

Staff Advisory Council

Regular Meeting Minutes

Date: 7/24/20

Location: TEAMS

Time: 12:30PM-2 PM

Call to Order: President Andi Clemons

Time: 12:31 pm

Record Attendance: 20 out of 25

Secretary: Jessi Drummond

<u>Council Members:</u>	<u>Present</u>	<u>Excused</u>	<u>Absent</u>	<u>Minutes</u>
President Andi Clemons	X			X
Vice President Carolyn Greene	X			X
Secretary Jessi Drummond		X		-
Treasurer Andrew Blatter	X			X
Tracie Beck	X			X
Charlotte Bingham	X			X
Alison Bryant	X			X
Jaclyn Chastain	X			X
Amy Craig	X			X
Katarina Danks	X			X
Jennifer Denike	X			X
Miki Domjan	X			X
Jessica Evers			X	-
Jennifer Fulwider	X			X
Myles Kittleson	X			X
Mary Larkin	X			X
Aisha Lewis	X			X
Holly Mathews		X		-
Dakendo Michel	X			X
Ysatiz Pinero		X		-
Lauren Pugh	X			X
Nick Reeves			X	-
Lauren Strunk	X			X
Caroline Vives-Vietri	X			X
Georgia Willis	X			X

X: Attended/ Approve Motion

-: Absent

O: Deny Motion

A: Abstain

Liaison: Dr. Aysegul Timur

Faculty Senate Liaison: Dr. James MacDonald

Student Government Liaison:

Invited Speakers:

Attachments:

Agenda Item	Responsible	Discussion	Action/Vote	Follow-up
Finest of the Flock	Chairs	<ul style="list-style-type: none"> One nomination for July so far. 		
Approval of Minutes	Chairs	<p>Approval of June 12, 2020 Minutes</p> <ul style="list-style-type: none"> Motion to approve: Jen Fulwider Second: G. Willis Any discussion: Approve: 20 Dissent: 0 Abstain:0 		Final version of minutes will be posted on webpage.
Officer Reports	President (Prez.), Andi Clemons	<ul style="list-style-type: none"> Welcome to Dr. Timur Encouraged everyone to read campus updates on Corona Virus. Registrar working with Deans to finalize fall schedule. 51% of classes scheduled for online delivery. Voice (SP?) app for monitoring health. More information coming on this. Encourage other staff to participate with university policies. On campus testing will happen. Aug 10th, asymptomatic testing. Symptomatic testing from Aug 10 onward. 		
	Vice President (VP), Carolyn Greene	<ul style="list-style-type: none"> No business 		
	Secretary (Sec'y) Jessi Drummond	<ul style="list-style-type: none"> No report at this time 		
	Treasurer (Treas) Andrew Blatter	<ul style="list-style-type: none"> Committee budget file in Teams. 		
Public Comment		<ul style="list-style-type: none"> None 		
SAC Liaison Reports	Dr. Aysegul Timur (SAC Liaison)	<ul style="list-style-type: none"> No update 		
	Dr. Jamie MacDonald (Faculty Senate)	<ul style="list-style-type: none"> Working with Provost on Faculty Budget Professional Development for Faculty will be significantly decreased this year. In-Unit faculty meeting with Provost on Aug 7th. Virtual classes- some of the 49% percent of courses on-campus includes hybrid models, so even fewer students on campus Fall commencement is online Survey of Faculty- Aug-Oct, Faculty Senate will meet online. 		
	Nathan Campbell (Student Government)	<ul style="list-style-type: none"> Working on possibilities for relief funds Pausing sessions until Aug 		
Old Business		<ul style="list-style-type: none"> Two SP names for Sick Leave Pool: Amy Craig Alison Bryant 		

