**Staff Advisory Council**

**Regular Meeting Minutes**

**Date:12/3/21**

**Location: Cohen Student Union Ballroom**

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

Call to Order: President Mary Larkin

Time: 12:32

Record Attendance: 17 out of 21

Secretary: Amy Craig

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

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

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  | Representatives |  Approval of November Minutes* + Motion to approve: Georgia
	+ Second: Miki
	+ Any discussion: None
	+ Approve: 12
	+ Dissent:
* Abstain:
 |
| Officer Reports | President, Mary Larkin |  |
|  | Vice President, VACANT | Anonymous Comments: behind on updating website, due to officer changes, hope to catch up by JanuaryIf there is something urgent that goes to another department, we try to get to is ASAP, but please note anonymous comments are not for emergency reporting |
|  | Secretary, Amy Craig | If staff are involved in any events or activities we can showcase on our social media channels, please email me pictures and captions, alcraig@fgcu.edu  |
|  | Treasurer, Amy Hall | * Expenses paid YTD include the SAC Retreat luncheon ($524.76) and recent Meet & Greets ($149.79). Two Professional Development requests are in the pipeline, totaling approximately $3,300, to be paid out in December.
* Current fund balances:
	+ E&G (Professional Development): $35,000.00
	+ Concessions: $13,725.45
	+ Scholarship Fund $ 8,518.99
	+ SAC (Foundation) $ 6,661.04
	+ Gabor Employee Awards $ 5,759.92

$69,665.40* SAC Scholarships, $500 each, awarded to:
	+ Wheatly Dorsainvil, Academic Advisor, College of Health & Human Services – second-year grad student in FGCU’s Doctor of Education program
	+ Kevin Vicens, IT Support Specialist, User Services – completing (spring 2022) Masters in Information Systems & Analytics

Bookstore Award: Missy Berkley |
| Finest of the Flock | ChairsTK & Regina | **Read all nominee names, see email****November FOF Spotlight Winner: Caitlin Allred** |
| Public Comment |  | None |
| SAC Liaison Reports |  Dr. Aysegul Timur(SAC Liaison) |  Not present |
|  |  Anna Carlin (Faculty Senate) | Plan to return to in-person meetings in SpringPres Martin was at today’s meeting, main topics included salaries and compression and diversion |
|  | Nathan Campbell (Student Government) | Not present |
|  | Aisha Lewis (BFSA) | No report |
|  Old Business |  | Bookstore Award Vote: changing language. TK as chair said the language sent is not fully ready to vote on, table to future meeting.Motion: GeorgiaSecond: KellyIn favor of tabling to next meeting: 13 Vote and ratify new SP Representative: Stephanie CobbMotion: CharlotteSecond: KellyApprove: 13 |
| New Business |  | **Guest Speaker:** **President Mike Martin** * 1. **SAC Taskforce Reports**

**1) Staff Retention and Morale**Our survey just went out on Monday 11/1. Over 40% staff completed survey, **SEE EMAIL****Full report at January SAC meeting**  **2) Visibility/Outreach:** SAC Visibility & Outreach Taskforce MeetingAttendees: Suzy, TK, Georgia, Amy Outreach to HR list of new hires: waiting one more month to try and get Lunch Buddies program off the ground, emailed Tara for free passes for current staff to use when accompanying new staff to SoVi Campus Spotlight: Identify a department, date, time, and volunteers to go; Week of January 14, 10am, department TBD. Create small handout with QR code to get to the slideshow, Suzy will create a bullet point list for topics to talk about when visiting the department and get it to Amy before 12/13.  Website: Amy needs to go to a one-on-one training; tried gleaning more insight from general training but it was too complex! Mid January meeting to be scheduled.   |
| 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** |
|  | Chairs- TK & Regina | **Employee Recognition:**Date of Meeting: 11/17/21 from 3:00-4:00pm on TEAMsAttendees: Thomas Koller, Trang Burney, Suzy Ponicsan, Susan Baurer, Georgia Willis**Minutes:**Susan Baurer has volunteered to serve as Co-Chair with TK**FOF Discussion:*** TK to send Tracie email to send out University email reminder. November nominations due by November 29th
* Yes, December FOF for January announcement.

