Staff Advisory Council

Regular Meeting Minutes

Date:4/16/21

Location: TEAMS

Time: 12:30PM-2 PM

Call to Order: President Andi Clemons

Time: 12:34 pm

Record Attendance: 15 out of 20

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Council Members: | Present | Excused | Absent | Minutes |
| 1 | President Andi Clemons | x |  |  | x |
| 2 | Vice President Carolyn Greene |  | x |  |  |
| 3 | Susan Baurer | x |  |  | x |
| 4 | Tracie Beck | x |  |  | x |
| 5 | Charlotte Bingham | x |  |  | x |
| 6 | Alison Bryant | x |  |  | x |
| 7 | Jaclyn Chastain |  |  | x |  |
| 8 | Amy Craig | x |  |  | x |
| 9 | Katarina Danks | x |  |  | x |
| 10 | Jennifer Denike | x |  |  | x |
| 11 | Miki Domjan |  |  | x |  |
| 12 | Jessica Evers |  | x |  |  |
| 13 | Myles Kittleson |  |  | x |  |
| 14 | Mary Larkin | x |  |  | x |
| 15 | Aisha Lewis | x |  |  | x |
| 16 | Holly Mathews | x |  |  | x |
| 17 | Dakendo Michel | x |  |  | x |
| 18 | Lauren Pugh | x |  |  | x |
| 19 | Lauren Strunk | x |  |  | x |
| 20 | 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: Nathan Campbell

