

Staff Advisory Council

Regular Meeting Minutes

Date: 10/23/20

Location: TEAMS

Time: 12:30PM-2 PM

Call to Order: President Andi Clemons

Time: 12:31 pm

Record Attendance: 17 out of 24

Secretary: Jessi Drummond

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

At the bottom of the minutes: Finest of the Flock

Agenda Item	Responsible	Discussion	Follow-up
Approval of Minutes	Chairs	<p>Approval of September Minutes</p> <ul style="list-style-type: none"> • Motion to approve: Willis • Second: Katarina Greene • Any discussion: NA • Approve: 17 • Dissent: 0 • Abstain:1 	
Officer Reports	President, Andi Clemons	<ul style="list-style-type: none"> • Strategic Plan- New exercise the officers are working on with Dr. Timur. It will take a while to complete however it will give us some direction and help us to better align our goals each year. • Meeting with President Martin- New Strategic Plan <ul style="list-style-type: none"> ○ Be an advocate for staff and advocate for advancement of FGCU. ○ Professional Development Funding- Dr. Martin wants to support Staff development, so he's happy to continue the conversation with Andi/SAC about staff PDP and will speak with Steve about funding. ○ Raises: We asked about the potential for raises and were not told no but he did say it was unlikely. • Board of Trustee meeting will be held virtually • FGCU Operation Outbreak <ul style="list-style-type: none"> ○ What: FGCU Operation Outbreak – a Virus Outbreak Simulation ○ When: Thursday, October 29, 2020 from 8 a.m. to Thursday, November 5, 2020 at 11:59 p.m. ○ Who: FGCU community – students, faculty, staff, family, friends, community members – participation is voluntary and anonymous ○ Where: FGCU and surroundings – using the Operation Outbreak app ○ Click the YouTube video link or read below to find out more. 	
	Vice President, Carolyn Greene	<ul style="list-style-type: none"> • BFSA Update- Dakendo Michel will be our new SAC representee. • Absences- You are allowed three missed meetings; you are required to attend all the SAC meetings. If you have miss more than three, please think about your time commitment to SAC. We will be reaching out to certain members. • HR update- We have the opportunity to present during on-boarding. 	
	Secretary, Jessi Drummond	<ul style="list-style-type: none"> • Committee Reports- Please still them to me before the meeting. • Early voting starts next week! 	

	Treasurer, Andrew Blatter	<ul style="list-style-type: none"> • SAC Scholarship- Recipient is Elizabeth Longwell. You can read her letter on the SAC website. • Questions for President Martin- Please submit your questions for President Martin to answer at the November meeting. • SAC Polo & Badges- Will be reaching out soon for a new order. 	
Finest of the Flock	Chairs	<p>Finest of the Flock nominees:</p> <ul style="list-style-type: none"> • Peggy Glatthaar (Library) • Susie Wentworth (Government Relations) • Katie Coward (Admissions) • Katie Oyola Guzman (Undergraduate Recruitment) • Nicole Russ (Advancement) • Sadie McNally (Advancement) • Kendra Carboneau (College of Arts & Sciences) • Stacey Stroud (College of Arts & Sciences) • Angel Allen (College of Arts & Sciences) <p>Finest of the Flock SPOTLIGHT for this month:</p> <ul style="list-style-type: none"> • Jeremy Boreland (Athletics)- See full script at the bottom of the minutes. 	
Public Comment		<ul style="list-style-type: none"> • No Comment 	
SAC Liaison Reports	Dr. Aysegul Timur (SAC Liaison)	<ul style="list-style-type: none"> • The Office of the President & the President’s Cabinet- A major focus is on the health, safety and wellbeing of students, staff, faculty and surrounding community. At every cabinet meeting, they have two quest speakers that give updates, data, and more. They use this collaborative approach and look at the data to come up with strategies. • Strategic Plan- Every week they work a pillar, they have 5 pillars to update. They invite members to come talk about achievements across campus. Dr. Timur will take the updates and achievements and submit them as a progress report. • Provost Search- Nearing the final stages. • President, Provost and Council of Deans- Met about rebalancing data. Dr. MacDonald brought faculty together to give their feedback. • Micro Credentialing & Badging- They are building a steering committee of faculty and staff to work on an implantation plan. • Return to the Nest- will be reaching out soon to the 20,000+ stop out students. 	
	Dr. Jamie MacDonald (Faculty Senate)	<ul style="list-style-type: none"> • Board of Trustee meeting- Encourages you to attend the Meeting on October 29th. You can find the link to attend on the BOG website. Important agenda Items: <ul style="list-style-type: none"> ○ FGCU bought the land between West Lake Village and 75, proposing a plan to offer affordable housing for FGCU employees. ○ 1990 Lee County donation- “Frontage land” on Alico road- proposed site to satisfy land donation. You can see the proposed donation in the BOG agenda packet. 	

