

Staff Advisory Council

Regular Meeting Minutes

Date: 7/19/19

Location: SRHM 240

Time: 12:30PM-2 PM

Call to Order – President M. Berkley

Time: 12:35PM

Record Attendance: 13 of 22

Secretary: C.Ryan

<u>Council Members:</u>	<u>Present</u>	<u>Excused</u>	<u>Absent</u>
President Missy Berkley	X		
Vice-President Andie Clemons		X	
Secretary Cara Ryan	X		
Treasurer TBD			
Brian Bakalar	X		
Tracie Beck	X		
Alison Bryant	X		
Chelsea Cicero			X
Miki Domjan	X		
Jessica Evers		X	
Jennifer Fulwider	X		
Carolyn Greene		X	
Myles Kittleson	X		
Mary Larkin		X	
Holly Mathews	X		
Gino Maxi	X		
Janice Nevarez		X	
Christal Niemeyer	X		
Ysatiz Pinero		X	
Lauren Pugh		X	
Lindsay Singh	X		
Amy Vitiello	X		
Georgia Willis	X		

Liaison: Dr. J. Michael Rollo

Faculty Senate Liaison: Dr. Jamie MacDonald

Student Government Liaison: Michael Whittaker

Invited Speakers: N/A

Attachments:

Agenda Item	Responsible	Discussion	Action/Vote	Follow-up
Finest of the Flock	Amy Vitiello	No Nominations this month		
Approval of Minutes	President (Prez.), M. Berkely	Did Not Approve June Minutes – will need to do so in August meeting. Chair opened discussion. Chair closed discussion.		Final version of minutes will be posted to SAC site.
Officer Reports	President (Prez.), Missy Berkley	<ul style="list-style-type: none"> Allison Bacigalupi, Director of Exploratory Advising was nominated and approved to represent SAC on the Provost Search. Lauren Pugh, Treasurer stepped down due to office/work volume conflicts. Will accept nominations and hold vote today during meeting. 		
	Vice President (VP), Andi Clemons	<ul style="list-style-type: none"> Nothing to report, absent. 		
	Secretary (Sec'y) Cara Ryan	<ul style="list-style-type: none"> Nothing to report. 		
	Treasurer (Treas)	<ul style="list-style-type: none"> Stepped down, will hold vote later in the meeting. 		
Public Comment		<ul style="list-style-type: none"> No public comment 		
SAC Liaison Reports	Dr. J. Michael Rollo (SAC Liaison)	<ul style="list-style-type: none"> Provost Search begins August 1st, 2019. Welcome Back Celebration will be held August 9, 2019 and all are encouraged to attend Parking lot 8 (dirt lot) will be closed until paving is complete. As per all staff email it should be done by August 13th, 2019. There is a new modular being added by Sovi beginning next week and ending sometime in December. New space will be occupied by the Office of the Controller. 		
	Dr. Jamie MacDonald (Faculty Senate)	<ul style="list-style-type: none"> Absent, should begin attending in August. 		
	Michael Whittaker (Student Government)	<ul style="list-style-type: none"> Absent 		
Old Business		<ul style="list-style-type: none"> Jennifer Fulwider and Allison Bryant self-nominated for the Officer role of the Treasurer. Vote was held: <ul style="list-style-type: none"> Jennifer Fulwider received 7 votes Allison Bryant received 6 votes. Jennifer Fulwider is elected Treasurer for 2019/2020. 		
New Business		<ul style="list-style-type: none"> Pres. Berkley reviewed each committee and named the members. Elections committee will need additional members, SAC members were encouraged to reach out to individuals within their offices or who may be interested and approach them about volunteering. 		

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		<ul style="list-style-type: none"> • There will be 2 definite, possibly 3 spots to replace. We will do a targeted reach out to individuals identified by SAC Members. • Individuals need to be employed for 1 year which is no later than June 1, 2018. • Pres. Berkley emailed J. Nevaris for breakdown of what spots will be vacated (SP/AP) • The Presidential Committee members are nominated by SAC President, sent to President Martin and the selects. • Diversity and Inclusion: Primary- Ysatiz Pinero (2018-2020) Back Up- Andi Clemons (2018-2020) • Intercollegiate Athletics: Brian Bakalar (2018-2020) Second Rep- TBD • Parking Citations: Ashton Hartley (2018-2020), Carolyn Greene (2019-2021) • Sick Leave Pool: Mary Larkin and Miki Domjan (2018-2020), - Ashton Hartley (2018-2020) • Title IX: Primary- Myles Kittleson (2019-2020), Back Up- Alison Bryant (2019-2020) 		
SAC Standing Committee Reports	Chair: Mary Larkin	Special Events – Represented by B. Bakalar <ul style="list-style-type: none"> • Met 7.10.19. • Committee reviewed events from 18/19. • B. Bakalar will contact Samantha in the Food Pantry about finding a date for the Food Drive. It was discussed that they will include personal items this year in addition to food. • C. Greene and T. Clarke are charged to organize an August Meet and Greet prior to classes beginning. • C. Greene will reach out to T. McCaslin to obtain date of fall luncheon. • Monthly meeting will be set the first Tuesday of each month at 3pm. Next set for August 13th in CC 249. • Committee wanted to see about reallocating funds to Annual Meeting/Elections to allow for refreshments. • Add three more meet and greets to the schedule. • Budget was submitted. 		
	Chair: Tracie Beck	Elections – Represented by T. Beck <ul style="list-style-type: none"> • No meetings have been held yet. • Tracie will meet with former chairs. • At first meeting, committee will discuss changing time of meeting and offering a light lunch or refreshments to draw attendance. 		
	Chair: Ysatiz Pinero	Employee Recognition – Represented by C. Ryan <ul style="list-style-type: none"> • No meetings were held yet. 		
	Chair: Miki Domjan	Personnel Policies – Represented by M. Domjan <ul style="list-style-type: none"> • 3.030-Grammatical changes needed. 		

