Staff Advisory Council

Regular Meeting Minutes

Date:12/12/20

Location: TEAMS

Time: 12:30PM-2 PM

Call to Order: President Andi Clemons

Time: 12:31 pm

Record Attendance: 15 out of 23

Secretary: Jessi Drummond

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Council Members: | Present | Excused | Absent | Minutes |
| 1 | President Andi Clemons | X |  |  | x |
| 2 | Vice President Carolyn Greene | x |  |  | x |
| 3 | Secretary Jessi Drummond | x |  |  | x |
| 4 | Treasurer Andrew Blatter | x |  |  | x |
| 5 | Tracie Beck | x |  |  | x |
| 6 | Charlotte Bingham | x |  |  | x |
| 7 | Alison Bryant | x |  |  | x |
| 8 | Jaclyn Chastain | x |  |  | x |
| 9 | Amy Craig | x |  |  | x |
| 10 | Katarina Danks | x |  |  | x |
| 11 | Jennifer Denike | x |  |  | x |
| 12 | Miki Domjan |  |  | x | - |
| 13 | Jessica Evers | x |  |  | x |
| 14 | Jennifer Fulwider |  |  |  |  |
| 15 | Myles Kittleson |  | x |  | - |
| 16 | Mary Larkin |  | x |  | - |
| 17 | Aisha Lewis |  | x |  | - |
| 18 | Holly Mathews | x |  |  | x |
| 19 | Dakendo Michel | x |  |  | x |
| 20 | Lauren Pugh |  |  | X | - |
| 21 | Nick Reeves |  |  | X | - |
| 22 | Lauren Strunk | x |  |  | x |
| 23 | Georgia Willis |  | x |  | - |
|  |  |  |  |  |  |

 X: Attended/ Approve Motion -:Absent O: Deny Motion A: Abstain

Liaison: Dr. Aysegul Timur

Faculty Senate Liaison: Dr. James MacDonald

Student Government Liaison: Nathan Campbell

Black Faculty & Staff A

| Agenda Item | Responsible | Discussion |
| --- | --- | --- |
| Approval of Minutes  | Chairs |  Approval of October Minutes* + Motion to approve: Blatter
	+ Second: Chastain
	+ Any discussion: No
	+ Approve: 15
	+ Dissent:
* Abstain:7
 |
| Officer Reports | President, Andi Clemons | * Please watch the board of trustee meetings
	+ At the last meeting President Martin shared we have spent 6 Million for COVID efforts.
	+ Dr.Cordova shared we are up 3% in enrollment, and are taking in new transfers up till the first day of classes.
* We will have a virtual Fall commencement.
* Presented the Spring and Summer 2020-2021 COVID plan, it was accepted from the board.
	+ Only had some small changes from the initial plan.
* SAC officers met with President Martin Requested more.
	+ supervisor trainings
		- We have already reached out to other offices on campus to cross collaborate. SAC officers will be there to support but will not be creating our own trainings.
 |
|  | Vice President, Carolyn Greene | * No report
 |
|  | Secretary, Jessi Drummond | * + Please send the committee reports before the meetings to make sure we can maximize the time our time with our quest speakers.
	+ Have a fantastic Holiday Break.
 |
|  | Treasurer,Andrew Blatter | * Thank you for all your hard work.
 |
| Finest of the Flock | Chairs | Will be presenting May Finest of the Flock Finest of the Flock nominees:* Jazzmine Santiago