Black Faculty Staff Alliance (BFSA) Liaison: Dakendo Michel

| Agenda Item | Responsible | Discussion |
| --- | --- | --- |
| Approval of Minutes | Chairs | Approval of January Minutes   * + Motion to approve: Georgia   + Second: Jennifer Denike   + Any discussion: None   + Approve: 14   + Dissent: * Abstain: |
| Officer Reports | President,  Andi Clemons | BOT meeting was this week, please watch them if you have time. Campus master plan presented; no plan for a search for a new president yet, we’ll know more in June; Dr. Martin is leaving next summer 2022; Kognito training completion significantly better so thank you; Allison Bryant leaving university so treasurer role empty, no one volunteered yet, please contact Andi if you have any interest for just a couple months, it’s a great professional development opportunity, but for now Andi has access to budget; representatives, please make best effort to attend SAC meetings, Nick Reeves has resigned due to work conflicts, so a one year seat is available during the coming elections, if must miss let Amy know to be marked as excused |
|  | Vice President, Carolyn Greene | No report |
|  | Secretary, | I have access to edit site and I’m learning as I go, but if you see glaring errors, please email me; Please follow our IG and FB pages and like posts so the algorithm makes us more visible |
|  | Treasurer, | No Report |
| Finest of the Flock | Chairs  Georgia Willis  Jaclyn Chastain | No nominees this month, but next week Outstanding Staff Awards will be presented at the SAC assembly |
| Public Comment |  | None |
| SAC Liaison Reports | Dr. Aysegul Timur  (SAC Liaison) | Looking good to have a return to “new normal” for Fall, thanks to Ruth Rodrigues and team who developed multiple scenarios and plans; Grad Walk is exciting; Board of Trustees meeting updates are clear on their posted agenda so take a look; at Tuesday’s meeting student survey results were presented by Dr. Cordova, as well as updates on new initiatives; still a lot of uncertainty on budget, closely watching impact of legislative decisions, looking much better than we thought; BOT approved the accountability plan, next year’s targets are in that report; thanks to everyone getting Kognito numbers up from low 70s percent to 94% and goal is to improve on that completion rate |
|  | Dr. Jamie MacDonald (Faculty Senate)  And  Charlotte Bingham | More BOT updates, the student success survey is of particular interest to staff; approved new Bachelors and Masters level degree; Beginning president’s performance evaluation, and expect an outline ; SAC representative on President hiring committee last time, so might explore doing that again; Anna Carlin is new Faculty Senate president for one year term , Lindsey Rhodes as VP, Maria Colmer as Communications officer, Tammy Sedikik Secretary, BJ as parliamentarian; CARES Act discussion about when we might expect funds, 50% of funds will go to students; Budget still a moving piece, state legislature has cuts to our operating fund, by 30th they should sign it and then present to governor in second week of May, so we’ll have a better idea at the end of next week what our budget looks like; Provost says Kognito training completion over 95%; Jamie stays as our liaison through August |
|  | Nathan Campbell  (Student Government) | Had 2 Senates for new term, confirmation of 4 cabinet members; Nathan reappointed as Chief of Staff so will continue as SAC liaison; Next Tuesday’s meeting they will focus on filling in many vacant chair positions |
|  | BFSA (Dakendo Michel) | Met last week on April 9th; Emily Nanna was a guest presenter from OIEC; Next meeting May 7th |
| Old Business |  | None |
| New Business |  | **Ruth Rodrigues, Guest**  Today’s vaccine clinic had a little hiccup, started late at 11am and was underway with help from Student Health Services, planning 750 shots in arms today, if you had appointment before 11am today, come on back; Ruth was a SAC representative long ago, and was SAC president at one point, she appreciates us so let her know if we ever need anything; Vaccines much more available now, 1000 shots last Thursday, not planning more on campus vaccines until Fall; See FGCU’s information site <https://www.fgcu.edu/coronaupdate/> to schedule vaccines on your own; Biggest question on when we will loosen up mandates: for now we are holding the same standards until the end of Spring 2021 semester, we want to roll things out in a way that makes sense so two dates to expect seeing changes, June 1 and August 10; June 1st moving event numbers from 50 person cap to 150 cap, particularly in multipurpose spaces, classroom capacities will stay the same for now, opening campus to summer day camps, no overnights; Travel, masks, dining changes still not public but hope to have some new guidelines published the first week of May; Trying to make wise decisions based on local and federal plans; Survey to assess Fall readiness going out to faculty, staff, and students which will help Emergency Management plan so please be bluntly honest; Expect there may be walk-up vaccinations