Staff Advisory Council

Regular Meeting Minutes

Date:6/11/21

Location: TEAMS

Time: 12:30PM-2 PM

Call to Order: President Andi Clemons

Time: 12:33 pm

Record Attendance: 14 out of 18

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Council Members: | Present | Excused | Absent | Minutes |
| 1 | President Andi Clemons | x |  |  | x |
| 2 | Vice President Carolyn Greene | x |  |  | x |
| 3 | Susan Baurer | x |  |  | x |
| 4 | Tracie Beck |  | x |  |  |
| 5 | Charlotte Bingham | x |  |  |  |
| 6 | Jaclyn Chastain | x |  |  |  |
| 7 | Amy Craig | x |  |  | x |
| 8 | Katarina Danks |  | x |  |  |
| 9 | Jennifer Denike | x |  |  | x |
| 10 | Miki Domjan |  |  | x |  |
| 11 | Jessica Evers | x |  |  |  |
| 12 | Myles Kittleson | x |  |  | x |
| 13 | Mary Larkin | x |  |  |  |
| 14 | Aisha Lewis | x |  |  | x |
| 15 | Holly Mathews | x |  |  | x |
| 16 | Dakendo Michel | x |  |  | x |
| 17 | Lauren Pugh | x |  |  | x |
| 18 | Georgia Willis |  | 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: Carolyn
	+ Any discussion: None
	+ Approve: 10
	+ Dissent:
* Abstain: 4
 |
| Officer Reports | President, Andi Clemons | Thanks for work on bookstore award, 14 applicants as of nowMet with President Martin to discuss ideas for staff appreciation for all we did throughout the pandemic, email her your thoughts… but be more realistic than a new car and a million dollars!Recognition of outgoing SAC members, slideshow prepared by Amy Craig |
|  | Vice President, Carolyn Greene | Thank you to all outgoing members |
|  | Secretary, Amy Craig | Look for committee sign-ups for 2021-22 after the retreat, all staff are welceom to be on committees even if not a SAC representative |
|  | Treasurer, Vacant |  |
| Finest of the Flock | ChairsGeorgia WillisJaclyn Chastain | Finest of the Flock nominees:* Regina Trabucco (Student Housing)
* Catherine Hoggs-Perez (Employee Relations)

 **Finest of the Flock SPOTLIGHT for this month:*** **Kevin Vicens (ITS User Services)**

Kevin’s nominator wrote: “I am nominating Kevin Vicens for the Finest of the Flock Award because of his outstanding customer service skills. I do not work in Kevin’s department, but I have received and witnessed above and beyond assistance from Kevin. He truly cares about the success of his customers, FGCU, and his work. After my hard drive crashed he set up my computer to full operational status, made sure the physical space was left neat (no wires hanging all over), and made sure I had access to everything. He did not leave until all my questions were answered and I was satisfied. A few weeks later, we were having some complicated issues in our department with an employee laptop purchase. The stage of the issue was not at the responsibility level of ITS, but at the department level. Nonetheless, he offered his help, advise, and options without us asking. He really wanted to ensure we met the needs of the employee as well as followed FGCU’s policies. His service has really stood out and I want to take a moment to acknowledge him and thank him for being a valued member of FGCU. Thank you, Kevin!” |
| Public Comment |  | None |
| SAC Liaison Reports |  Dr. Aysegul Timur(SAC Liaison) | Board of Trustees Meeting highlights: Report from VP Cordova explaining summer and fall enrollment and we look to be in good shape with enrollment numbers at FGCU; Many regulation and policy updates available on the site; Another master level degree program added in Biology; Guest Dr. Reinhold Schmieding of Arthrex made great comments about partnership with FGCU more than 150 alumni at Arthrex and the number is growing; Eagle advocacy appreciation event last night thanking regional legislative delegation members; Actively pursuing offering a PhD program in Counseling; Carnegie classification planning to change FGCU from M1 to D; President Martin planning to stay another semester, until end of 2022  |
|  |  Dr. Jamie MacDonald (Faculty Senate)AndCharlotte Bingham | Intend to discuss plans for Dr. Martin’s replacement in September at a retreat and at meetings; Summer Senate special meeting in response to modifications to mask policies; Some faculty engaged in dialog about exploring software for online submissions of things like portfolios and sabbatical requests, among other things |
|  | Nathan Campbell (Student Government) | Meeting in Orlando 6/19; Now that bars and restaurants are opening, pursuing the “Eagle Shot” initiative that uses code words at local establishments to help get security; Working on Weeks of Welcome |
|  | BFSA (Dakendo Michel) | Next meeting July 2 and will report after then  |
|  Old Business |  | Reminder of SAC retreat on June 25, at the Boardwalk lunch at noon, meeting 1pm-4pm, all representatives for 2021-2022 academic year. Officers meet earlier. Committee sign up. Goal setting for the next year. **Report on the Visibility Task force**The Visibility Task Force Members are: Charlotte Bingham, Susan Baurer, Amy Craig, Katarina Danks, and Carolyn Greene.  Our task was to address the 10 points that were gathered from the SAC survey at the 2020 retreat.  SAC members shared their thoughts on visibility and awareness of the council amongst staff. The Task Force then used the following direct quotes to come up with a plan that was strategic and intentional to increase SAC awareness and visibility among FGCU staff.   1. “Continue to strengthen representation of SAC by increasing presence at events/meetings, perhaps create a newsletter for staff to know what initiatives we are working on, ensure all staff know who their representative is… reinforce communication with staff, faculty, & president’s office”
2. “Act as a voice and information provider for all members of FGCU Staff”
3. “Be connected to the community”
4. “Be connected to the administration”
5. “Assist in finding ways to better communicate the purpose of SAC and in the new virtual world explore new ways for staff to meet and learn about the university”
6. “Solicit more staff involvement in SAC, although we do so many great things, there still seems to be a misunderstanding or lack of knowledge of SAC among staff”
7. “I would like for us to continue with the Meet & Greets and any other “outreach” to increase FGCU community involvement and share the purpose and work of SAC”
8. “Campus wide involvement with SAC, I think we did some great things over the past year, especially concerning issues involving staff and events. It would be great to make those bigger this year, but it may be harder with the current climate of social distancing”
9. “Branding SAC – I want staff across campus to understand who we are and how we represent them. I want a clear understanding of where SAC has come from and where we are going (both this year, and in the future)”
10. “Look at ways for the staff to have a larger voice on campus”