Finest of the Flock SPOTLIGHT for this month was a tie:* Beverly Jensen
 |
| Public Comment |  | * No Comment
 |
| SAC Liaison Reports |  Dr. Aysegul Timur(SAC Liaison) | * Spring and Summer COIVD-19 plan was approved. Please read this plan ahead of time
* President’s Cabinet has been working on updates for our strategic plan. First plan was created in 2017 with five pillars. They have been updating each pillar and identifying areas we need to focus on more. Hope to be ready with the updated strategic plan early next year.
* Thank you to everyone who has help with the compliance report (SAC COC compliance). This report demonstrates our standard and continue improvement. They have been reaching out for supporting documents. A big thank you to Kristen Vanselow and Lenore Benefield have been a huge help.
 |
|  |  Dr. Jamie MacDonald (Faculty Senate)AndCharlotte Bingham | * President Martin attended the December 4th Senate meeting.
	+ There will be some shift in all universities in course modality.
	+ Reminded faculty about using the bookstore and submitting requests.
	+ We will begin opening positions internally, the first will be the VP, Admin Services & Finance
	+ There will be a salary equity study with sister intuitions, through a third-party company.
	+ Themes from the meeting; transitioning the new Provost, faculty advancement, reorganization, COVID, modes of instruction.
	+ Regarding the reorganization President Martin focused on better management of resources.
* They had two resolutions
	+ In support of Provost Llorens and congratulating his accomplishments.
	+ In support of hiring more diverse faculty members.
 |
|  | Nathan Campbell (Student Government) | * They have purchased feminine products for the bathrooms.
* They also purchased clear face masks for faculty and staff. They will be available in the SG offices in OSI.
* They are prepping for SG elections for in mid/late February. The supervisor of elections are implementing changes to make sure CDC guidelines are maintained.
* Ecofetti has been distributed to seniors before graduation to help lower pollution on-campus.
* The Student Body President and the Director of Governmental Relations visited Florida Atlantic University to hold the first FSA meeting in-person.
* Ending the semester with delegation meeting across the counties.
 |
|  | BFSA (Dakendo Michel) | * FGCU BFSA Virtual Holiday Block Party
	+ Thursday, December 17, 2020 from 6:30 p.m. - 8 p.m.
	+ Via Zoom w/Live DJ & fun interactive activities
	+ Admission price is a Love Offering of $5 or more
	+ Money raised will be donated to the Quality of Life Center of Southwest Florida, which will go towards providing COVID supplies to families throughout our community
	+ Guests will be asked to sign up through Sign Up Genius.
	+ Once individuals sign up through Sign Up Genius, they will automatically receive a welcome message, which will direct them to the online payment method and instructions on how to prepare for the event.
	+ Donations can be made via Venmo, check or cash.
	+ We will forward guests the Zoom link upon receiving their monetary donation.
 |
|  Old Business |  | * No report
 |
| New Business |  | **Guest Speaker Human Resources** * **Sara Stensrud (Associate VP Human Resources)**
	+ Hired new people in march, we also have reorganized HR, and rolled out Workday. Each HR leader will give an update on their section. They have a generalist team, compensation team, benefits teams. Each function has a specialty process.
* **Heather MacQueen (Assistant Director, Human Resources Support & Employment)**
	+ Transitioned in March to a generalist model to provide divisions a one stop shop contact for everything they need.
	+ Emmy Shirk is for Student Success & Enrollment Management
	+ Cherie Bach is for Administrative Services, University Advancement, and Athletics
	+ Jessica Shultz is Academic Affairs
	+ Heather supports the division of the Office of the President
	+ They will also take all questions on the recruitment process. The OPS recruitment process is overseen by Deborah McNeal and Patricia Massey.
	+ We went live with Workday in July.
* **Kirsten Thompson (Assistant Director, Compensation & Classification)**
	+ Works with Allision Bailey and Trista Kelly-Thompson.
	+ Kirsten was a SAC member before and help make changes to the by-laws.
	+ After someone reaches out the generalist team about a new posting, posting, reclassification they will forward them to Compensation and classification.
	+ Primary responsibility each position is properly classified (exempt or non-exempt) in accordance with the Fair Labor standard Act and Federal Employement Law. They make sure all positions are labeled correctly and assigned to the right job profile/job family. This is important when they pull reports to make sure that people that are doing the same job are getting paid the same compensation range. They make sure the job description reflects what the position is.
	+ They also do market salary analysis on compensation to recommend hiring ranges and salary ranges for promotions. They share and receive salary data.
	+ They also oversee job profiles in Workday.
* **Toni Busby (Assistant Director, Employee Relations & Engagement)**
	+ Responsible for the center for excellence for employee relations & engagement.
	+ Toni helps balance the relationships between employees and leaders. She serves as a mediator, facilitator for employees to resolve issues.
	+ She also oversees performance management, she sees the full life cycle of an employee. How well did they get acclimated? Do they have the right working relationship with their leader? Are they having questions about their compensation? Do they fell like they are being treated fairly? She manages the performance process in Workday.
	+ She also oversees corrective action, to help correct behavior and performance.
	+ They will have a focus on training for supervisors in 2021. Piloted civility in the work place.
* **Tracy Malach (Benefits Manager)**
	+ Her team has been focused on COVID and the Veoci app. Andrea Orellana works as a connector for the case managers and the employees/leaders.
	+ Nicole Edlin manages retirement and wellness programs.
	+ Camilla Hall manages the health and wellness plans/benefits and time off benefits.
	+ Just wrapped up open enrollment and chances would have been seen on December 4th.
	+ Will be rolling out an employee assistance program they are changing providers from Synergy to Keyprep. This will allow the university to save money and enhance employee benefits. Will be offer management organization services, legal services, finical services, elder care support and child care support and resources.
* **Carrie Niedert (HRIS & Data Analyst)**
	+ She helped oversee the Workday transition. She leads the records team.
	+ Barbara Cloxton been at the university for 12 years.
	+ Nicole Neville moved into the position in March.
	+ They focus on workday transactions and assisting the users. They help catch and work though issues. They also audit they system to make sure we have all the information we need. Payroll and records work closely together.
	+ They are working on balancing the paper and electronic files, they hope to move to a fully electronic employee file.
	+ They work with most processes to make sure records are kept and necessary files are filled out.
	+ They see the full cycle of the employee file.
* **Discussion followed.**
* **Book Store Award**
	+ The bookstore award is moving forward. The proposed process will start 5 months before the semester, applications will be on the SAC website for staff to submit their application. After applications have been reviewed and selected, we will reach out to finical aid to make sure they can receive the scholarship. This award will not have a GPA requirement. The award will be $250 each semester to put towards books and supplies.
		- We need to figure out is who will oversee the application/process and administer the awards. Andi- Employee Recognition would be a good fit.
		- Andrew will send out an email with all the information and we will vote on the process in January.
* **SAC Survey**
	+ SAC officers are working to create a strategic plan but we would like to get your input to create a survey to send to all staff. This survey will help us create the plan and annual goals.
	+ We will send out an email with the proposed survey, please review this and send us your notes.