available today around 4pm; Some things like quarantine guidelines will be changing; A lot of unknowns as to vaccine efficacy rates, so need to keep guard up and continue filling out Veoci app; Adaptive Services checks for the green checkmark at the door and other departments don’t seem to be as strict, but thanks for reinforcing what we’re trying to accomplish; Requiring proof of vaccinations being studied, but SUS will move forward as a system in whichever direction is decided; Also studying whether vaccines would be required for certain things on campus, like international travel, but a lot of legal review for that;  **Deborah Wiltrout, Guest**  Grad Walk update: moving from virtual commencement to a hybrid situation for Spring 2021, still have virtual commencement with speeches and scrolling names on Sunday May 2, 10am, with the addition of the Grad Walk component, where students can invite up to 4 guests for a chance to walk across the stage, every 2 minutes students walk, 2 stages in Alico for graduate to cross while family is there to support, graduate’s name is read by Deans and Associate Deans and staff; See [www.fgcu.edu/spring2021grad](http://www.fgcu.edu/spring2021grad) for more information; Right now 1400 of 1900 grads have registered, registration closes April 25 and only the student needs to register, not the 4 guests; Class of 2020 feeling left out, but hoping to have an opportunity in Fall to invite that class back to do an in-person event for those graduates; About 180 volunteers signed up and don’t really need more volunteers unless very interested; Doctoral candidates will have their own time blocked off, 40 out of 45 have signed up;  **Increasing Visibility Taskforce; Represented by (Carolyn Greene)**  No report  **D&I Taskforce; Represented by (OPEN)**  Jessi was main spokesperson, Amy Craig is added to the taskforce; Still need an official representative; Andi would like to touch base in May to see where the group aligned with the SAC goals and speak to that at the May meeting |
| SAC Standing Committee Reports | Chair- Tracie Beck | **Elections:**  The Elections Committee has been working on gathering donor gifts for the Annual SAC Assembly, which will be held on April 21st from 12:00-2:30 via Zoom.  There were **42** nominations for SAC representatives; out of this number, three were not eligible due to their FGCU start date, and **20** accepted their nominations.  This year, there are **14** vacancies.  At the SAC Assembly, the nominees will introduce themselves and explain why they would like to be SAC representatives.  Immediately after the SAC Assembly, an e-mail will go out with a Checkbox link to vote for the SAC representatives.  According to the SAC Bylaws, the voting period will last ten days, after which the results will be shared with the SAC Secretary. 53 prizes including 2 parking spaces, prizes awarded to those present. Missy will be presenting a Helping Hands award.  Officer elections before retreat so new officers and outgoing officers can transition smoothly |
|  | Chairs- Jaclyn Chastain & Georgia Willis | **Employee Recognition:**  4/8/21 OSA Award meeting,   * Outstanding Staff Award team met to score and finalize.   Georgia and Jackie  Tracie Beck  Willie Baca  Dakendo Michel  Jeff Garner  Mary Larkin  Brooke Niarchios  Susan Baurer  Winners are double secret!  Bookstore award is approved and hope to start first award cycle in Fall |
|  | Chair- Miki Domjan | **Policies:** No report |
|  | Chair- Katarina Danks | **SAC Professional Development Program:**   1. Old Business    * 58 registrants for Feb 11 Workshop    * 53 registrants for Feb 22 Workshop    * Some overall comments about the Virtual PDP presentations:      + THANK YOU for arranging this! Just when I thought I knew everything about Word… 😊 This was awesome!!!!!      + Thank you very much! That was awesome and I learned a lot.      + I enjoyed it very much. I have done something like this before when IT offered a “tips and tricks” kind of thing and I always learn something. Great stuff!      + Thank you for arranging this Katarina. It was really interesting information. And thanks so much for the link to the recording – my supervisor kept interrupting my viewing!      + Wonderful, thank you! I like this kind of seminar. Good time of day too to hold the meeting.    * UPCOMING WORKSHOPS      + **March 22nd: Effective Email Formatting and Composition**      + 12-12:45pm |Presented by Conan Griffin 2. New Business    * Application review - Lisa Banks    * Application review – Carolyn Conley    * Application review – Renee McFarland    * Application review – Suzy Ponicsan    * Application review – Megan Paulin    * Application review – Kelsey Fischell    * Application review – Jacquada Gray    * Application review – Jennifer Denike    * Application review – Saül Laguerre    * Application review – Iris Perez (2nd) 3. Roundtable    * Extending the event deadline from May 31st    * Remaining funds    * Website and documents corrections    * Travel ban    * List of what kinds of PDP people can apply for    * People presenting after their PDP experiences?    * Establish rules and procedures      1. Multiple applications from same dept      2. Setting priorities      3. Find print      4. Max 2 staff in same dept    * Long-term cross-fiscal events, such as Jennifers’ SWFL Leadership Program      1. Events that begin and end in a different fiscal year; committee members have power to do what?    * June 1 cutoff date for SAC?    * Occurs by May 31? Is this more work? |
