

Staff Advisory Council

Regular Meeting Minutes

Date: 2/7/20

Location: CC 213

Time: 12:30PM-2 PM

Call to Order: Pres. Berkley
Time: 12:34pm
Record Attendance: out of 24
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 Andi Clemons	X			X
Secretary Cara Ryan	X			X
Treasurer Jen Fulwider	X			X
Brian Bakalar	X			X
Tracie Beck	X			X
Alison Bryant	X			X
Miki Domjan	X			X
Jessica Evers	X			X
Carolyn Greene	X			X
Myles Kittleson		X		X (proxy)
Mary Larkin		X		--
Holly Mathews	X			X
Gino Maxi	X			X
Paige Messer	X			-
Janice Nevarez	X			X
Christal Niemeyer	X			-
Ysatiz Pinero	X			X
Lauren Pugh		X		X (proxy)
Lindsay Singh	X			X
Lauren Strunk	X			X
Stephanie Toms	X			X
Amy Vitiello	X			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 (not present)

Student Government Liaison: Jessica Harry

Invited Speakers:

Attachments: Black History Month events

Agenda Item	Responsible	Discussion	Action/Vote	Follow-up
Finest of the Flock	Cara Ryan & Jessica Evers	<ul style="list-style-type: none"> Shannon Acosta Finest of the Flock winner Marie Hall, Sharon VanDevander and Paige Saboe nominees. 		
Approval of Minutes	Secretary Cara Ryan/Jen Fulwider	<ul style="list-style-type: none"> Approval of January 10, 2020 Minutes Motion to approve: Y. Pinero Second: G. Willis Any discussion: update attendance to show G. Maxi and C. Greene were excused not absent. Approve: Dissent: Abstain: 	<p>Motion to approve minutes.</p> <p>Minutes approved.</p>	Final version of minutes will be posted on webpage.
Officer Reports	President (Prez.), Missy Berkley	<ul style="list-style-type: none"> Nothing to report 		
	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"> Thank you for the timely submission on reports 		
	Treasurer (Treas) Jennifer Fulwider	<ul style="list-style-type: none"> Waiting on PDP reimbursements Accounts are in the green 		
Public Comment		<ul style="list-style-type: none"> None 		
SAC Liaison Reports	Dr. J. Michael Rollo (SAC Liaison)	<ul style="list-style-type: none"> Raising funds for building next to counseling building. It will be almost identical and will be used as Small business development and entrepreneurship building In process with legislature for AV9, in house budget but not senate budget. There will be a small group of staff picked by president to help with data review and collection beginning stages. Dr. Cordova stated that the admissions number is looking good. Very positive and happy. Hosting admitted student reception event- Say Yes to the Nest on Saturday 2/8/20. It's important for us to be first destination for students. 		
	Dr. Jamie MacDonald (Faculty Senate)	<ul style="list-style-type: none"> Dr. MacDonald not present. 		
	Jacob Goldman (Student Government)	<ul style="list-style-type: none"> Jacob not present. 		
Old Business		<ul style="list-style-type: none"> Update on Reclassification/Compensation- <ul style="list-style-type: none"> Met with Sara new HR Director earlier today. A discussion with her Biggest problem with it is that staff is busy with workday. M. Berkley shared with Director that the Administrative specialist title is the largest 		

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		<p>issue, it may be a kind of an identity crisis. Roughly 10 positions were</p> <ul style="list-style-type: none"> ○ She will be invited to future SAC meetings to discuss the roll out. ○ Reclass by the job families (used other institutions in state of florida) ○ Differentiating job duties within the same job title could be a challenge. ○ Compensation as far as banding for pay ranges. They will look at specific job functions. ○ She stated it's a long process that can go on for many years. ○ Now that the lack of communication has been addressed, she seemed to be open to come and talk to us. ○ A. Vitiello requested questions asked at meeting, G. Willis offered to send them to staff. ○ Research regarding compensation for volunteering will be done. <ul style="list-style-type: none"> ● Engaging Staff with and within SAC is a necessary priority for the group ● Common problem of over committing among SAC members, addressing the level of involvement or lack of, how do we get people to come? ● G. Willis suggested moving the areas for events – this has been done and not showing that much of an increase. ● Nadia will be sending out notification for 2/14 event. ● A. Clemons asked about using a sign up genius or a platform to track attendance and build up attendance. ● B. Bakalar stated it wouldn't necessarily boost the attendance, more just so they can add it to the calendar. ● G. Willis suggested hosting events not on Fridays as there are a lot of meetings. ● S. Toms asked if there has there been a welcome committee for new hires as a way to advocate for them to join or attend SAC meetings as soon as they are onboarded. ● T. Beck stated there was but it has not been followed up with. ● L. Strunk stated that in the past flyers/folders were given out during New Employee Orientation. ● NEO is on the first Monday of the pay period which may cause an issue with having a SAC member attend every other week. 		

