

**Staff Advisory Council**

**Regular Meeting Minutes**

**Date: 3/13/20**

**Location: Cohen Student Union 213**

**Time: 12:30PM-2 PM**

Call to Order: Pres. Berkley

Time: 12:34 pm

Record Attendance: 16 out of 24

Secretary: S. Toms for 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		
Tracie Beck	X			X
Alison Bryant	X			X
Miki Domjan		X		
Jessica Evers	X			X
Carolyn Greene	X			X
Myles Kittleson	X			X
Mary Larkin	X			X
Holly Mathews		X		
Gino Maxi		X		
Paige Messer	X			X
Janice Nevarez		X		
Christal Niemeyer	X			X
Ysatiz Pinero	X			X
Lauren Pugh		X		
Lindsay Singh	X			X
Lauren Strunk	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:** Jacob Goldman

**Invited Speakers:** Mary Banks

**Attachments:**

Agenda Item	Responsible	Discussion	Action/Vote	Follow-up
Workday	Mary Banks	<ul style="list-style-type: none"> <li>• New Human Resource and Student System transition. We are moving from Banner to Workday. Started working with vendor in 2015 and saw the direction they were going was not going to be useful to the university. Began formal review process last year including receiving bids from different companies.</li> <li>• Selected Workday and Sierra-Cedar to help implement</li> <li>• We will go live July 2020 with human resources and finance</li> <li>• Leave forms will go away – leave will be submitted through workday</li> <li>• Travel requests, requisitions, budget transfer requests and hiring process will be electronic</li> <li>• President Martin has asked for our patience as this process moves forward</li> <li>• Change ambassadors have been selected from most divisions – these are the administrative people who handle travel and requisitions, etc. These individuals will be able to assist the rest of your offices when questions arise</li> <li>• As long as we are set up to pay everyone, we will go live July 2<sup>nd</sup></li> <li>• Everyone will use workday</li> <li>• C. Niemeyer asked – when people attend these trainings, can they receive an electronic copy of the materials/slide show? If it could be emailed, it would save a lot of paper as people are printing the slide shows, which are not very legible.</li> <li>• Mary explained they are going through a training needs assessment and will use this to implement training.</li> <li>• Will be two forms of training, one is video the other will be instructor led, which will include cheat sheets. All materials will be posted so staff can assess them.</li> <li>• Corona virus – plan ahead for your technology needs. Two factor authentication – add your cell or home phone in case we have to work from home. You may not have access to your work number for this. Make sure you completed your password reset if needed. If you have a university issued laptop, bring it onto campus to make sure it is in working condition. OneDrive – some of the things you use frequently, as long as it’s not restricted data, you can add to OneDrive. Think about what you might need to access. VPN allows you to access shared drives on campus. Make sure you test it ahead of time, so you can problem solve before you may need it.</li> </ul>		

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Finest of the Flock	Cara Ryan & Jessica Evers	<ul style="list-style-type: none"> <li>The winner of Finest of the Flock is Madison Ray, nominated by Tracie Beck. The other nominee this month was Samantha Levy, nominated by Cara Ryan.</li> </ul>		
Approval of Minutes	Pres. M. Berkley/Jen Fulwider	<ul style="list-style-type: none"> <li><b>Approval of February 7, 2020 Minutes</b></li> <li>Motion to approve: Y. Pinero</li> <li>Second: G. Willis</li> <li>Any discussion: Carolyn Greene's name was spelled wrong under special events in last month's minutes.</li> <li>Approve: All</li> <li>Dissent: none</li> <li>Abstain: none</li> </ul>	<p>Motion to approve minutes.</p> <p>Minutes approved.</p>	<p>Final version of minutes will be posted on webpage.</p>
Officer Reports	President (Prez.), Missy Berkley	<p>President Missy Berkley shared the following updates:</p> <ul style="list-style-type: none"> <li>Great job everyone on the picnic. Lots of great compliments. Had a lot more people than we expected, 350 RSVP'd, closer to 450 showed up. Luckily, we were able to feed them all.</li> <li>Met on Tuesday to talk about retreat. It will be Friday June 26<sup>th</sup> 12:00 pm – 4:00 pm at the Boardwalk. Those of you on SAC but not up for reelection, please plan to be there. Will include committee members who are not on SAC in the lunch that day as a thank you. Will touch base with committee chairs to be sure we know who actually attended and contributed on the committees to make sure we are inviting the right people. Those who get elected for the next two years will be invited to retreat as well.</li> </ul>		
	Vice President (VP), Andi Clemons	<ul style="list-style-type: none"> <li>No remarks</li> </ul>		
	Secretary (Sec'y) Cara Ryan	<ul style="list-style-type: none"> <li>Excused Absence today</li> </ul>		
	Treasurer (Treas) Jennifer Fulwider	<ul style="list-style-type: none"> <li>Special events – do a fabulous job. Must have receipts for reimbursements. We do not reimburse for tax, so unfortunately that portion will be unpaid.</li> <li>Budget is good. No concerns at this time.</li> </ul>		
Public Comment		<ul style="list-style-type: none"> <li>None</li> </ul>		
SAC Liaison Reports	Dr. J. Michael Rollo (SAC Liaison)	<ul style="list-style-type: none"> <li>Emails have been coming around on regulations, two are about admissions. We are working to clean up language. In the one on criminal background checks, we are changing this process, please review so you are aware. It decides who will be fingerprinted and who won't be. Another one on political activity. You can send your comments in for consideration.</li> <li>For the Provost Search - bringing 5 people in at the beginning of April- you can watch their videos online. Posted on the provost's webpage.</li> </ul>		