**Bookstore Award Policy Discussion** * Winner: Missy Berkley
* TK will email Missy to invite to SAC meeting to be recognized. request Missy to say a few words (under 1 min)
* Susan email other applicants who did not get award this year to encourage to apply next year
* Susan will create and print the bookstore certificate for Missy
* Considerations for next award year 2022-23
	+ Revisit eligibility criteria next time we have all employee recognition committee
	+ Considering putting in more criteria to have eligible applicants
	+ Add field in the application form about where you are going to school (prioritize staff attending FGCU)
	+ Statement between 100-500 words
	+ Previous winners will not be considered in the same year

**Outstanding Staff Awards** * March 30th award winners are due. Announced at Celebration of Excellence in April 2022
* Nominations due on March 1st, 2022 to SAC via nomination link
* Call out to SAC for assistance for evaluators to choose the winners (do so in end of January or beginning of February)
* Compile all nominations in data base and prepare before the meeting to vote. (Feb-March)
* Meet at beginning/middle of March to meet and deliberate and add up numbers for winners.
* Communicate the winners before March 30th, 2022
* See if SAC budget can purchase 2 parking spots for the winners. See if we can put a parking placard on top of the reserved space. Would we consider not a reserved space and just do a F/S spot for $118 instead of $535) – Would have to be a presentation to SAC to see if it would be approved.
	+ See highlighted note in yellow below
* Ask Mary, Amy and Amy to see if we want to present this at SAC for budget approval

 **Next Meeting:** Wednesday December 8th at 3pm through Microsoft Teams. **Action Items for Co-Chairs:** * TK to send Tracie email to send out University email reminder. November nominations due by November 29th
* TK will email Missy to invite to SAC meeting to be recognized
* TK send Bookstore award template to Susan
* TK needs to catch up on FOF nominees and spotlights to send out certificates and signatures
* Susan email other applicants who did not earn Bookstore award this year
* Susan will create and print the Bookstore certificate for Missy and Clinton

**For the future meetings:** * FOF December
* Bookstore Award Policy Discussion
	+ Revisit eligibility criteria next time we have all employee recognition committee
* Outstanding Staff Awards
	+ Review criteria, create and make the live submission form online, communicate to the university vie email announcement for nominations

TK followed up with Business services and they will continue to provide 2 reserved F/S spots for the OSA award via meeting with TK and Casey Garcia on 11/29/21 |
|  | Chair- Charlotte & Kelly | **Policies:** No Mtg however 3 policies/Regulations reviewed via email. Attendees: Andie Aguirre, Kiley Barnett, Charlotte Bingham, Diane Bova, Jaclyn Chastain, Lucinda Kelley, Cara Ryan, Amy VitielloHighlights: Added 2 new policy committee members & reviewed 3 policies/regulationsMinutes: Added 2 new policy committee members – Lucinda Kelley & Amy Vitiello- WelcomeAutomobile Policy Feedback submitted Definition of terms 1. Authorized driver- Does this include OPS students working for the University? Should we also list that students not working for the University can’t drive a University Vehicle. Recommend adding definition of Unauthorized passenger.Pg 3 #8. Should include language about VapingRegulation 1.001- Feedback Submitted- Dept name correctionsRegulation 5.019 – No feedback |
|  | Chair- Aisha | **SAC Professional Development Program:** Professional Development has nothing to report as we had no applications this period and did not meet. |
|  | Chair- Tricia | **Special Events:**Met: 11/23/21Attendees: Tricia Miller, Aisha Lewis, Caroline Vives-Vietri and Jori Remington Minutes:Emailed Andie to reserve December Meet/Greet location Library Lawn and the Food Truck Rally Lib Lawn for the March 11, 2022 Soar Into Spring Event. December meet/greet will be a cocoa bar with cookies. While collecting toys/gift cards and money for the FGCU PD Toy Drive. January will be a new year/new you meet/greet. Food drive, fill a boat/truck, and have health snacks and ask caps/prevention/wellness to have tables out to discuss health food options and healthy mental health as well/exercise etc.  |
| University Committee Reports; Tabled to January meeting, not enough time to present  |  | **ADA –**  **Campus Communicator- Mary** **Faculty Senate – Kristen** See Anna’s Report for updates**Grant in Aid –** No report until Spring**Institutional Affairs - Kiley Barnett** **Parking Advisory – TK and Andie****Sustainability and Resiliency Council- Jessica** **Space – Susan****Food Advisory – Miki** |
| University Special Committees |  | **25 Year Planning – Susan** Still planning to call upon SAC at some point to help out, website is showcasing plans <https://www.fgcu.edu/fgcuday/>  |
| Presidential Appointed Committees |  | **Diversity and Inclusion; Represented by Charlotte & Aisha** No November report**Intercollegiate Athletic; Represented by Kristen & Kiley**No report**Parking Citations Appeals; Represented by Georgia & Kelly** No report**Title IX; Represented by Tricia & TK** No report |
|  | All Reps when applicable |  |
| Announcements |  | None |
|  |  |  |

