**Staff Advisory Council**

**Regular Meeting Minutes**

**Date:8/27/21**

**Location: TEAMS**

**Time: 12:30PM-2 PM**

Call to Order: President Andi Clemons

Time: 12:31 pm

Record Attendance: 19 out of 24

Secretary: Amy Craig

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Council Members: | Present | Excused | Absent | Minutes |
| 1 | President Andi Clemons | x |  |  | x |
| 2 | Vice President Mary Larkin |  | x |  |  |
| 3 | Secretary Amy Craig | x |  |  | x |
| 4 | Treasurer Amy Hall | x |  |  | x |
| 5 | Andie Aguirre | x |  |  | x |
| 6 | Kiley Barnett | x |  |  |  |
| 7 | Susan Baurer |  |  | x |  |
| 8 | Diane Bova | x |  |  |  |
| 9 | Charlotte Bingham | x |  |  | x |
| 10 | Kelly Boyd | x |  |  |  |
| 11 | Jaclyn Chastain | x |  |  | x |
| 12 | Jennifer Denike | x |  |  | x |
| 13 | Miki Domjan |  |  |  |  |
| 14 | Jessica Evers | x |  |  | x |
| 15 | Carolyn Greene | x |  |  |  |
| 16 | Thomas Koller | x |  |  |  |
| 17 | Aisha Lewis | x |  |  | x |
| 18 | Tricia Miller |  | x |  |  |
| 19 | Iris Casiano | x |  |  | x |
| 20 | Suzy Ponicsan | x |  |  |  |
| 21 | Regina Trabucco |  |  | x |  |
| 22 | Kristen Vanselow | x |  |  | x |
| 23 | Sebastian Weber | x |  |  | x |
| 24 | Georgia Willis | x |  |  | x |