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		<ul style="list-style-type: none"> • A. Clemons suggested having a thank you event for those who serve on SAC committees but are not on SAC. • Perhaps we could create a twice a year event to welcome new staff. We would have to coordinate with HR to get a list of new staff. Email and potential MOU with SAC. • Potentially a pop in to new hires can be arranged after several months of service. • It was suggested that we create an email badge for emails SAC logo for the signatures. L. Strunk stated there was one at one point and will try to locate it. • Dr. Rollo suggested creating a welcome video through canvas. Work with marketing on creating the video. This could be a way to notify them without taking too much time out of day to day frequently. • J. Nevarez, update on Parking Equity- follow up, person who brought up the parking issue would serve on a parking task force. Would SAC want to form it (copy her email) future buildings first floor is a parking garage, incentives. Miki- there was talk of license plate readers eventually. A. Clemons- prefer to have SAC putting efforts to areas where change can be made, parking does not seem to be an area where we can make change. Chief stated he would not want to • G. Maxi agreed with Andi. We brought up the app during presidents visit. • M. Dom asked if they ever opened up garage 2 upper levels, c.ryan informed it has. • A. Clemons- we cannot pursue everything and this is one that may not • Vote on whether to pursue the Parking Equity issues and create a task force: <ul style="list-style-type: none"> ○ Pursue- J. Nevarez ○ Not pursue- C. Niemeyer ○ Second- Y. Pinero. ○ All present and proxy voted to not pursue the parking issues brought to SAC. 		
New Business		<ul style="list-style-type: none"> • OSA Volunteers Needed- <ul style="list-style-type: none"> ○ Jen, Tracie, Missy, Stephanie, Mary, Lana, Marty, Christal, Lauren, Paige volunteered at meeting. ○ Missy will review the nominees with the • Ashton is leaving so we will need names for the committees he was serving on: <ul style="list-style-type: none"> ○ Sick Leave Pool- 2-3 names of A&P until 6/30/2020 <ul style="list-style-type: none"> ▪ L. Strunk, J. Fulwider ○ Parking Citations- 2-3 names for A&P until 6/30/2020 		

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		<ul style="list-style-type: none"> ▪ S.Foote and G. Willis • C. Greene shared what is required of the parking citations meetings • P. Messer raised questions about the status of advisors as faculty. <ul style="list-style-type: none"> ○ Until the President comes down on a decision with a statement on it we will operate as they are staff. • Nominations for Serving on Steering Committee for reclassification committee: <ul style="list-style-type: none"> ○ Andi Clemons ○ Jen Fulwider ○ Lauren Strunk • Committee would work on gathering data, information and input as we consider how to and over what timeframe to rebalance resource allocations – not a decision-making committee. 		
SAC Standing Committee Reports	Chair: Tracie Beck	<p>Elections:</p> <ul style="list-style-type: none"> • No new report, Meeting February 		
	Co-Chairs: Cara Ryan & Jessica Evers	<p>Employee Recognition:</p> <ul style="list-style-type: none"> • Meeting held on 1/31/20 11-12pm. • A. Vitiello will coordinate Outstanding Staff Awards. • J. Evers & C. Ryan continue to coordinate the Finest of the Flock. • Pres Berkley opened the OSA form and 10 nominations had been submitted at time of the meeting. Nomination deadline is February 28th. • There is a need for 10 to read and vote on the nominations, currently there are 8 which include the 18/19 winners. • The award order was placed by C. Ryan and will be followed up on after the winner is decided • Committee will contact Nancy Respoli in parking for the certificate. • Gabor is invited by the Provost office. ix. Nominees and chairs are unable to serve on the committee. • Meeting to vote on nominees will occur on 3/13/20 prior to the next SAC Meeting. M. Larkin was going to book room in Cohen Center. 		
	Chair: Miki Domjan	<p>Policies</p> <ul style="list-style-type: none"> • Committee did not meet. Been quiet through the last few months. 		
	Co-Chairs: Lindsay Singh and Christal Niemeyer	<p>SAC Professional Development Program:</p> <ul style="list-style-type: none"> • Met on Thursday, January 16th 1-2pm. • Reviewed the Jan 15th group of applications for PDP funding. iii. • Decided who would be awarded and how much. 		