		<ul style="list-style-type: none"> ○ Entrepreneurship Building- Will be officially named the Lucas Center after David Lucas. ○ Budget update by Steve Magiera ● FGCU is 32 on the Princeton Review Guide to the Green College Campus ● Faculty Performance Evaluation Documents (FPED)- Deciding on virtual portfolios for promotion/evaluation materials for faculty. 	
	Nathan Campbell (Student Government)	<ul style="list-style-type: none"> ● Quarantine Kits- Goodie bags for students who are quarantining in North Lake. ● Minority outreach committee working on a Townhall ● Hiring a Supervisor of Elections for the spring 	
Old Business		<ul style="list-style-type: none"> ● None 	
New Business		<p>COVID-19 Updates- Ruth Rodrigues- Director of Emergency Management</p> <ul style="list-style-type: none"> ● We use a case management-based process not just testing. Testing provides only snapshot in time and not the full picture. On average from one case, we have six others that need to be contacted. ● Had an increase in cases recently specially in Eagle Hall. Emergency Management did a surveillance testing of the entire building. Students have been more responsive to the app and communication processes. Test results show almost 8% positivity rate in Eagle Hall which is not far from our average 5%-6%. ● Our Strategy- Once the information comes in from the app, they create patterns from the group (class, gathering, club), if it meets a certain threshold, they then request more information. This could be a testing of the entire club or survey of the area for contact management. ● October 21st CDC updated their close contact definition. Now- Within 6ft of someone for 15 minutes over a 24hr period. ● Traveling for Thanksgiving & Winter Break- They will be sending out new advisories for students, staff, and faculty. They will have traveling trips, links to state advisories, links to testing information. We will have the ability to request two saliva based COVID PCR testing kit. You can use one before you travel and the second for when you come back from your trip. The lab results come back in 48-hours but allow a 72-hour return period. You can request this even if you are not traveling. This is primarily for asymptomatic testing. If you are in close contact with someone exposed to COVID you need to submit that in the app. ● Remote work is encouraged for staff that have to quarantine from home. 	

		<ul style="list-style-type: none"> • Thank you to Lauren Strunk for her work with Peers Care and the support they have given to students. • Working on a report of our data and response. • If you have future questions please send them to Andi • Discussion followed. <p>HR will present during our December Meeting Ysatiz Pinero is leaving FGCU that opens a seat in SAC</p> <ul style="list-style-type: none"> • Do we open the seat now and fill it with the second highest voted member or wait till May for general election? If we fill the seat now they would be in the position till May when our regular election process begins. • Committees that will need to be filled- Employee Recognition, Policies, and President’s Committee for Intercollegiate Athletics (this will be taken by the secondary appointee). The Chairs of the SAC committees will make the decision on filling the position. • There is a motion to fill the SAC seat now and have them go through the general election in May <ul style="list-style-type: none"> ○ Motion to approve: Kittleson ○ Second: Bingham ○ Any discussion: NA ○ Approve: 15 ○ Dissent: 0 ○ Abstain:3 <p>Opening Position Soon- Vice President for Administrative Services and Finance</p> <ul style="list-style-type: none"> • President would like three SAC representatives <ul style="list-style-type: none"> ○ Charlotte Bingham, Myles Kittleson, and Carolyn Greene <p>5 Star on-Boarding Presentation</p> <ul style="list-style-type: none"> • This would be a long-term commitment; we would have to commit to monthly 30-minute presentations. • We will vote on this during the November meeting • Discussion followed 	
SAC Standing Committee Reports	Chair- Carolyn Greene	Increasing Visibility Committee <ul style="list-style-type: none"> • 5 Star on-Boarding Presentations <ul style="list-style-type: none"> ○ Use this presentation in other spaces • Getting our social media accounts up and running <ul style="list-style-type: none"> ○ Need a professional headshot from all SAC members • Ways we spread the word <ul style="list-style-type: none"> ○ Social Media ○ Website Updates 	
	Chair- Jessi Drummond	Diversity & Inclusion Committee <ul style="list-style-type: none"> • We are working on getting an HR representative to come to SAC meetings • Would like to establish 360 reviews • Creating town hall meetings • More staff involvement in future job searches 	