Faculty Liaison: Dr. Aysegul Timur

Faculty Senate Liaison: Anna Carlin

Student Government Liaison: Nathan Campbell

Black Faculty Staff Alliance (BFSA) Liaison: Aisha Lewis

| Agenda Item | Responsible | Discussion |
| --- | --- | --- |
| Approval of Minutes | All | Approval of June Minutes   * + Motion to approve: Georgia   + Second: Charlotte   + Any discussion: None   + Approve: 14   + Dissent: * Abstain: 5 |
| Officer Reports | President,  Andi Clemons | Faculty senate meeting showed great faculty support for staff, expressed willingness to help as they can and reiterated we are valuable to the university. Asked how we staff are feeling about being back on campus, which was a reminder that staff have been back mainly in-person for a full year. If you have any input, remember you can drop comments in SAC comment box.  Future meetings modality choice is forthcoming  SAC campaign for our staff scholarship, currently $542 for our fundraiser, please share to solicit contributions, open until Sept 10. <https://give.fgcu.edu/organizations/staff-advisory-council-sac> |
|  | Vice President, Mary Larkin | No report |
|  | Secretary, Amy Craig | Social Media push, like and follow us on Facebook @fgcusac and Instagram @fgcu\_sac Please send me pictures via cell or email to highlight staff activities in real time as they’re happening |
|  | Treasurer, Amy Hall | Employee recognition, please send in your budget  Full budget discussion in New Business |
| Finest of the Flock | Chairs  TK & Regina | Finest of the Flock nominees:  Too early for a selection, meeting next week |
| Public Comment |  | None |
| SAC Liaison Reports | Dr. Aysegul Timur  (SAC Liaison) | Meeting conflicts, sent Andi a note to encourage vaccine conversations and be mindful of protecting those around you, continue creating a safe working environment |
|  | Anna Carlin (Faculty Senate) | Long discussion on COVID policies and procedures, Provost and Ruth Rodrigues were in attendance. A new notification system should start at CRN course level to notify entire classes if there is an exposure. Still COVID-19 tests available to pick up. FGCU Day and 25th anniversary plans were also presented in Senate. 9/14 BOT meeting, including topics of regulation changes to sick leave pool; can provide feedback until 8/30. |
|  | Nathan Campbell  (Student Government) | No representative attending |
|  | BFSA (Aisha Lewis) | Today is award ceremony  New members are always encouraged  Upcoming meetings will discuss how SAC can support initiatives |
| Old Business |  |  |
| New Business |  | **Visitors**: Kim Wallace, Nicole Russ  25th Anniversary Planning: same PowerPoint presentation will be shared to more campus departments  Planning a yearlong Jan-Dec 2022 celebration  FGCU Day 2/12/22: A campus and community day-long celebration to kick-off our 25th anniversary year and demonstrate the progress and impact of FGCU. This event will be folded into Homecoming and Eagle Expo.  **Voting in new members**:  We lost SAC members in late Spring and Summer and so the next highest votes are recommended to be voted in.  Suzy- 2-year term  Sebastian-2-year term  Diane-1-year term  Motion to vote those members in: Jennifer Denike  Second: Kristen Vanselow  Votes in favor:  16 Suzy  16 Sebastian  16 Diane  Welcome three new members.  **Committees:**  Spaces available on SAC committees, university committee, presidential committees, SAC Goal groups  Sign up for SAC Committees on sign-up genius before we send to all staff, which we will do after this meeting  Sick Leave Pool is no longer, so those representatives are released from service  Back-up for institutional affairs needed, anyone interested?  Goal Groups: Visibility/Communication/Outreach and Staff Retention/Morale, email [sac@fgcu.edu](mailto:sac@fgcu.edu) if interested in serving on these  **Committee Budgets:**  Amy Hall is treasurer. Previously emailed asking for budget from committees. Need employee recognition to submit theirs. Next meeting we will vote on the budget. See details in the SAC shared drive.  University:  AC0407/CC0169 = E&G fund = annual budget $35,000 (professional development only)  AC0172 = Concession fund = annual budget $14,400 (all other SAC expenses)  Foundation:  05057 = Staff Advisory Council = $6,661.04 (can be used for almost anything related to SAC, no additional funding lately)  70184 = SAC Scholarship Fund = $6,116.99 (used for scholarships only, funded by employee donations, currently one $500 scholarship annually)  01121 = Gabor Employee Award Fund = $5,759.92 (two $1,000 outstanding employee awards annually, Gabor-funded at $2,500 each year or every other)  Might want to think about awarding more scholarship funds, we’ve done a good job of raising money for that account  Shirts have not been ordered for the past 2 years, so hoping to get new ones this year, as well as name badges  PDP is secure with $35000 opening balance, excited to make plans for that funding opportunity  **Fall Semester Meetings:**  Future SAC Monthly meeting modality: last minute change to Teams for today, majority interested in keeping virtual for Fall, option of Zoom to see all faces at once? Andi points out some preferences for Teams. The new flexible work from home option includes Friday so maybe more attendance if we keep it on Teams for the Fall semester.  Motion to keep meetings virtual all Fall: Carolyn Greene  Second: Aisha  19 votes in favor  All Fall semester monthly Sac meetings will remain virtual via Teams |