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		<ul style="list-style-type: none"> • Decided to use current remaining funds for PDP awards instead of hosting a campus staff event during Soar into Spring week. • Award letters went out week of January 27th. • Over \$50,000 in requests were submitted and it was approved by committee that the awards would be funded by the ear marked for a larger staff event. • Putting together a day for those who were awarded to present on concepts they learned. An informal tips and tricks session is being planned. • Email for march deadline has not been sent out yet because they want to iron out what the budget is as reimbursements are processed. • Individuals have been contacted to start the reimbursement process. • A. Clemons stated that committee has noticed that some awardees may not be able to attend and some have been denied the use of the funds/given the time off and some awards have been returned. Some state it's because the process is a reimbursement and they cannot charge it to their account • A. Clemons as soon as the charge is made it will be able to be reimbursed as long as it is not through the foundation account and that all supervisors signed the form stating which account will be reimbursed upon application. • P. Messer stated she noticed that a TAR isn't always on file, the TAR needs to be completed prior to travel due to the liability. It is university approved travel in that way. • Y. Pinero- states that it is not in packet and suggested a follow up with awardees especially as many staff do not travel often and would not know that this is a part of the process. • P. Messer stated she could talk or email with supervisors who need some clarification on fund reimbursement and usage. 		
	Chair: Mary Larkin	<p>Special Events:</p> <ul style="list-style-type: none"> • Carolyn – focusing on soar into spring • Finalized a lot of topics including tour schedules, dates, times, locations. • Rooms have been secured. • Brochure is about to be finalized as is the sign up genius. • The Friday event- classic cookout is the theme, food looks great, vegan options will be provided. It will be at Boardwalk and Chartwells is catering. 		
University Committee Reports		<p>ADA –Represented by Amy Vitiello</p> <ul style="list-style-type: none"> • Meeting held on 1/23/20 		

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		<ul style="list-style-type: none"> • Facilities Planning Report: Tom Mayo provided updates to building/construction projects • Office of Institutional Equity & Compliance Report: their office is working to replace the 3 training Modules (Sexual Harassment; Discrimination; ADA) with shorter training modules and slides. • Adaptive Services Report: 1300+ students are currently being served. • Walk-Thru of Student Health & Life Fitness Center: Cori Bright-Kerrigan reported that two internal doors be adjusted as they were “heavy”, and that the locks on some of the lockers be ADA compliant . • Elizabeth Weatherford will bring to the Faculty Technology Team the ADA Committee’s concerns re: accessible technology recommendations • Cori Bright-Kerrigan will look at costs for truncated domes that are DOT approved. There are several across campus that need replaced • Secondary access issues still need to be addressed (Library, Reed Hall) – doors are too heavy and not turning the right way • ADA 30th Anniversary planning ongoing – request for any recommendations- please share with Amy if you have them. • Shuttles on campus: running through February. Will have more information after that test period. • Non-emergency rescue situations: Ruth Rodrigues was not at the meeting for follow-up, but she was going to talk with the Estero Fire/Rescue to see what their protocol was in such situations – student was on crutches or in wheelchair during a drill and faculty had to • Virtual Map: design to include accessible areas to include parking, restrooms, dining, etc. <p>Campus Communicators:- Represented by Andi Clemons, Back up Mary Larkin</p> <ul style="list-style-type: none"> • No meeting held. <p>Faculty Senate –Represented by Georgia Willis; Back-up: Amy Vitiello</p> <ul style="list-style-type: none"> • A. Clemons- BOG updates, they thought that they could update the materials and supplies fees. A new ruling came out today that they cannot update any fees. • UFF talked about the arbitration – extend the contract of the faculty • Mary Banks came and presented about wifi and workday 		

