay increase discussions. There are no pay increase discussions at this time. Staff will receive a *one time* payment of \$1,000 (gross). The payment will be issued to staff *after tax deductions*. Distribution will be mainly by direct deposit on Nov. 2, 2007.

Jennifer Baker represented a staff member's question about policies and procedures for golf carts on campus. This question is actively being addressed by the campus ADA and Work Place Safety committees.

### **Future Meetings**

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

**Next Meeting: October 23, 2007 from 3-4:30 pm , Sugden Welcome Center**

**Meeting Adjourned at: 4:30 pm**

**Respectfully submitted,  
Jacquie Toth,  
SAC Secretary**