	Chair- Tracie Beck	Elections: <ul style="list-style-type: none"> No report at this time 	
	Chairs- Jaclyn Chastain & Georgia Willis	Employee Recognition: <ul style="list-style-type: none"> Reviewed and voted on Finest of the Flock nominees. 	
	Chair- Miki Domjan	Policies <ul style="list-style-type: none"> No report at this time 	
	Chair- Katarina Danks	SAC Professional Development Program: <ul style="list-style-type: none"> Reviewing three applications Reviewing the award process 	
	Chairs- Amy Craig	Special Events: <ul style="list-style-type: none"> Hosting another food drive on Tuesday October 3rd at 1 PM <ul style="list-style-type: none"> Permanent drop box on the second floor of the library In-person meet & greet on the library on November 18th 	
University Committee Reports		<p>ADA –Represented by Chair Katarina Danks</p> <ul style="list-style-type: none"> No report <p>Campus Communicator- Represented by Chair Mary Larkin</p> <ul style="list-style-type: none"> FGCU 360 will be mailed to your home mid-November Encourage all graduating seniors to submit their pictures by November 5th If you need help with social media reach out to the Marketing and Communications team <p>Faculty Senate – Represented by Chair Charlotte Bingham</p> <ul style="list-style-type: none"> No report <p>Grant-In-Aid – Represented by Chair Carolyn Greene</p> <ul style="list-style-type: none"> Have not met yet <p>Institutional Affairs - Represented by Chair Jennifer Denike</p> <ul style="list-style-type: none"> There will not be a spring break in Spring semester 2023-2024 academic calendar recommendations <p>Parking Advisory – Represented by Chair Myles Kittleson</p> <ul style="list-style-type: none"> No report <p>Sustainability and Resiliency Council- Represented by Chair Katarina Danks</p> <ul style="list-style-type: none"> Will have a meeting in November 	
University Special Committees		<p>ACE iLab– Represented by Chair Andi Clemons</p> <ul style="list-style-type: none"> No report <p>Rebalancing Resources Represented by Chair Lauren Strunk</p> <ul style="list-style-type: none"> No report 	
Presidential Appointed Committees		<p>Diversity and Inclusion Committee – Represented by Chair (Charlotte Bingham)</p> <ul style="list-style-type: none"> President Martin commented that it is everyone’s responsibility to include D & I into their work. Also invited the committee to give regular reports to cabinet. We need more engagement in job searches. We all should nominated names for the positions to increase the diversity of candidates. 	

		<ul style="list-style-type: none"> Precious worked with HR on updating the wavier document for appointed positions. Added verbiage that they can disagree on the appointment. Micro credential rollout Marieb College is launching new initiative, increase an inclusivity climate. They have 9 members on their committee. All the leadership has committee to complete the D&I certificate. Executive order from President Trump regarding race and sex stereotyping could impact our trainings on-campus but it is being reviewed on how this will be enforced. <p>Intercollegiate Athletics Committee (IAC) – Represented by Chair (Lauren Strunk)</p> <ul style="list-style-type: none"> No report <p>Parking Citations Appeals Board – Represented by Chair (Carolyn Greene & Georgia Willis)</p> <ul style="list-style-type: none"> 129 appeals, 126 were denied, some had their citations reduced. One in-person appeal was reduced. They also reduced appeals from the Little Eagles Learning Center Meeting set for November <p>Sick Leave Pool Committee – Represented by Chair (Jennifer Denike, Jennifer Fulwider & Alison Bryant)</p> <ul style="list-style-type: none"> Reviewed one request <p>Title IX – Represented by Chair (Myles Kittleson & Charlotte Bingham)</p> <ul style="list-style-type: none"> Hasn't met yet 	
Campus Updates	All Reps when applicable	<p>Katarina Danks</p> <ul style="list-style-type: none"> Instagram is FGC_SAC Facebook search for FGCU SAC (Staff Advisory Council) You will see recent post on both Business Services updated their website to include branding information. They created a portal to access all logos, just email Katarina for the password. <ul style="list-style-type: none"> http://fgcu.edu/licensing <p>Carolyn Greene</p> <ul style="list-style-type: none"> SAC Scholarship- If every SAC member gave a minimum of \$26 for the year (\$1 every pay period) we would be able to raise over \$27,000 in one year. Just over 3,000 in the scholarship fund currently. Missy- Is there another avenue to collect the money? Amy- Will add a donation box at the next meet and greet. 	

Next Meeting: November 20th, 2020 12:30 pm on TEAMS.

President adjourned the meeting at 2:14 pm

Finest of the Flock SPOTLIGHT for this month:

- Jeremy Boreland (Athletics)

Jeremy's nominator wrote: "I am nominating Jeremy because he has been an instrumental piece in getting the student athletes and athletics staff together to discuss and come up with solutions regarding the civil unrest and

social injustices happening within the community and how athletics should respond. There has not been a designated person to do this in athletics and he has stepped up and been that person for the students as well as the staff. He worked to create town hall meetings, set up discussions with athletics administration, coaching staff and students. He has been the go to guy for everyone! This was not in his purview and has taken this on because he is also passionate about these topics. He has been working diligently with the entire athletics team to create solutions for all and responses to the public and students. He has managed the differing ideas of athletics administration, staff and students which in and of itself is a huge undertaking. Jeremy has gone above and beyond the call of duty. He conducts research to see what other schools are doing and how they are responding and he is having one on one conversations on what best practices are and how they should move forward. Jeremy is even assisting the student-athletes in creating a new student RSO and he plans to be their advisor. All things that are not in his responsibilities but is gladly doing. This is just some of the things he has been doing over the last several months and I believe he is most deserving of this recognition.”