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		<ul style="list-style-type: none"> <li>• Coronavirus – things are changing as we are here today. Pay attention to the notices. Very clear as of today that BOG want universities to remain open. Just not in person. This can change at any time. Pay attention and the President will send notices as things are updated.</li> </ul>		
	<p>Dr. Jamie MacDonald (Faculty Senate)</p>	<ul style="list-style-type: none"> <li>• Working through faculty issues as we do not hold face-to-face classes in the next two weeks</li> <li>• Faculty and students can still meet face to face, but it is in a one-on-one basis.</li> <li>• Students are still in dorms, library is open, computer labs are open</li> <li>• Campus is not closed</li> <li>• Students can still come to campus to conduct research one-on-one with faculty</li> <li>• Internships are still allowed</li> <li>• We cannot force students to come to campus – this is voluntary</li> <li>• If a student is being paid to be on campus, they are an employee of the university. They are expected to report for work, unless they went home</li> <li>• Everyone worked very hard on commencement – expecting to hold it as normal on May 3<sup>rd</sup>. However, this may change and will likely happen sooner than later.</li> <li>• Next faculty senate meeting is supposed to be held remotely as they were told not to gather</li> <li>• Please be patient with our faculty as they try to figure out how to teach online. For many of them, this will be the first time.</li> <li>• If any faculty issues arise, their direct supervisor should be their first contact. They can also contact the provost office or faculty senate.</li> <li>• It is possible people’s childcare may go away as schools potentially close. If staff/faculty are affected, they will want to discuss with their supervisor to see what arrangements can be made.</li> <li>• On-campus child care – many of the employees at our little eagles learning center are students. P. Messer stated they will have reduced hours next week 8am-5pm instead of 7am to 6pm</li> <li>• Y. Pinero asked if we know the number of people that is considered a large group. Dr. MacDonald stated it is a case by case basis for events. If it is more than just a few than the answer may be no. A. Clemons stated if you are not sure, ask your Vice President as this is a case by case basis.</li> <li>• Computer labs are open – so what happens when you have 30 students there? Still undecided.</li> </ul>		

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		<ul style="list-style-type: none"> <li>• Y. Pinero asked about students who do not have computers. Dr. MacDonald - at the last meeting BTS came to answer questions. They may be able to add computer programs into the app store but simple answer was if you can provide students access to programs they can download them.</li> <li>• This is a pandemic – so President can access emergency funding. He could use this for technology for students if the need arises.</li> <li>• Lauren Strunk asked if faculty could decide if they are going to meet live or this is up to description of the faculty. Dr. MacDonald - each one could be different.</li> </ul>		
	Jacob Goldman (Student Government)	<ul style="list-style-type: none"> <li>• Many canceled events for the next few weeks. Hoping students can stay home and need to consider time for them to travel.</li> <li>• Resolution passed to phase out plastic straws</li> <li>• 42 spirit banners – got approval to purchase these and put them up</li> <li>• M. Berkley asked about water station refill stations – J. Goldman - believes this was passed</li> <li>• M. Berkley asked if they have minutes that others can review. Mr. Goldman provided the web address where they are posted - fgcu.edu/sg</li> <li>• You may also email <a href="mailto:sgsenate@fgcu.edu">sgsenate@fgcu.edu</a> – and ask for minutes if you can not find them on the website</li> <li>• Jacob Goldman is now president elect</li> <li>• M. Larkin asked about signage on campus – is there any talk about having electronic signs that can be updated on a regular basis. J. Goldman - yes, they are discussing this, a computer screen, etc. Not a concrete plan, but are working on this. Will likely stick with sandwich boards.</li> <li>• M. Berkley stated the problem is that someone has to maintain these types of changes. There is a long history of things not being maintained.</li> <li>• Dr. Rollo stated that research shows students like flyers the most</li> <li>• Y. Pinero stated they have access to a tv that is here and available – you can submit flyers and they will be posted. As we try to make Cohen a true student union maybe we can invest in a wall of tv’s that will house news updates. It would shift with flyers and campus information. Suggestion for Jacob to take back to Student Government.</li> <li>• Christal - Planning something similar in the water school. Why is Einstein’s they only thing open</li> </ul>		

