

Staff Advisory Council

Regular Meeting Minutes

Date: 4/10/20

Location: TEAMS

Time: 12:30PM-2 PM

Call to Order: VP Andi Clemons

Time: 12:31 pm

Record Attendance: 18 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		
Vice President Andi Clemons	X			X
Secretary Cara Ryan	X			X
Treasurer Jen Fulwider		X		X (proxy)
Brian Bakalar		X		
Tracie Beck	X			X
Alison Bryant	X			X
Miki Domjan	X			X
Jessica Evers		X		
Carolyn Greene	X			X
Myles Kittleson	X			X
Mary Larkin	X			X
Holly Mathews	X			X
Gino Maxi	X			X
Paige Messer			X	
Janice Nevarez		X		
Christal Niemeyer	X			X
Ysatiz Pinero	X			X
Lauren Pugh	X			X
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

Student Government Liaison: Not Present

Invited Speakers:

Attachments:

Agenda Item	Responsible	Discussion	Action/Vote	Follow-up
Finest of the Flock	Cara Ryan & Jessica Evers	<ul style="list-style-type: none"> No nominations for March 		
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 spelling for C. Greene's name. Approve: 19 Dissent: 0 Abstain:0 	<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"> Nothing to report 		
	Treasurer (Treas) Jennifer Fulwider	<ul style="list-style-type: none"> Nothing to report 		
Public Comment		<ul style="list-style-type: none"> None 		
SAC Liaison Reports	Dr. J. Michael Rollo (SAC Liaison)	<ul style="list-style-type: none"> Encourage everyone to read memos and watch videos from Dr Martin 		
	Dr. Jamie MacDonald (Faculty Senate)	<ul style="list-style-type: none"> Elections were held for the 2020-2021 Academic Year: <ul style="list-style-type: none"> President - Dr. Jamie MacDonald (Science) Vice President- Anna Carlin (Library) Secretary- Dr. Anne Harner (Nursing) Parliamentarian- Dr. Girimurugan (Mathematics) Communications officer- Dr. Maria Colmer (Rehabilitation Sciences) Administrative Specialist- Kayle Santiago (Provost) Updates from Provost about care act money was given Updates from Billy Gunnel about QE Preason Meeting next August 28- first meeting of the new year. Faculty trying to overcome obstacles Staff is only reason they are functioning right now as per Dr. MacDonald- very grateful. 		
	Jacob Goldman (Student Government)	<ul style="list-style-type: none"> Jacob not present. As he is now student body present new appointment will be needed 		
Old Business		<ul style="list-style-type: none"> Nothing to discuss 		
New Business		<ul style="list-style-type: none"> No new business 		

SAC Standing Committee Reports	Chair: Tracie Beck	<p>Elections:</p> <ul style="list-style-type: none"> • Option to accept or decline is today 4/10/20 • Reminder email was sent out on Monday • 16 submissions so far 12 AP, 4 AP • There are some who submitted incomplete information. Tracie will reach out • Assembly is cancelled. In lieu, a power point with pictures and then send a link to vote so we can all do it virtually. • A. Clemons has been working with campus reservations on prioritizing former reservations as we do not have student involvement. • T. Beck- leave 6/26 just in case and maybe get an alternate date for mid-July back up date. • Y Pinero- would we still need to abide by the 50 person now 10 person advisory? • M. Rollo- It's possible when staff start coming back in June, we may be okay here, we just don't know and have scheduled meetings. Many of us may be on campus. They are hesitant to reserve them but we may be there. Dr. Rollo will get involved on SAC behalf if needed. 		
	Co-Chairs: Cara Ryan & Jessica Evers	<p>Employee Recognition:</p> <ul style="list-style-type: none"> • OSA will be acknowledged but will be announced at the university. • We have to ask Jen about the trophies. • A. Clemons- with the direction of spending on essential items so it doesn't make sense to spend money on trophies to serve on the committee. 		
	Chair: Miki Domjan	<p>Policies</p> <ul style="list-style-type: none"> • Nothing to report. • There was a recent policy that was sent back. 		
	Co-Chairs: Lindsay Singh and Christal Niemeyer	<p>SAC Professional Development Program:</p> <ul style="list-style-type: none"> • Funding at a halt • No meetings in quite a while. • Final report has been submitted to the president and Dr. Rollo. 		
	Chair: Mary Larkin	<p>Special Events:</p> <ul style="list-style-type: none"> • All events were cancelled. No plans. • When we come back we will do something special. • A. Clemons brought up that many staff may be isolated and lonely and looking for a connection with staff • M. Larkin will try to plan a virtual event using zoom. • G. Maxi- controversial going on with zoom, if there are issues ITS will not offer support. 		
University Committee Reports		<p>ACEILAB- A. Clemons</p> <p>ADA –Represented by Amy Vitiello</p>		