 In the first meeting a Marketing/Perception Overview Chart was created which highlighted Relationships, Messages, Promote/Push, Visibility, and To Do. The marketing and perception piece helped in answering the who, what, how, and why of the issues addressed in the points.  From there a plan of action was developed.  The Task Force refreshed SAC’s social media presence. SAC’s Facebook page became active again and an Instagram account was created. The Task Force set about using these social media accounts to support increased visibility of SAC. For example, we highlighted SAC council members, promoted special events, and programming.  The Task Force created a partnership with HR to introduce SAC to new hires, specifically A&P/SP staff, through HR’s 5-Star Academy.  The Task Force was successful in solidifying the 30-minute presentation spot. The Task Force designed and delivered a presentation to the Council in February 2021 and Council approval was requested. Task Force is awaiting vote\*.  The Lunch-Buddy Program was developed in conjunction with the 5-Star Academy presentation. SAC would like to use this program to create camaraderie between new staff hires and active SAC members in the FGCU community. As we collaborate with the Eagle ID Card Office and Campus Dining, specifics are being finalized presently and will be presented to the council in the next month or so.   A major accomplishment of the Task Force was collaborating with the FGCU Foundation Office on a new initiative to increase awareness of the Staff Advisory Council within the Southwest Florida community.  This was achieved through participation in the Give-Where-You-Live-Collier Fundraiser, where SAC raised $2,469 towards the SAC Scholarship Fund. SAC received an additional $500 match from the Foundation, making the giving total $2,969.  SAC’s scholarship currently has a total of $5,935.99 available to award in the 2021-2022 academic year!  The Task Force recognized the need to preserve the acknowledgments, initiatives, and resolutions SAC has made and/or contributed to since its inception in 2001. The creation of the SAC Legacy Document began. It has been a daunting task, as locating and documenting the aforementioned was difficult with no archiving of materials beforehand. However, it is the Task Force’s intention that SAC officers from here on will continue to keep and update the document for historical purposes. The Legacy Document is complete and will be presented to SAC’s officers at their next meeting. **Further SAC Task Force Recommendations:** This section will give suggestion towards further developing the legacy document.  It will also point out areas in which the Task Force was not able to focus on and where future committees and task forces may continue the work.  Assign communications roles and responsibilities between officers and committee chairs  Create a communications liaison role that can oversee all promotion channels and communication announcements across all committees. This role should also handle the website and work with officers to ensure information is effective and consistent between emails and website. Historian role? Secretary and VP  If events committee can plan programming before Fall start, there could be a more impressive push during SAC retreat for participation from all members and at least one event throughout the year.   SAC presentation should be used as an introduction at the SAC Retreat to welcome new members and explain what we do  Suggestions: Gathering data, minutes, files, etc.   Delegation of goals to committees?  Continuous task force? Or a second year, reevaluate? Or as needed and not dissolved? All questions for the next year’s SAC group.  **Diversity and Inclusion Task Force Report/Synopsis**The purpose of the Diversity and Inclusion Task Force was to increase the Staff Advisory Council’s (SAC) collaboration with diversity and inclusion initiatives, such as the Black Faculty Staff Alliance, the Continuous Improvement Committee, Safe Zone, and the Diversity and Inclusion Certificate Program, among others, and in helping to achieve the university’s stated goal of “developing solutions to persistent and uneven access, retention, and advancement of underrepresented and marginalized faculty, staff, and students.” The main aspect of the task force’s purpose was to start discussions among staff regarding how SAC can be involved in furthering diversity and inclusion at FGCU, whose Mission is to “embrace diversity” and one of whose Guiding Principles is that “Diversity is a source of renewal and vitality.” Several meetings of the task force were held via Teams to focus its purpose and plan next steps. The primary activity resulting was the January 19, 2021 town hall meeting, held via Zoom, in which staff were invited to voice their concerns and ideas regarding diversity and inclusion on campus in a safe space. The plan was to have a series of these town hall meetings with a new theme for each.Some major themes that arose in the well-attended town hall included civic literacy and controversy with civility. Potential activities and/or programs that the task force thought were realistic and effective ideas are:* **Civic/News Literacy workshop during Soar into Spring**
* **Civic Education/Literacy Campus-Wide Event**
* **Walk and Talk Series (content experts from around campus with pop-up topics such as voting, the constitution, equity, and more).**