**Increasing Visibility Taskforce; Represented by (Carolyn Greene)*** Received an email from advancement about raising funds for the SAC scholarship. We could participate in the Give Where You Live Collier County. Please look into donating through pay reduction.

**D&I Taskforce; Represented by (Jessi Drummond)*** Will meet in January 2021.
 |
| SAC Standing Committee Reports | Chair- Tracie Beck | Elections:* The SAC Assembly and suggestions was discussed.
* Elections process and timeline was discussed.
* Explanation and coordination of the donor list was explained and discussed.
 |
|  | Chairs- Jaclyn Chastain & Georgia Willis | Employee Recognition:* Reviewed and voted on Finest of the Flock nominees.
 |
|  | Chair- Miki Domjan | Policies* No report at this time
 |
|  | Chair- Katarina Danks | SAC Professional Development Program:* PDP Committee is meeting again this Tuesday 12/15 from 1-2pm. We will be discussing promoting some internal programming for staff professional development and are currently looking for faculty and staff interested in presenting a skill, training, or service for the spring semester.
* Please email me at kdanks@fgcu.edu if you are interested.
 |
|  | Chairs- Amy Craig | Special Events:* The Special Events committee did not have a formal meeting, but exchanged emails on ideas for a December activity that resulted in the idea for a “Give and Take” event on 12/17. We are encouraging our campus to give a donation to the Food Pantry and take a holiday treat. We will provide bottles of water and snacks, much like the November Meet & Greet, and will collect donations at the same time. The event will be from 10:30-12:30 at the Veterans Pavilion.
* A January meeting is scheduled for Tuesday 1/12 from 2-3:00, where we will start solid planning for March’s Soar Into Spring, as well as organizing the Spring Semester Meet & Greet events and Food Drives.
 |
| University Committee Reports  |  | ADA –Represented by Chair Katarina Danks* Meeting Thursday, 11/19 – There will be some updates about Accessible Technology, Truncated Domes in NLV, and a Virtual ADA map, as well as EV charging stations and the Soaring Eagle Academy.