		<ul style="list-style-type: none"> • No meeting was held. <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"> • Update given earlier by Dr. MacDonald • Last meeting was held earlier on 4/10. <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. Byars reported at faculty senate on behalf of IA 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 held. 		
University Special Committees		<p>ACE iLab–Represented by Andi Clemons</p> <ul style="list-style-type: none"> • Nothing reported. <p>Rebalancing Resources (new committee April)- Represented by Lauren Strunk</p> <ul style="list-style-type: none"> • Committee met April 3rd • Discussed obtaining data to determine revenue acquired from student credit hours by department. • Next meeting April 16, 2020. 		
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"> • A meeting was held on the 15th. • Updates on NCAA sports and what they are doing moving forward due to COVID • They selected the new Eagle Scholar-Athlete. 		

Parking Citations Appeals Board –Represented by Ashton Hartley; Carolyn Greene

- Meeting has been cancelled.

Sick Leave Pool Committee –Represented by Mary Larkin & Miki Domjan; Ashton Hartley

- Nothing reported

Title IX –Represented by Myles Kittleson; Alison Bryant

1. **ASUN Misconduct Policy:** The ASUN is working with the Title IX Coordinators and SWAs to discuss a future Serious Misconduct Policy for student-athletes. They have a series of meetings in April to discuss the ASUN stance on serious misconduct, and processes for how institutions would implement the policy.
2. **OIEC’s Proper Zoom Protocol Letter:** Policy 1.006 still applies to students and employees in virtual settings. The OIEC sent out an email to faculty staff reminding them of this, and their reporting requirements.
3. **Equity Report Data Request:** We are preparing to begin work on the Equity Report. E-mails for the Equity Report data will be sent to the departments the week of the April 20th.
4. **Mandatory trainings for Evaluations**
Completion Rate: As of last Tuesday, here are the current completion numbers.
 - Total number of employees that completed at least one assignment:
582/2001 = 29.09%
 - Number of employees that completed all three assignments: 498/2001 = 24.89%
 - Completion by training:
 - Harassment and Discrimination:
522/2001 = 26.09%
 - ADA: 544/2001 = 27.19%
 - Ethics: 568/2001 = 28.39%
5. **ACT will continue its Sexual Assault Awareness Month campaign** (with 100% virtual participation only), finding it more important than ever for community members to know that while hospitals are busy, ACT has a 24/7 Sexual Assault Services Center in Ft. Myers for the many survivors who experienced a life-threatening assault, but do not require emergency medical treatment. An upcoming event is the Prevent Child Sexual Abuse with Sally Beckett, certified Darkness to Light: Stewards of Children trainer on 4/22 from 6:30 – 7:30 pm. All virtual workshops can be found on ACT’s Facebook event page.

		<p>Earlier in the month, ACT held the following events:</p> <ul style="list-style-type: none"> • Professional Training on Sexual Violence and Working with Survivors on 4/15 • Wear Teal on Tue, 4/07 for the Day of Action and post on social media from your org/business/nonprofit page, promoting your commitment to a violence-free community and tagging ACT to connect survivors to our free, safe, and confidential resources. • <i>Virtual Tour of ACT's Sexual Assault Services Center</i> in Ft. Myers on Friday, 4/10 at 10 to 11 am 		
Campus Updates	All Reps when applicable	<ul style="list-style-type: none"> • C. Greene- TRIO is working with high schools virtually. • L. Singh- AS, adaptive services is working with students phone calls. Decrease of tutoring since virtual classes started though • H. Matthews- We are seeing students at CAPS via telehealth and they all seem to like it and appreciate that there is still an option to be seen. We are still adding students as clients as well as some students need help dealing with the current situation. We are still doing outreach virtually along with some groups. • M. Kittleson- UPD has online reporting now if you need. Lost Key or something 		

Next Meeting: May 15, 2020 12:30 pm on TEAMS.

President adjourned the meeting at 1:42 pm