Next Meeting: January 21, 2021 12:30 pm, location CC213

President adjourned the meeting at 1:57 PM

Motion to adjourn: Amy

Second: Kristen



**Questions for President Martin**

SAC Meeting Friday 12/3/21

1. I am grateful for all the university has done to keep us gainfully employed during the pandemic, and I heard there would be a review of salaries. Which departments/positions are being assessed. When will decisions be made? Where will this meeting take place?
	1. When pandemic broke out set 4 principles
		1. 1. Protect health
		2. Academic excellence
		3. Build infrastructure
		4. Protect jobs as possible, one of few institutions without layoff, no furlough of major workforce, yes, people chose to leave, and there were reorganizations, but by and large sustained employment
	2. When arrived made the case FGCU outgrew mgmt. model
	3. Distributed 78% new funds to academic units, salaries will come from academic units since decentralized funds; faculty compensation comparison completed and will be out soon and once shared the solutions will be made in a new context while meeting with Deans to discuss adjustments. That will come from the department, money is there and will discuss anomalies in the structure, unit leaders will decide distribution, at unit level and not out of the administrators in Edwards Hall. HR will be the ones to share that study.
2. Now that we are on course to first tier status with The Water School distinction, when will you have ‘mutual respect’ formalized as recommended on page 10 of the 2010 Campus Climate Study and Solutions, and required as a foundational expectation of the University (FGCU’s 2nd Guiding Principle)?
	1. We produced a document called Core Values and that answers this, talks about respect and value and caring for one another and taking care of one another, this was published in the weeks after the George Floyd incident, saying what we value as a University, review that where 15-20 authors contributed, re-read that statement of fundamental values on the site: <https://www.fgcu.edu/about/leadership/>
3. What are the President’s thoughts on the high rate of turnover we have had across all areas of the university regarding staff? Any thought on how we can stop it?
	1. Research shows lowest turnover in SUS, run 10-15% annually, down as low as 10.6 in 2020; how much turnover is good vs bad; if no one leaves there’s no place to go; some amount of appropriate turnover… where’s the optimal sweet spot? Not sure our turnover is an abnormally high rate; frequently communicates with CEOs in area and their turnover is greatly higher than ours… what’s too much, what’s too little, what do we want to achieve? There is a president position opening coming up! History of this institution shows block of faculty will be aging out to retirement, course of the life of an institution like this; for the turnover we have how do we want to manage it, taking optimal opportunity for everyone here now to take advantage; only one more year to outlast President Martin!
		1. Sara provided staff numbers if we want to know.
	2. Question about promotional opportunity for staff like faculty has: Certain percentage of faculty has been stuck in positions; university should value individual’s investment in education, the challenge is finding the appropriate way to fund it, $1.86 million cut expenses of Admin costs, savings there can be used for other things, Ask ourselves are there new ways to do the things that must be done and efficient and ways to reward that efficiency?
4. Part of the mission of FGCU is to promote environmental sustainability, what efforts are being made to do this?
* The parking issue is an environmental issue as well as use of desktop printers and cartridges, food containers at the on-campus vendors (Styrofoam cups at Chik-fil-a for example), electrical lighting in older buildings that could be on timers or motion sensors.
	+ Everything has a benefit and a cost and has a tradeoff… we can pursue ways to be sustainable but if not economically sustainable that’s not balanced; can recommend change but need to recommend how to fund it; Limited by location for transportation, encourage carpooling, provide shuttles from private apartment complexes nearby; creating incentives for things like hybrid/electric vehicles; auxiliary lot at Alico for parking… plenty parking just not where staff want it to be, we don’t want to fill in wetlands for parking so then maybe we have to walk farther
* Could buses move to electric? More bus availability especially for off campus housing would help to reduce parking needs as well make available for holidays and vacation dates.
* Reduce the purchasing and use of individual printers (business reason) and move to office shared printers.
* More eco-container support and availability promoted, even to faculty and staff, may reduce the use of Styrofoam and waste.

These are just some potential solutions.

