

Staff Advisory Council

Regular Meeting Minutes

Date: 9/27/19

Location: CC 213

Time: 12:30PM-2 PM

Call to Order: Pres. M. Berkley

Time: 12:35 P.M.

Record Attendance: 16 of 23

Secretary: C. Ryan

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

X: Attended/ Approve Motion

—: Absent

O: Deny Motion

A: Abstain

Liaison: Dr. J. Michael Rollo

Faculty Senate Liaison: Dr. Jamie MacDonald

Student Government Liaison: Michael Whittaker

Invited Speakers: N/A

Attachments: N/A

Agenda Item	Responsible	Discussion	Action/Vote	Follow-up
Finest of the Flock	Cara Ryan & Jessica Evers	<ul style="list-style-type: none"> Stephanie Cobb was nominated by Marty Hall and is this month's recipient. 	Recipient was presented with Finest of the Flock Award	All staff will be sent prior to October meeting.
Approval of Minutes	Secretary Cara Ryan	<ul style="list-style-type: none"> Georgia Willis Tracie Beck Second Consensus- all voted to approve 	<p>Motion to approve minutes.</p> <p>Minutes approved.</p> <p>See attached voting record for roll call votes</p>	Final version of minutes will be posted on webpage.
Officer Reports	President (Pres.), Missy Berkley	<ul style="list-style-type: none"> Three new members are present Everyone is getting involved in committees Acknowledged last month that Thanked everyone who is here Went over the process for absences- let secretary know so it can be an excused absence- Cara 		
	Vice President (VP), Andi Clemons	<ul style="list-style-type: none"> Nothing to report. 		
	Secretary (Sec'y) Cara Ryan	<ul style="list-style-type: none"> SAC Webpage is live. If any updates are noticed that are needed please let us know. Sec'y Ryan is the point of contact and web editor. 		
	Treasurer (Treas.) Jennifer Fulwider	<ul style="list-style-type: none"> As of today here are the balances: Concessions: \$10,342.83 Foundations: <ul style="list-style-type: none"> Gabor Employee Award Fund \$5,540.72 SAC Scholarship Fund \$1,846.77 Staff Advisory Council \$ 14,083.53 		
Public Comment		<ul style="list-style-type: none"> None 		
SAC Liaison Reports	Dr. J. Michael Rollo (SAC Liaison)	<ul style="list-style-type: none"> Policies will be rolling out read campus wide emails. We can be speaking as a voice on the policies. About two weeks for the window to respond. LBR (legislative budget request) – We will now be considered a University of Distinction. Everything about water as far as funding. SSEM- reconfiguring soar in 4. Maybe awarding on an annual basis instead of graduation so students do not have to wait so long. Ground breaking 11/21 for AB 9. 		

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	Dr. Jamie MacDonald (Faculty Senate)	<ul style="list-style-type: none"> • The Excellence Awards moved up may affect the faculty and Reach out to senate if there's any confusion. • Senate sees the policies early- it gets sent to them 2 weeks prior to the all staff email. It gives them time to respond as a group. They send it to all senators. • Discussing School of Entrepreneurship. They are trying to have them participate in Governance. They are updating the bylaws • Parliamentary rule that prevents them from changing their bylaws. It's a very slow process. • Approved 21-22 calendar today. Senate is behind on calendars currently. This year they will also look to do 22-23 to catch up as they are currently behind. • There should be 15 weeks where there are M-F classes which explains why there are "weird days off" throughout the semester. • Discussion about what if advisors go back into faculty unit. It is looking like that is what is going to happen. Recommendation has come last month -they said yes, the university CBA, final determination November/ December. University can appeal that. It will get done within the fiscal year. Advantages for fiscal- if you are in same CBA you get the raises that faculty get. Disadvantages- you are on the same promotion criteria as the faculty. It is messy to restructure the changes - it will come with hiccups. • Rarely does the final determination not reflect the recommendation. • An option is to create a separate article just for advisors. It will be difficult to keep raises equal because they wouldn't be a part of the same article as faculty but they don't need to be held to the same performance standards. UF does this. • UF- Faculty 1st article of CBA, Instructors 2nd article of DBA, Librarians 3rd article of CBA, Advisors 4th article of CBA, 5th article chairs • No idea what happens if an individual was hired as a Director. • Making sure the supervisory/reporting structure makes sense. However the advisors office is going to change most likely. • May behoove SAC to have the union come in and talk about the advisors. Sometime around December. • FGCU will be a University of Distinction with other Florida Universities (UF, USF, FSU, UCF are not Eminent, others are). 		Pres. Berkley can reach out to UFF (Scott and Patrick) to see if they are available to come to SAC Meeting.