| SAC Standing Committee Reports | Chair: Aisha Lewis | **Elections: No report, and most likely won’t until the end of the year when we hold our elections** |
|  | Co-Chairs: TK & Regina | Employee Recognition:  Met 7/21  Discussed who earned the Fall 2021 SAC Bookstore Award.  Discussed the process and “grading” criteria to make sure we all understood eligibility for the award.  Questions to review for the bookstore award:  Guidelines about how to grade and the factors that decide: Veteran, family status, GPA, Bachelors/Masters/Doctorate, Financial Aid eligibility, International, FGCU graduate, etc.  Eligibility Clarifications: Think about more guidelines about the award that says something about if a person backs out of employment or is not in good employment standing, pauses school, etc. Do we need to do a reference check with the supervisor?  Time period/Awardee timeline: Once they give someone the award, they can use the award for entire academic year. May is end of fiscal year for Bookstore. May want to rethink the way we design the program. Does it make sense to award 2 awardees at the fall semester so they have all year to use the money? Or continue with giving it in Fall and Spring but the spring awardee would only have December – May to use the money? Does that work?  If we want to make change, we need to add it to SAC agenda ahead of time and bring it up on New Business and vote on it for the following meeting.  Overwhelming response for Clinton Nitz, who works in IT. Should Clinton meet all of the required criteria after your review, we would love to award him.  Second vote for Melissa Berkley.  Georgia, Regina, Thomas and Jaclyn discussed transition of material for Finest of the Flock as well as the process from the year prior. Set up a time to exchange the physical FoF material and given to Regina to hold in her office in Eagle Hall. Need to purchase more frames (Regina). Need to work with SoVi Dining to obtain certificates (Jaclyn, TK and Regina).  Regina emailed Andi about Clinton Nitz receiving the award. Andi coordinated email to Clinton as well as to the University to communicate the award was given  Need to work on creating a certificate for Bookstore Award. Assigned to Regina.  Agenda: FoF awards and future Bookstore award process.  Clinton Nitz, first ever Bookstore Award recipient, couldn’t be here today but hope to invite him to another meeting. |
|  | Co-Chairs: Charlotte & Kelly | **Policies:**  Met 8/17  Sick pool Feedback  SAC has expressed some concerns with the changes to this regulation, as such the SAC Policy committee met this morning and has the below questions:  1. What ultimately caused the change to the process?  2. The committee was established to conduct the sick pool reviews. Was the committee consulted about being disbanded?  3. Was it too difficult to have the committee?  4. Was the committee taking too long to respond?  5. Were there HIPPA concerns? Anonymity?  6. Having only 1 individual review the sick pool applicants may make the process more subjective, taking away other viewpoints. Was this taken into consideration?  Currently reviewing university events policy  How can we get feedback for the policy suggestions? Andi will ask general counsel. |
|  | Chair: Kristen | **SAC Professional Development Program:**  Meeting next week 9/2, 3:30 on Teams |
|  | Chair: Tricia | **Special Events:**  Not met yet |
| University Committee Reports |  | **ADA –Represented by Iris Casiano**  Not met yet  **Campus Communicator- Represented by Mary Larkin**  No report  **Faculty Senate – Represented by Kristen Vanselow**  Did not receive meeting notice, no report  **Grant in Aid – Represented by Regina Trabucco**  No report  **Institutional Affairs - Represented by Kiley Barnett**  No report  **Parking Advisory – Represented by TK and Andie**  No meeting yet  **Sustainability and Resiliency Council- Represented by Jessica Evers**  No meeting yet |
| University Special Committees |  |  |
| Presidential Appointed Committees |  | **Diversity and Inclusion; Represented by Charlotte Bingham & Aisha Lewis**  D&I Certificate resuming in September  **Intercollegiate Athletic; Represented by Kristen Vanselow & Kiley Barnett**  Meeting set for 9/23  **Parking Citations Appeals; Represented by Georgia Willis**  No meeting yet  **Title IX; Represented by Tricia Miller**  No report |
|  | All Reps when applicable |  |
| Announcements |  | Aisha: immunization $100 incentive, today is last day at Cohen, then it will be in the HR mod. Cara says they accept a photo of the immunization card if you don’t have it with you.  Kristen: Check out the IBM Skills Academy courses starting soon! <https://www.fgcu.edu/ibmskillsacademy/>  Andi: If you have ideas for SAC guest speakers, let her know; busy looking for 3 new Academic Affairs positions  Georgia: New test proctor, Belinda, stop in and say hi to her!  Amy: New role as Lucas Center for Faculty Development Coordinator, September guest speaker <https://reg.learningstream.com/reg/event_page.aspx?ek=0002-0021-edb76d7339084819ab2d40b358fed567>  Kristen: New role as Assistant Vice President, Innovative Education and Partnerships |
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Next Meeting: September 10th, 2021 12:30 pm on TEAMS.

President adjourned the meeting at 1:53 PM

Second: Amy