1. As the school plans to expand its enrollment, what are the staffing models that are in place to grow with the student body? What is being done to plan for the increase in support, faculty, staff, and infrastructure?
	1. 16k students, don’t believe campus can handle more than 20k; maybe earlier morning classes and later evening classes with discounted tuition and stipend for faculty staff working those extended hours; 6 years without increasing tuition or fees need to see how to increase that to support growth; difficult in political environment to change the fees and tuition even though costs are down and supplemented with financial aid with private donors; need to work collectively to insure students get what they pay for and FGCU does that well
2. There are ways to try to keep staff happy and satisfied without having to increase pay. What are some of the methods to improve employee satisfaction when pay is not an option?
* Free gym memberships (knowing this impacts the revenue of Campus Rec but could still be considered)
* Lower priced tickets to basketball events (very expensive for an hourly employee to attend when it is worth 2 hours of work to go to the game)
* Discounts on vendor and campus dining provided
* More discounts available with businesses around campus – eateries, car washes, car dealers, etc.
* Provide full tuition paid for undergraduates rather than two courses.
* More work from home availability or flex scheduling such as later start and stop times to avoid traffic, or 4x10 work weeks
* Closure for a week in the summer such as July 4th week when many take off – provides break but also allows to keep costs of running facilities down. Even for a part-time staff model, this week typically has 1-2 days of holiday already.
* Some of these options could be tiered based on type of employee – hourly receive larger discounts than salaried for example since they do not earn as much.

Faculty also made case for free Rec Center, but students pay for it in their fees so they shouldn’t subsidize us with giving us free memberships. Tuition expansion worth investigating, flex time can do better and asked HR to think about strategic way to work remotely; The main point of getting faculty and staff back on campus is that if we expected students to be here, we should be here too to show we believe in the safety; supervisors need to take initiative to foster remote work; faculty have CBA that contractually states place of work is campus, but conversations about remote work are ongoing;

Basketball ticket discount… student fees run 58% athletics so again students subsidize tickets; discounts at local retailers like Great Clips would love to see expanded

1. Parking accessibility and safety – currently areas on campus like the library, host outside events for patrons but it does not have easy accessibility for those who have difficulty walking or need assistance. Second, there is no parking for second shift or overnight staff near the library who work late and overnight hours. This seems like an easy fix to keep staff safe (especially since many are students are staff working late hours) but it is not available currently.  Could more spots be made behind buildings used for patrons and night time staff that are easily accessible and safer to use?
	1. Need to look at the logistics of campus, will think on that, talk to campus planners; idea of campus was to feel like a small community and not have traffic through the middle of campus, because of wetlands limited options on parking outside loop; thinking about shuttles for events and thinking about safety

Next president will be harder to hire: 2 SUS presidents quit with little notice; portrayal that FL higher ed isn’t appealing place to work; the message out there is that we’re efficient but we’re cheap; using ETI as offsite space to reduce pressure on traffic and space; finding balance … People on this campus have been successful through Irma, Covid-19, 25-year growth to 16k, and other challenges.

Comment about starting classes earlier and ending later: Potential to mix and match schedules like athletics does to be here; pay shift differential like UPD; efficiency gains will pay for additional costs; increasing class day by two hours whole lot cheaper than building another parking garage

Using educational credits outside Florida, like for PhD students studying in another state; think about private donors for stipends; example of San Jose needing more Hispanic faculty and began a program to encourage students into PhD and stay to be faculty; will explore options. Encouraging high quality staff to get high quality education.

66 univ in country considered to me major (AA universities) a degree from a AAU is considered to be a cut above;; Purdue is a AAU so that’s not a bad credential to bring back to FGCU, UF is the only AAU in Florida, how can FGCU get to that status?

Infrastructure and lab remodeling; during pandemic delayed expenditures and built up carry forward funds, and in FL there is an art to managing to have enough for emergency use, but not too much that legislature thinks we don’t need it; asked Deans for list of carry forward cost suggestions; some carry forward can be new construction within existing facilities; encourage you to talk to folks in unit for carry forward; believe partnership with NCH for clinic on campus to house Student Health Services , but also services for faculty and community, and learning lab for health students; strategic procrastination in delaying some faculty lines to accrue salaries to carry forward to offer and entice quality hires; how best to manage flow of income for non-recurring needs

Badging and how can it assist current employees: concept of micro-credentials and badging ahead of other universities; Arthrex badge indicates almost certain to get job, NeoGenomics, Chicos, Garnter coming onboard with the program; Fermentation Science may be forthcoming; Arthrex also does credentialing with Clemson; local delegation of legislature supports it to build local workforce; ideas for badges that are relatable to the area and at the same time measurable; encourage to participate in process; Water School allowed FGCU to advance to R2 status, serves genuine need, reside in one of most interesting living laboratories; Dr. Martin thinks next big movement into elder care is on the horizon.

Will John Riley continue brewing at Sugden? Looking to move it to Boardwalk as a commercial venture in a commercial place; Colorado State got donation from Fat Tire for their microbrewery; Cal State has a winery