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		<ul style="list-style-type: none"> • Graduates of these institutions will have high stakes employment locally and nationally. • FGCU’s distinction will be “Water in all its forms”, Entrepreneurship and Health will focus on geriatrics. • Would recommend a proxy structure for SAC’s issue with voting – a person who is on SAC who can vote for you if you’re not present. 		
	Michael Whittaker (Student Government)	<ul style="list-style-type: none"> • Not present. 		
Old Business		<ul style="list-style-type: none"> • Nothing this month. 		
New Business	Pres. Berkley	<ul style="list-style-type: none"> • Next week budget will get sent out to Council Members everyone please review, group will vote October meeting. • Pursuing a mutual respect policy- an individual on campus who wants us to pursue a policy. It has been brought up about 10 years ago. • Pres. Berkley reached out to general counsel and OIEC to make sure we weren’t in violation. Both areas said this area is covered under their policies and wouldn’t recommend it. • Pres. Berkley doesn’t believe it would make sense. Not sure how it would fit into what we already are doing as a university. She is unsure how SAC would enforce this type of policy. • G. Willis- not sure precipitating events. If there is already policy in place, can we accumulate those for the requester? • Pres. Berkley- that had already been done but the individual has a passion. In the past SGA had a voted in a policy. I wouldn’t pursue it. If people are passionate please go ahead and do it. But they will have to participate it. • J. Macdonald- Senate wrote resolution ¾ years ago in support of International student and faculty, language was in there regarding this topic. There is a Non-binding resolution that states this. • VP. Clemons- Agrees with Pres. Berkley and would prefer to leave to the offices that already handle this area. • Pres. Berkley- We would start over, could not use any previous drafts if we decide to do this. • G. Maxi- Can we add it to a current policy or request OIEC put the language in? • VP. Clemons/Pres. Berkley- It already is covered by OIEC but is not explicitly called “mutual respect policy” • P. Messer- have other universities been looked at? 		<p>Mutual Respect Policy Request- Pres. Berkley will send out previous documentation and Faculty Senate and SGA’s resolutions to SAC members. A vote should be held next meeting if we want to pursue this request.</p> <p>Pres. Berkley will draft new language regarding updates to bylaws and send to SAC members for review. A vote should be held next meeting.</p>

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		<ul style="list-style-type: none"> • Pres. Berkley- No, not at this time. • G. Maxi- the individual was happy that SGA and Faculty Senate put out a resolution addressing this issue • P. Messer- agreed, if the individual wants the resolution we should discuss it. • G. Willis- Can we vote to not do anything with this? • Pres. Berkley- not this meeting, we would vote next meeting. • Pres. Berkley-Here's what we're going to do- we will send out older piece that was drafted to all committee members for review. We can assign the project to policies committee and they would need to do the work on it if it is agreed upon. • T. Beck- If we adopt a policy, does that include procedures like having the person come to us if there is an issue and have to investigate it. • Pres. Berkley- yes, we would have to monitor the whole thing. We would need to vote on this next month after everyone gets the documents and will table it for now. • J. Macdonald- Once it goes through new business we can add it. • Pres. Berkley- "We can find the resolutions the SGA and Faculty Senate added and will send them out as well. • Pres. Berkley - We have to make updates in bylaws. • We had a situation where we had a faculty member who wanted to volunteer for a committee. We are specific on who can be a member on the counsel but not committee members. So we need to make the language clearer and mirror the same thing for council members. • The officers get stipend. It's not written in the bylaws so last year there was an issue with getting paid. It is not a lot but so future presidents or officers don't have issues with the processing the stipend we will work on language The changes will be made by Pres. Berkley- hopefully we can vote on it next time. • We have lost sight of our goals with everything starting up. One of the big things was rebranding ourselves, getting out there, some social media. Would make sense to have events staff (not present). If any staff are interested in taking it on. • VP. Clemons- we have a lot of staff who aren't involved/attending. How do we get more staff 		