		<ul style="list-style-type: none"> • Still waiting on a decision for funding SAC PDP funding. Waiting to hear from President Martin. Andi is diligent in following up. 		
New Business		<p>Budget for Committees</p> <ul style="list-style-type: none"> • Reviewed Committee Budget Request file • SAC committees deadline for budget requests due Aug 14th • What type of accounts do we have? • E&G, Foundation, and Committee account • Jen can help with standing order • Attach budget proposal to next agenda. <p>New Survey of Staff with Monique McKay</p> <ul style="list-style-type: none"> • Carolyn Greene • Andrew Blatter • Dr. Timur provided background on this survey. Similar to a survey of faculty, what concerns do they have, what areas of assistance are needed. Great response rate from faculty. Rich information came from the survey. • Opportunity for Staff to have a voice <p>Other announcement- Phased return to work email</p> <ul style="list-style-type: none"> • RTAs will be fully reinstated. • It is merely an extension of working from home for those who can. <p>Initiatives identified from Retreat</p> <ul style="list-style-type: none"> • Carolyn contacted BFSA to express interest in collaboration between SAC and BFSA (request for a liaison). 		
SAC Standing Committee Reports	Chair- Tracie Beck	<p>Elections:</p> <ul style="list-style-type: none"> • Missy has the prizes from last SAC assembly. They still need to be distributed. • We should make sure business are open before we hand out prizes. 		
	Chairs- Jaelyn Chastain & Georgia Willis	<p>Employee Recognition:</p> <ul style="list-style-type: none"> • Getting together beginning of August • Working for higher visibility of the awarding of Finest of the Flock to winners, perhaps at their offices would raise both their and SAC's profile. • Target Finest of the Flock emails to new hires, dept. chairs, supervisors, as well as All University. 		
	Chair- Miki Domjan	<p>Policies</p> <ul style="list-style-type: none"> • Reviewed three policies • 3.030 Annual leave, • 3.029 overtime and special comp leave, • 3.034 Sick leave. • Had 1 suggestion for a change with the policy 3.029 Overtime and special comp leave. This suggestion was passed on to Todd Caraway. • “ 3.029 		

		<ul style="list-style-type: none"> Suggestion made: “Section D 4 a – with the edits made it reads, “When an FGCU observed holiday falls on the employee’s regularly scheduled day off; or;” but this does not make sense to me within the context of Special Compensatory leave. It seems like some of the omitted lines should be included, perhaps like so: “When an employee worked forty (40) hours during the week in which a FGCU observed holiday occurred; or;”. 		
	Chair- Katarina Danks	<p>SAC Professional Development Program:</p> <ul style="list-style-type: none"> The committee met this week. Going over the official rules of the PDP program Discuss any potential changes to the program Updates from previous PDP members on this year’s budget Addressing aspects of PDP in virtual, diverse & inclusive, and social distancing/COVID environments Establish committee members responsibilities Check deadlines and future committee meetings Suggestion to include PDP as a line item in the budget. (Missy) 		
	Chairs- Amy Craig	<p>Special Events:</p> <ul style="list-style-type: none"> Teams meeting coming up Partnership possibility with PDP Waiting to schedule a mixer until more is known about the return to campus. Virtual meet and greet can be scheduled (similar to the event from Spring semester). 		
University Committee Reports		<p>ADA –Represented by Chair Katarina Danks Campus Communicators:- Represented by Chair Mary Larkin Faculty Senate – Represented by Chair Charlotte Bingham Grant-In-Aid – Represented by Chair Carolyn Greene</p> <ul style="list-style-type: none"> Not meeting until Spring semester <p>Institutional Affairs - Represented by Chair Jennifer Denike</p> <ul style="list-style-type: none"> No meetings held Reviewing two proposed changes in policies over email - Board of Governors Regulation 8.001, University Calendars & current syllabus guidelines and inclusion of CAPS. <p>Parking Advisory – Represented by Chair Myles Kittleson</p> <ul style="list-style-type: none"> Parking will be included in benefits package on Workday. Reminder to keep vehicle information updated. 		

		<p>Sustainability and Resiliency Council Represented by Chair Katarina Danks</p> <ul style="list-style-type: none"> • 		
University Special Committees		<p>ACE iLab– Represented by Chair Andi Clemons</p> <ul style="list-style-type: none"> • <p>Rebalancing Resources Represented by Chair Lauren Strunk</p> <ul style="list-style-type: none"> • Looking at revenue of student credit hour vs cost of teaching. Submitted report to President Martin. • One year snapshot (AY 2018-19) across all colleges and studies. 150 page analysis. • The report is forthcoming. 		
Presidential Appointed Committees		<p>Diversity and Inclusion Committee – Represented by Chair (TBA)</p> <p>Intercollegiate Athletics Committee (IAC) – Represented by Chair (TBA)</p> <p>Parking Citations Appeals Board – Represented by Chair (TBA)</p> <p>Sick Leave Pool Committee – Represented by Chair (TBA)</p> <p>Title IX – Represented by Chair (TBA)</p>		
Campus Updates	All Reps when applicable	<ul style="list-style-type: none"> • COVID leave donation request update- 7 requests, • Job fair mid August- if you know employers who are hiring, please share that information with Mary Larkin • Library tentatively opening Aug 3. Study rooms closed for Fall semester. Extended deadlines for book returns. (Amy) • SAC meetings will be virtual in Aug and Sept. • More attendance with virtual meetings- staff have interest, so streaming would improve involvement. (Missy) • Question about sanitizing tables and computers in the Library. There is discussion, but no finalized plans yet. • Question about distribution of masks on campus. 		

Next Meeting: August 28, 2020 12:30 pm on TEAMS.

President adjourned the meeting at 1:53 pm

Carolyn moved to adjourn, Georgia Wills seconded