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		<ul style="list-style-type: none"> • 3.3038- Grammatical errors and wording changes ; clarification of meanings within policy statement • 3.035- no changes suggested • 3.028-Requesting clarification regarding Florida Disaster Volunteer Leave and included parties. Suggested including E7. • Memoriam (TBD)- no changes suggested but there will be a new policy. • For future updates committee will reference specifics. • Use of Personal Transportation Devices was discussed. Starting in the 2019/2020 Academic Year students can receive a ticket for riding skate boards or bicycles under covered walkways. • Hover boards are prohibited on campus due to fire hazards. • State standards prohibits standing or parking in handicapped reserved spots. 		
	Co-Chairs: Lindsay Singh and Christal Niemeyer	<p>SAC Professional Development Program Committee- Represented by L.Singh</p> <ul style="list-style-type: none"> • Winston Bishop stepped down as Chair and SAC Representative. New co-chairs are Lindsay Singh and Christal Niemeyer. • Aggressive plan to review proposal for funding allocation/distribution and advertise new funding opportunity. • Plan to meet biweekly August-September. • Establish application deadlines for late fall/early spring. • Co-chairs will invite OPS Volunteer Bob Whitehead to committee meetings once terms are established for application/allocation. 		
University Committee Reports		<p>ADA –Represented by Jen Fulwider; Back-up: Amy Vitiello</p> <ul style="list-style-type: none"> • Have not met, nothing to report. <p>Campus Communicators – –Represented by Andi Clemons; Back-up: Mary Larkin</p> <ul style="list-style-type: none"> • Absent, nothing to report. <p>Faculty Senate –Represented by Georgia Willis; Back-up: Amy Vitiello</p> <ul style="list-style-type: none"> • Nothing to report <p>Food Service Advisory Committee –Represented by: Tracie Beck; Back-up: Holly Matthews</p> <ul style="list-style-type: none"> • Nothing to report 		

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		<p>Grant-In-Aid –Represented by Carolyn Greene; Back-up: Ysatiz Pinero</p> <ul style="list-style-type: none"> • Absent, nothing to report. <p>Institutional Affairs—Represented by: T.Beck; Back Up: A.Clemons</p> <ul style="list-style-type: none"> • Nothing to report <p>Parking Advisory –Represented by Miki Domjan; Back-up: Christal Niemeyer</p> <ul style="list-style-type: none"> • Nothing to report <p>Sustainability and Resiliency Council – Represented by J. Evers; Back-up: J. Nevarez</p> <ul style="list-style-type: none"> • Absent, nothing to report. 		
University Special Committees		<p>ACE iLab—Represented by Andi Clemons</p> <p>Absent, nothing to report</p>		
Presidential Appointed Committees		<p>Diversity and Inclusion Committee –Represented by Ysatiz Pinero; Back-up: Andi Clemons</p> <ul style="list-style-type: none"> • Absent, nothing to report <p>Intercollegiate Athletics Committee (IAC) – Represented by Brian Bakalar; NAME</p> <ul style="list-style-type: none"> • Nothing to report <p>Parking Citations Appeals Board –Represented by Ashton Hartley; Carolyn Greene</p> <ul style="list-style-type: none"> • Nothing to report <p>Sick Leave Pool Committee –Represented by Mary Larkin & Miki Domjan ; Ashton Hartley</p> <ul style="list-style-type: none"> • Nothing to report <p>Title IX –Represented by Myles Kittleson; Alison Bryant</p> <ul style="list-style-type: none"> • Nothing to report 		
Campus Updates	All Reps when applicable	<ul style="list-style-type: none"> • Rep. T. Beck: Honors College will be getting 5 new offices with an anticipated completion date of mid-August. Current staff is separated while the work is being completed. • Rep. G. Willis: Adaptive Services move has been pushed from August to October 7th. Office will most likely be closed 3-5 business days though testing should continue. • Rep. H. Matthews: CAPS will also most likely need to close when they move- potentially up to 3 days 	N/A	

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		<p>once the building is complete. Staff working on a contingency plan.</p> <ul style="list-style-type: none"> • Sec'y. C. Ryan: Family Resource Center has rebranded and opened as Little Eagles Academy. More service learning hours should be available if staff knows of students needing to complete their hours. 		

1. **Next Meeting:** Friday, August 30, 12:30pm.-2:00p.m., in CC 213.

President adjourned the meeting at 1:21pm.

Minutes approved 8/30/2019
Cara Ryan- Secretary