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		<p>involved? PDP should help but how else can we do so. Maybe we need to find a different way to reach people. Potentially using the event attendees' ear and let them know that they can also attend meetings.</p> <ul style="list-style-type: none"> • J. Macdonald- invite faculty for the meetings if senators miss them they are let go, only 2 excused absences. They come and are able to be given a few minutes to give updates which is a draw. People like to hear what is actually going on. • We need to think about how to rebrand the best we can, change up our messaging and ways to change up the branding of SAC. We are on target to bring new people out to the Meet and Greets. • President had to change date with us to December meeting. Officers will meet, categorize questions. We will construct an email for staff. We will invite the staff. Hopefully more people come from last time. We will get hot topics. We will have him for an hour. <p>- VP. Clemons Our raises are coming October 1st. It's 2% or \$1500 whichever is greater.</p>		
SAC Standing Committee Reports	Chair: Tracie Beck	<p>Elections:</p> <ul style="list-style-type: none"> • Meeting Tuesday 		
	Co-Chairs: Cara Ryan & Jessica Evers	<p>Employee Recognition:</p> <ul style="list-style-type: none"> • J. Evers and C. Ryan have taken over the committee as co-chairs. • We have a meeting with former chair Amy Vitiello scheduled for October 11th. • We had one Finest of the Flock nomination this month which was recognized earlier in the meeting. We will send an email out through Tammy advertising Finest of the Flock before the October meeting. 		
	Chair: Miki Domjan	<p>Policies</p> <ul style="list-style-type: none"> • Miki couldn't make meeting, check the agenda for updates from previous meeting 		
	Co-Chairs: Lindsay Singh and Christal Niemeyer	<p>SAC Professional Development Program:</p> <ul style="list-style-type: none"> • Aug 29th – The SAC PDP Committee held our first information session open to Staff to learn more about the award and how to complete the application. Discussed what would /would not be accepted due to various constraints. • Sept 9th - The SAC PDP Committee held a second information session open to Staff. This was shortly after return from Hurricane Dorian day off and no staff came with questions. • Sept 13th - The SAC PDP Committee met to review the first 5 applications that have come in for the award deadline #1 that is on Sept 15th. 		<p>Need clarification on whether the PDP award can be used for non-degree seeking classes?</p> <p>In addition, need clarification from</p>

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		<p>We discussed concerns that had arisen from the staff meetings; concerns about PDP fund source and distribution & use process of the awarded funds. Work began after the meeting on the award letter.</p> <ul style="list-style-type: none"> • They met again on Sept 19th at 1pm in Library 431 • VP. Clemons/Pres. Berkley- All applications were impressive, nothing outlandish. • Award issued for September- \$10,000 awarded, 13 recipients. Partial or full awards were given to all who applied. • Next deadline is 11/15. • List of awardees will be made available after summaries are reviewed. • All awardees gave great It fit with president's message of student success. • T. Beck- can it be used for non-degree seeking? • VP. Clemons/Pres. Berkley- We need some clarification on the process for that. It was presented that non degree seeking students couldn't use the waivers during soar into spring workshop. • C. Niemeyer- Believes that 9 credits are allowed non degree seeking. • Pres. Berkley- Will ask the question and follow up. • P. Messer- list of questions and answers from procurement will send to Andi Clemons. • VP. Clemons- Talked to Amanda and everything was okay with the current awardees, need to do a journal voucher. • VP. Clemons- Committee is open to input for on campus program planning. The challenge is that there is \$15,000 more left for individual awards because \$10,000 is earmarked for the campus program planning. What should we do when we run out of money? Should it be first come first serve for the individual awards like initially planned for? That's a challenge the committee has to discuss. If you want to apply get your application in now. Funds need to be used by the end of May. 		Admissions on if you can use 6 credit waiver as non-degree seeking?
	Chair: Mary Larkin	<p>Special Events:</p> <ul style="list-style-type: none"> • As Reported • Food Drive 300 lbs of food and \$50 donated • October meet and greet will be held on 10/24-10-11:30 a.m. Fall themed cider donuts CC 214. 		

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University Committee Reports		<p>ADA –Represented by Amy Vitiello Backup: Jen Fulwider; (read by C. Ryan in A Vitiello’s absence)</p> <ul style="list-style-type: none"> • The Committee met on 9/19/19 • Tom Mayo updated Facility Planning: • Student Health & Fitness center opening Jan. 2020 • Academic Building 9: have moved to the Design Development Stage • Counseling Center: On track for 10/21/19 opening • Cohen Center multipurpose room should open Jan. 2020 • Other projects “in process” and may be contingent upon completion of others. • Ask Amy about anything for more clarity. • Jeff Gardner: 11/15 deadline for Websites to be ADA Compliant • Adaptive Services will continue testing during their move to the Counseling Center. Another concern regarding the Counseling Center was shuttle service to the building. Ruth Rodrigues will follow up on time and costs involved. • ADA 30th Anniversary: Oct. 2020. If we have any suggestions for the celebration/presentations/etc. let Amy know and she will bring to the Committee. <p>Campus Communicators – –Represented by Andi Clemons; Back-up: Mary Larkin</p> <ul style="list-style-type: none"> • There have been updates to the marketing and communications website including some helpful tools for branding and visual guidelines. • Website Migration- As of November 15th all website will be complete. Helpful tools on branding and visual guidelines. • New position in Public Relations, they will welcome Annie Hubbell from ABC 7 to the team. She will serve as the new Assistant Director of Public Relations. • The FGCU Newsroom website has launched and will be a site used by the media to find stories about FGCU. <p>Faculty Senate –Represented by Georgia Willis; Back-up: Amy Vitiello</p> <ul style="list-style-type: none"> • Nothing additional to report outside what J. Macdonald shared. <p>Food Service Advisory Committee –Represented by: Tracie Beck; Back-up: Holly Matthews</p> <ul style="list-style-type: none"> • As Reported 		<p>Institutional Affairs and Sustainability Committee Chairs should meet regarding the new coffee cup protocol and perhaps draft a statement on behalf of SAC that we can vote to move forward as the committee members have expressed concern on how the two committees are receiving different messaging.</p>