|  | Chair- Mary Larkin | **Special Events:**  Working on an event in May to replace the SAC picnic that typically happens in Soar into Spring, probably week of May 10, and adding a Food Drive to get the FGCU pantry stocked for summer |
| University Committee Reports |  | **ADA –Represented by Chair Katarina Danks**   1. Updates    1. Building/Construction-Tom Mayo was absent, but provided the below information:  * Integrated Watershed and Coastal Studies (AB9)-Construction in progress. Opening Jan. 2022 * Center for Entrepreneurship (Lucas Hall)- Construction in progress. Opening Aug. 2021. * Howard Hall Partial 1st Floor Remodel- Construction Documents complete. On hold. * McTarnaghan Hall 2nd Floor Remodel- Oh Hold. * Howard Hall 2nd Floor Remodel- On Hold. * Southern Scholarship Pilot House 2- Bidding in progress. Open Aug. 2022. * 2020-2030 Campus Master Plan Update- 1st Public Hearing April 13 BOT meeting. 2nd Public Hearing/Adoption September 14, 2021 * Library master Plan Study-In progress. * Performing Arts Complex Feasibility Study- In progress.   Alex asked the question about no water being in McTarnaghan and wondered if other areas were affected. Jim Lee stated that the water concerns started with the Library and so parts of the Library, all of McTarnaghan and Howard are without water. He said that the plan is that McTarnaghan will start to have the water issue fixed on Monday, March 29th.   * 1. OIEC-Keira De Olivera * There have been 16 Title II queries this academic year and last year there were a total of 28, so we are in alignment with last year. * Mandatory trainings are 55% complete, with a deadline of April 1. VP’s have been sent an email to remind employees to complete the trainings, so there is an expectation that participation will increase by next week.   1. Adaptive Services-Cori Bright-Kerrigan * Maintaining status quo * Getting ready for finals and working with students on assistance for the in-person piece of graduation * Planning the adaptive rec day event to be held in October 2021.  1. Old Business    1. Accessible Technology Recommendations -Cori  * Software checklist is being sent out as part of the package that comes from Procurement. Unsure how many have been returned so Cori will follow up. * Elizabeth is going to follow up with Lucas Center to see about trainings for the Summer/Fall semester. * Cori talked about a recent concern with the new math placement test that was purchased by the math department. Placement test is designed to be virtual and in-person and a current student, who is blind, tested the software and found many accessibility concerns. Testing and Assessment is following up, but a current example of the importance of the checklist and making sure that everything that is purchased is accessible.   1. Truncated Domes-Cori      + Jim Lee is working with the vendor to secure the materials. Anticipates the project will be completed by the start of the Fall 2021 semester.   2. Virtual map (Campus Map)      + Cori is finalizing the Student Services script and will be sending to Mike.      + Information on the accessible parking has already been sent in.      + Once the student services piece is completed, academic programs will be next.   3. Soaring Eagles Academy-Cori      + Cori updated that things are moving along towards students being here in Fall 2021.      + Waiting on Admissions to finalize the application and once done, we can start advertising for applications.      + Currently working on educating the campus community on working with students with intellectual disabilities.      + Cori discussed and event that she is doing with one of the SEA Coordinators for the Lucas Center.      + Cori also highlighted a couple of events through the D&I certificate program.   4. Closed Captioning-Cori      + Thorough discussion on closed captioning. Cori explained that it is necessary to make sure that things are captioned and Jeff clarified the legal requirement and that it is a MUST.      + Alex suggested that the course evals have a statement asking students about accessibility. Dr. Sever stated that while that is a good idea, course evals are not mandatory and his experience is not many students complete them. Jeff suggested that we use MyFGCU platform to help market the course evals.      + It was also suggested that Adaptive Services have a specific question about closed captioning on their student satisfaction survey.      + Jeff suggested that Adaptive Services try a TEAMS group, that would be voluntary so as not to breach confidentiality, regarding closed captioning needs and concerns.      + Keira suggested that Adaptive Services have a faculty partner program to help with training and getting the word out about closed captioning, and other accommodations.  1. New Business    1. Student Group presentation—did not show    2. Meeting times for 2021-2022 academic year—Cori       * Cori wants to increase attendance at meetings and day and time has been difficult for some, especially faculty teaching schedules.       * Cori asked that at our May meeting, everyone bring their availability for next year so that we can find a day/time that works with everyone. 2. Roundtable  * Ruth discussed the current vaccine rollout and anticipated plans for the Fall 2021 semester. * Of all classes, 75% are expected to be in person and classroom occupancy will return to its pre-pandemic state. * Events and other programming will be allowed on campus, with high risk activities being evaluated for possible mitigating measures. * Anticipated that masks will still be required for some time and vaccines will continue to be available * Keira updated that Precious will be back next month and so Jessica will likely return to the Committee as the OIEC rep.   **Campus Communicator- Represented by Chair Mary Larkin**  SAC will be a part of the Human Resources 5-Star Academy; Dr. Timur reported on the Hybrid Graduation, the President’s Advisors Committee that has over 20 employers and local /chambers who are addressing the Workforce Gap and Micro Credentialing. The prestigious Edison Awards will take place in Fort Myers this year and both the School of Entrepreneurship and a student from that department are finalist this year; Whittaker STEM reported that there will be at least 3 summer camps including the Immokalee Foundation STEM Camp, and Entrepreneurship Camp; Brian Johnson announced that they are trying to keep the Sun Chase Solar Event alive and that there may be video trials. Summer B will have two camps Mathletes and a Coding Academy; Anna Carlin from the Faculty Senate reported that there is a push update and switch to the application process to an Electronic Portfolio Platform; Return to the Nest fund received a $45,000 grant form SWFL Community Foundation; The COVID Memorial will be held in March; John reported from LCOB that accounting students are participating in a Tax Preparation Program in the community. They are developing a Faculty Research Newsletter; Tom Felke spoke of a Family Initiative Autism Center; Marty from the PGA talked about the students sponsoring occupational Therapy Putting sessions.  **Faculty Senate – Represented by Chair Charlotte Bingham**  Nothing to add from Jamie’s report  **Grant-In-Aid – Represented by Charlotte Bingham**  We met on March 26th and approved three applicants. They will be announced at the Celebration of Excellence.  **Institutional Affairs - Represented by Chair Jennifer Denike**  Did not meet, 2023-2024 calendar approved 3/19 by faculty senate; Fall classes begin: Monday, August 14th and classes end: Friday, December 8th; Spring classes begin: Monday, January 9th and end: Monday, April 29th  **Parking Advisory – Represented by Chair Myles Kittleson**  No report  **Sustainability and Resiliency Council- Represented by Chair Katarina Danks**  No report |
| University Special Committees |  | **Rebalancing Resources Represented by Andi Clemons**  Last meeting today, report will probably be sent after today’s meeting if the chair thinks it is ready  **25th Anniversary Planning**  Susan representing staff on 25th anniversary planning committee, |
| Presidential Appointed Committees |  | **FGCU Values and Actions; Represented by (Charlotte Bingham)**  No Meetings ever, so may remove this from agenda going forward  **Diversity and Inclusion; Represented by (Charlotte Bingham)**  Mary Banks spoke about students being able to update preferred names, but IT needs to work on getting it updated on all platforms where students can see each other, like Eaglelink; Employees can update preferred names in Workday; Kristin Thompson from HR spoke about compensation project to conduct 5 phase project to look at compensation with 10 mini committees to work on the phases; Hoping by Fall to have more updates; New D&I award will be announced at the Celebration of Excellence  **Intercollegiate Athletic; Represented by (Lauren Strunk)**  No report  **Parking Citations Appeals; Represented by (Georgia Willis)**  Met 3/24, Reviewed and made decisions re: student parking appeals; also met 4/14 and had on in-person appeal, probably last meeting until Fall  **Sick Leave Pool; Represented by (Jennifer Denike)**  No report  **Title IX; Represented by (Myles Kittleson)**  No report |
| Announcements |  | Andi reminds us to participate in the Perceptions of Readiness for Fall survey that will be forthcoming  Celebration of Excellence video will hopefully be ready by 4/26  Shout out to Alison Bryant and many thanks for all she’s done for SAC  Library catalog will look different as a change is coming over Summer  SAC Assembly on Weds 4/21 from Noon-2:30 |

Next Meeting: May 14th, 2021 12:30 pm on TEAMS.

President adjourned the meeting at 1:54 PM

Second: Jennifer