Because Jessi Drummond left FGCU, the last meeting of the task force was on January 20, 2021. Amy Craig was added to the group in March. No other meetings have taken place. The accumulated notes from all Diversity and Inclusion Task Force meetings will be sent to the Secretary of SAC. |
| New Business |  | * 1. SAC Officer Nominee introductions

Officer Nominees: Voting starts today and goes until 6/18 at 4pm

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| --- | --- |
| ***NAME*** | ***POSITION*** |
| Andi Clemons | President |
| Amy Craig | Secretary |
| Amy Hall | Secretary |
| Iris Perez | Secretary |
| Amy Hall | Treasurer |
| Iris Perez | Treasurer |
| Kelly Boyd | Treasurer |
| Regina Trabucco | Treasurer |
| Carolyn Greene | Vice President |
| Mary Larkin | Vice President |

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| SAC Standing Committee Reports | Chair- Tracie Beck | **Elections:**Checkbox survey for officer elections will be available at the end of this meeting |
|  | Chairs- Jaclyn Chastain & Georgia Willis | **Employee Recognition:** Bookstore Award application started June 1, link is on SAC website  |
|  | Chair- Miki Domjan | **Policies:** No report  |
|  | Chair- Katarina Danks | **SAC Professional Development Program:**Final meeting was 5/13 |
|  | Chair- Mary Larkin | **Special Events:**No report |
| University Committee Reports  |  | **ADA –Represented by Chair Katarina Danks** No report**Campus Communicator- Represented by Chair Mary Larkin** No report**Faculty Senate – Represented by Chair Charlotte Bingham** No meeting since last time**Grant-In-Aid – Represented by Carolyn Greene** No meeting again until next year **Institutional Affairs - Represented by Chair Jennifer Denike** No report**Parking Advisory – Represented by Chair Myles Kittleson** Never met, perhaps new chief will get it up and running again**Sustainability and Resiliency Council- Represented by Chair Katarina Danks** Never met  |
| University Special Committees |  | **Rebalancing Resources Represented by Andi Clemons**No report**25th Anniversary Planning** Date has not been selected as yet but will likely be on FGCU day - Homecoming weekend. There will be a 5K run on Saturday. Pancake breakfast on the library lawn.  Bounce houses and food trucks.  There will be a request from the academic units to be available to provide tours of their buildings and labs. There will also be a tailgate party in conjunction with the basketball game. |
| Presidential Appointed Committees |  | **Diversity and Inclusion; Represented by (Charlotte Bingham)**No report**Intercollegiate Athletic; Represented by (Lauren Strunk)** No report**Parking Citations Appeals; Represented by (Georgia Willis)** No meetings until further notice due to summer session **Sick Leave Pool; Represented by (Jennifer Denike)** No meetings, two requests approved**Title IX; Represented by (Myles Kittleson)** No report |
|  | All Reps when applicable |  |
| Announcements |  | **Hazing Prevention Lunch and Learn** Thursday, June 17 2021 at 12:00 PM <https://getinvolved.fgcu.edu/event/7116061>**MLD Center Juneteenth Experiences**  2nd Annual Juneteenth Panel on Thursday, June 17th, 2021 1:00-2:30pm Juneteenth Cookout. This event will take place on Friday, June 18th, 2021 3:00-5:00pm on the SoVi Lawn <https://fgcu.campuslabs.com/engage/submitter/form/step/1?Guid=3c8bc577-30bc-4bf4-b222-82e27e235bc3> |
|  |  |  |

Next Meeting: July 16th, 2021 12:30 pm on TEAMS.

President adjourned the meeting at 1:36 PM

Second: Jessica