Campus Communicator- Represented by Chair Mary Larkin* No report

Faculty Senate – Represented by Chair Charlotte Bingham* No report

Grant-In-Aid – Represented by Chair Carolyn Greene* Have not met yet

Institutional Affairs - Represented by Chair Jennifer Denike* No report

Parking Advisory – Represented by Chair Myles Kittleson* No report

Sustainability and Resiliency Council- Represented by Chair Katarina Danks* Meetings will ramp up in January most likely now; a lot has been going on with the reviews of the STARS rating keeping Kathleen Crawford busy, but we are in Gold status!
 |
| University Special Committees |  | **ACE iLab– Represented by Chair Andi Clemons*** No report

**Rebalancing Resources Represented by Andrew Blatter*** The task force has met twice, and we are meeting next week.
* We have a high degree of autonomy to create our recommendations- the President’s Office is supportive of the task force, but has been very careful to not influence our work.
* It has been stressed that our charge is looking at resource reallocation, not reorganization. We are starting by looking at how each academic unit can optimize personnel prior to looking at recommendations for reorganization.
* Each member of the task force is to discuss with their academic unit about optimizing efficiency and nimbleness.
* As I represent the staff voice, I would love input from any staff member regarding their unit, or input on staff across the university. Please email or call me (ablatter@fgcu.edu, 590-7803).
* For those interested, I also recommend you view the December 4th Faculty Senate meeting. President Martin answered questions for an hour, and there was plenty of discussion on the resource reallocation. President Martin joins at 31 minutes into the video. (Thank you to Faculty Senate for providing the recording).
 |
| Presidential Appointed Committees |  | **FGCU Values and Actions; Represented by (Charlotte Bingham)*** No new meeting for the FGCU Values and Actions Team, President Martin sent an email yesterday about this, which included an attachment with the FGCU Values.

**Diversity and Inclusion; Represented by (Charlotte Bingham)*** They reviewed their statement for diversity.
* Discussed the recruitment for the VP services position.
* Ted talked about the Critical Race and Ethnic Studies course initiative.
* Discussed the policy on emails that was sent out. It was encourage to submit more comments when new policies are sent out.
* Monique and Charlotte presented on the AC women’s network speed mentoring event that was a big success. They had 8 women leaders on campus who volunteered to be mentors. Hoping to organize another event.
* Diversity & Inclusion subcommittee talked about their addition to the micro credentialing program for Honors students in Spring. They will also extent the D&I presentations during orientation. They discussed having student complete D & I hours like they do for service-learning. They are looking to work with a third-party company to complete a climate survey.
* Under the student retention and inclusion committee they are looking to create a map of services for students that include breastfeeding rooms, areas that are wheel chair accessible and more.
* Under the staff retention and inclusion committee they are looking to create a mentoring program in the Spring
* The Biased Response committee launch a Biased Response team, there is a webpage online. They are not like OIC because they are not neutral.

**Intercollegiate Athletic; Represented by (Lauren Strunk)*** No report

**Parking Citations Appeals; Represented by (Georgia Willis)*** We met in person. One student came in to state their appeals to the committee.
* The next Parking Appeals meeting is TBA.

**Sick Leave Pool; Represented by (Jennifer Denike, Jennifer Fulwider, Allison Bryant)*** No report

**Title IX; Represented by (Myles Kittleson)*** No report
 |
| Campus Updates | All Reps when applicable | * Dr. Jamie MacDonald - Chief Moore is retiring from UPD in the Spring semester.
* Amy Craig- “Give and Take” event on 12/17 is at the Veteran Pavilion at 10 AM come out and support us!
 |

Next Meeting: January 15th, 2021 12:30 pm on TEAMS.

President adjourned the meeting at 2:06 pm

Second: Blatter