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		<ul style="list-style-type: none"> • Reclassification was brought up and they were also asked about the • M. Banks will be invited to SAC in March, we will revise the agenda order to allow time for her to leave for a later meeting. • A. Vitiello is a Change Ambassador for the committee and will be happy to take any • A. Clemons- in customer confirmation sessions, followed by the finance and end to end testing. • There is an app for work day • Y. Pinero asked if there will be pronouns in new system. This was not confirmed at the time <p>Food Service Advisory Committee –Represented by: Tracie Beck; Back-up: Holly Matthews</p> <ul style="list-style-type: none"> • The committee has dissolved- no future updates. <p>Grant-In-Aid –Represented by Carolyn Greene; Back-up: Ysatis Pinero</p> <ul style="list-style-type: none"> • Nothing reported. <p>Institutional Affairs—Represented by: T.Beck; Back Up: A.Clemons</p> <ul style="list-style-type: none"> • S. Byers reported at faculty senate on behalf of Institutional Affairs but T. Beck and A. Clemons have not heard of any meetings been held. <p>Parking Advisory –Represented by Miki Domjan; Back-up: Christal Niemeyer</p> <ul style="list-style-type: none"> • Nothing reported, no meeting scheduled at this time. • Last year there was only one meeting. <p>Sustainability and Resiliency Council – Represented by J. Evers; Back-up: J. Nevarez</p> <ul style="list-style-type: none"> • Nothing reported. No meeting. 		
University Special Committees		<p>ACE iLab—Represented by Andi Clemons</p> <ul style="list-style-type: none"> • Charging subcommittees with putting together a soar analysis • Town hall is being planned for after the results are completed and formalized. 		
Presidential Appointed Committees		<p>Diversity and Inclusion Committee –Represented by Ysatis Pinero; Andi Clemons</p> <ul style="list-style-type: none"> • Nothing reported, meeting next week. <p>Intercollegiate Athletics Committee (IAC) – Represented by Brian Bakalar; Ysatis Pinero</p> <ul style="list-style-type: none"> • The IAC will have a new member on they will sit on the Diversity and Inclusion sub-committee. • The NCAA CHOICES grant will be presented to Eagles Council on Feb 9. The idea is for this program to be used like my student body. 		

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		<ul style="list-style-type: none"> • Life Skills - Academic Honors luncheon is coming up soon and students will be recognized for having a 3.5+ GPA, an interview workshop will be conducted and will be mandatory for all seniors, working on a cooking class for student athletes. The Leadership academy is in its final stages of preparation and launch and a mission, vision and name will be decided and a date for the launch will be selected • Director’s Update: Night at the Nest collected \$675,000 overall \$10 million raised in 10 years and \$5 million of that was just in the last three years. Athletes are at an overall 3.32 GPA – still higher than all students average. • WBB ranked 16 out of 32 teams in ASUN, MBB – are 3-3 in conference, young team still building. Now ranked at 23. Mens basketball are 3x3 in conference • S&D championship in Knoxville. • Spring Sports are starting up, New gym opening allows for athletes to have full autonomy of former gym and renovation plans are underway and new branding. • Gio Cruz – Assistant cross country coach qualified for U.S. Olympic trials <p>Parking Citations Appeals Board –Represented by Ashton Hartley; Carolyn Greene</p> <ul style="list-style-type: none"> • Committee met February 5th, in Campus Support Complex, Room 90. • They listened to one student appeal, and deliberated over four appeals. • They denied a total of eighty-eight appeals. Deliberated over 4 of them. Looking at dates in December. • The citations were a combination of no permits displayed, parking in F/S and or Reserved spots, parking in the new (Community Counseling Center) CCC lot- it is faculty staff over, and parking on the grass. • The reasons for appeals were mostly students stating that they could not find parking and would be late for finals. Other reasons scaled from returning books (quickly), forgetting items in classroom, running in to the food center (quickly), and/or “I didn’t know”. <p>Sick Leave Pool Committee –Represented by Mary Larkin & Miki Domjan; Ashton Hartley</p> <ul style="list-style-type: none"> • Nothing reported <p>Title IX –Represented by Myles Kittleson; Alison Bryant</p>		

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		<ul style="list-style-type: none"> • No meeting has been held- next one is February 26th. 		
Campus Updates	All Reps when applicable	<ul style="list-style-type: none"> • J. Fulwider- thanked physical plant and provosts' office for their help with the issue in Merwin. • A. Clemons thanked staff and faculty for assisting with the issues. Thank you for M. • UPD gets a big thank you too for their help. • As unfortunate as it was we made the best of it. • A. Clemons thanked for supporting Arthrex Day – over 500 in attendance. Final report will be given and there is a survey for feedback. The students liked what they learned regarding the competencies of what is needed for being qualified for jobs. • Y. Pinero- black history month panel -f Position to Succeed Tuesday 11th, 430-6pm, community members on panel, student moderators • Free showing of Harriet at Regal Bell Tower- google free movie Harriet. • Weds February 12th- Annual academic read in- promoting literacy- sign up genius was sent out. Staff was invited to volunteer to read something by your African American writer. Partnered event with Library and TrioSSS. • Attachment will include the other activities on campus. 		

Next Meeting: March 13, 2020 12:30 pm in CC 213.

President adjourned the meeting at 1:42 pm