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		when students are not here? M. Berkley to send this question to catering.		
Old Business				
New Business		<ul style="list-style-type: none"> <li>• OSA Volunteers Needed</li> <li>• Open floor for questions, officers can compile them and ask for answers for all of us:</li> <li>• Cara asked Missy about students who are working on campus</li> <li>• P. Messer asked is an internship not a class? Yes, it is a class. No directive that they cannot work, they are employees, but if they chose to go home they may.</li> <li>• Challenge right now is that there is not a lot of finite answers for things – more of a case by case situation</li> <li>• How to handle student interns – Mary stated this discussion is in the works</li> <li>• Y. Pinero – their area decided if students want to be here they can work, if they go home they will not be getting paid</li> <li>• Dr. Rollo – remember, the only change is to where students are being instructed. If they have a job, they can still come to work.</li> <li>• C. Greene should be left to discretion of student</li> <li>• J. Fulwider stated we seem to be following BOG directions closely. If we are reducing contagion factors, why are we still allowing meetings and allowing students on campus?</li> <li>• A. Clemons – trying to make decisions that allow students to leave if they can, but making provisions for those who cannot stay</li> <li>• P. Messer - they are inundated with travel questions and requests. All staff with travel questions are to go to their respective VP for approval. Email was sent to those who handle TARS – any upcoming travel must be reapproved; new travel is banned – all must go through VP area.</li> <li>• L. Strunk – if a conference has been cancelled, what is the best way to communicate this – P. Messer - submit your expenses (if any) and let her know it was cancelled. Send along documentation of cancellation if you have it. Ask her to remove the TAR.</li> <li>• If a flight is cancelled and a voucher given, VP's are responsible for making sure these vouchers are used for university related business.</li> <li>• How do we handle staff with kids K-12 if they close – provost is bringing to meeting right now for discussion.</li> </ul>		

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		<ul style="list-style-type: none"> <li>• How do we handle staff who is at risk – elderly or pre-existing condition. G. Willis - Some staff who have one of these conditions have already registered with their office. If someone feels like they fit this category, they should register with her office.</li> <li>• Y. Pinero - Important to keep as normal as possible – keep each other calm through these changes. As representatives for SAC – help keep the calm. Communicate to students this is not a two-week break. Keep your focus, avoid large crowds.</li> <li>• L. Singh– moving support services on-line for students during this two week period. Support is reduced due to a number of students going home.</li> <li>• Career Services – services also available online.</li> </ul>		
SAC Standing Committee Reports	Chair: Tracie Beck	<p><b>Elections:</b></p> <ul style="list-style-type: none"> <li>• Reviewed SAC assembly timeline. Doors open at 11:15, assembly begins at 11:45. Publix will cater.</li> <li>• 73 nominations for staff awards. Names were sent to HR to verify eligibility.</li> </ul>		
	Co-Chairs: Cara Ryan & Jessica Evers	<p><b>Employee Recognition:</b></p> <ul style="list-style-type: none"> <li>• Met today and made selections.</li> </ul>		
	Chair: Miki Domjan	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• M. Kittleson – many foundation employees who are in local government, this presents concerns about the policy itself.</li> <li>• They have not heard back if their changes were approved.</li> <li>• Title Nine - everyone should have received an email about mandatory refresher training. Must be completed by April 30<sup>th</sup>.</li> </ul>		
	Co-Chairs: Lindsay Singh and Christal Niemeyer	<p><b>SAC Professional Development Program:</b></p> <ul style="list-style-type: none"> <li>• A lot of people’s travel is being cancelled. We were looking good to spend all money but then this health crisis happened. Will meet again in two weeks. Still have same deadline. Have not been advertising this because thought money was going to run out. We have three that have been submitted, which we can likely fund, but are in limbo with what will be reimbursed or not.</li> <li>• Working on request for next year – had this virus not happened, we would have spent all funds. Will let President Martin know the variety of events/conferences that were attended.</li> <li>• A. Clemons – will create this report quickly so he can be reviewing this request as he receives funding information from legislature.</li> <li>• P. Messer - What can funds be used for if trips have been cancelled? No one has asked this yet,</li> </ul>		

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		but we would consider it. We need to make sure we are allowed to do this.		
	Chair: Mary Larkin	<b>Special Events:</b> <ul style="list-style-type: none"> <li>• Thank you to the awesome team who helped put together soar into spring. Over 520 participants not counting lunch event. Over \$200 raised in food drive. Ice cream social planned for April 3<sup>rd</sup>. Raised \$120 for SAC scholarship.</li> </ul>		
University Committee Reports		<ul style="list-style-type: none"> <li>• Due to time constraints committee reports were not provided.</li> <li>• Next Meeting will be 4/22/20 at 1:30pm</li> </ul>		
Presidential Appointed Committees		<ul style="list-style-type: none"> <li>• Please note name change for Parking Citations Committee to Georgia Willis</li> </ul>		
Campus Updates	All Reps when applicable	<ul style="list-style-type: none"> <li>• Due to time constraints campus updates were not completed</li> </ul>		

**Next Meeting:** April 10, 2020 12:30 pm in Cohen Student Union 213.

President adjourned the meeting at 2:00 pm