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		<ul style="list-style-type: none"> • T. Beck- very upset regarding new coffee policy You have to buy a \$10 mug each year and no more \$1 refills will need a new cup each year is most bothersome. • G. Willis- as a sustainable institution/campus this does not work. They are making us buy new and non-recyclable items each year. • T. Beck- We should <p>Grant-In-Aid –Represented by Carolyn Greene; Back-up: Ysatis Pinero</p> <ul style="list-style-type: none"> • Nothing to report. No meeting held. Will most likely meet in spring term. <p>Institutional Affairs—Represented by: T.Beck; Back Up: A.Clemons</p> <ul style="list-style-type: none"> • As Reported • Approved 21-22 calendar and then sent to faculty senate for approval which was approved • Danvers Johnston was voted to be the new chair. <p>Parking Advisory –Represented by Miki Domjan; Back-up: Christal Niemeyer</p> <ul style="list-style-type: none"> • <p>Sustainability and Resiliency Council – Represented by J. Evers; Back-up: J. Nevarez</p> <ul style="list-style-type: none"> • Met on 9/19 • Focusing on 6 major areas energy, dining, zero waste, outdoor spaces, transportation and campus engagement/outreach. Encompass climate commitment – they will be broken up into sub committees. Brainstorm ideas for sustainability within the committees They haven’t met yet • There will be a panel discussion hosted here on 10/11/19- Cohen Center 214 Panel discussion future of sustainable growth in SWFL. Pres Martin will be in attendance along with local leaders. 		
University Special Committees		<p>ACE iLab–Represented by Andi Clemons</p> <ul style="list-style-type: none"> • Internationalization survey put out • Other than a couple of cranky phone calls we got 448 responses ½ staff ½ faculty • Working on data analyzing and what can be determined about how global a community we are at FGCU. • The open ended questions were the best. We have people who have been all over the world and speak all kinds of languages. We have a lot of very cool faculty and staff. 		

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		<ul style="list-style-type: none"> • There are some areas on campus that aren't thought of as international but actually are. • Maybe a map of where faculty staff have worked or lived. 		
Presidential Appointed Committees		<p>Diversity and Inclusion Committee –Represented by Ysatiz Pinero; Andi Clemons</p> <ul style="list-style-type: none"> • Nothing to report <p>Intercollegiate Athletics Committee (IAC) – Represented by Brian Bakalar; Ysatiz Pinero</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. No meeting held. <p>Sick Leave Pool Committee –Represented by Mary Larkin & Miki Domjan; Ashton Hartley</p> <ul style="list-style-type: none"> • Nothing to report, absent representatives <p>Title IX –Represented by Myles Kittleson; Alison Bryant</p> <ul style="list-style-type: none"> • As reported last month- next meeting 10/23/19 		
Campus Updates	All Reps when applicable	<ul style="list-style-type: none"> • VP. Clemons- New face in provost- Carla Miller, Executive Assistant to the Provost. Arrived from Kansas, University of Kansas, let's welcome her. • P. Messer – Other Modular building is up now and looking good. • L. Singh- CAA hosting Study Sesh Thursday 10/3 – 6-8 p.m. Osprey Hall for students. There will be a writing workshops, mentors they can meet with and snacks. The event has been done before. • 10/10- 9-1 p.m. Midterm Madness on library lawn. Snacks will be provided. Other offices can be involved reach out to Coordinator Anthony Kolakowski reach out to him to get involved (akolakowski@fgcu.edu). Partnered with OSI to get Kona Ice truck will be there after engagement with four offices/departments. • VP. Clemons- workday is coming to our lives very soon, went to demo. It looks exciting and like it will make our lives easier. So much easier. July 1st is roll out date for the HR and Finance component. Will cut back on paperwork involving travelling, hiring and taking time off. • P. Messer- Should help us be more sustainable. Travel will be more digital, far less paper heavy- photos of receipts. Approvals will be a lot more streamlined, a tiered process. Trainings will be available for anyone. Similar opening training to when Banner 9 went live. There will be workday consultants. 	N/A	

- **Next Meeting:** Friday, October 25, 2019, 12:30pm.-2:00p.m., in CC 213.
- President adjourned the meeting at 2:02 pm.

Minutes approved _____