Staff Advisory Council

Regular Meeting Minutes

Date:5/14/21

Location: TEAMS

Time: 12:30PM-2 PM

Call to Order: President Andi Clemons

Time: 12:32 pm

Record Attendance: 17 out of 19

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 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 |  |  | 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 |  |  | x |
| 14 | Aisha Lewis | x |  |  | x |
| 15 | Holly Mathews | x |  |  |  |
| 16 | Dakendo Michel | x |  |  |  |
| 17 | Lauren Pugh | x |  |  | x |
| 18 | Lauren Strunk | - |  | x |  |
| 19 | 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: 0
* Abstain:0
 |
| Officer Reports | President, Andi Clemons | New 2021-2022 members are invited to this meeting. Welcome! Thank you to the elections committee for the assembly, and thank you to the events committee for the food truck event.FGCU awarded 3 federal grants from CARES funding, but they are a little restrictive on how we use them; for example, $27 mil for financial aid to students, other funds for expenditures for managing the pandemic and things COVID relatedElection timeline for officer positions: Last year it worked well to separate time from when we elect officers from the time we set goals in order to give transition time, officer nominations are forthcoming |
|  | Vice President, Carolyn Greene | The food truck rally was a great event yesterday! |
|  | Secretary, Amy Craig | Forgot to call for reports, please send. Photos are posted on Facebook as public album so anyone can view, and they are also posted to the SC drive for archive purposes |
|  | Treasurer, Vacant | No Report |
| Finest of the Flock | ChairsGeorgia WillisJaclyn Chastain | No nominees this month |
| Public Comment |  | None |
| SAC Liaison Reports |  Dr. Aysegul Timur(SAC Liaison) | Welcome new members, we appreciate your time and involvement.Mark your calendar, June 8 is next Board of Trustees meeting, agenda is still in progressPresident’s Cabinet is working on policy updates, and Dr. Timur has been asked how it is decided to updated policies. They watch the BOG for policy changes, and also the general counsel’s office constantly monitors changes and justifies changes to continuously improve our practices over time. Most recently our email policy update for emails signature was updated, formatting guide is on a template on the marketing and comm site. <https://www.fgcu.edu/generalcounsel/policies/approved/policy3.021.pdf>Thank you to everyone for the successful Grad Walk. We received great publicity which is evidence of our campus teamwork. Community members appreciated our personalization to the graduates in a safe environment. The message from President Martin and appropriated budget is mostly intact and we are happy with the direction we are moving. Handout to trustee members at the last meeting is available if anyone would like to ask her for copies. |
|  |  Dr. Jamie MacDonald (Faculty Senate)AndCharlotte Bingham | Faculty senate is done for the summer, so no report |
|  | Nathan Campbell (Student Government) |  SG has officially hired all positions so all cabinet positions and chairs filled, but there are open seats in every college, so spreading the word to get those filled.SG expanding menstrual product dispensers so Lutgert and Library getting them installed nextNathan will be here all summer so will continue to attend the SAC meetings. |
|  | BFSA (Dakendo Michel) | Met May 7, getting ready for Excellence Awards, which may be virtual or in-person, not yet decidedPlease consider joining, $25 dues but potential to increaseNext meeting June 4 |
|  Old Business |  |  None |
| New Business |  | Election timeline:Andi will send officer descriptions soon, but nominations open today 5/14 until 6/4 for self-nominations or nominate someone else, email Tracie Beck and she will follow up with them. At our June 11 meeting, each nominee will have a moment to speak. Voting link will open for only SAC representatives for the 2021-2022 academic year, and there will be one week to vote. Announcement of SAC retreat date, tentatively June 25 1pm-4pmTwo informal polls: Preference of SAC retreat online or in-person: Overall preference in-person, so Andi will look to reserve spacePreference of next Fall semester SAC monthly meetings online or in-person: Voting results splitAre hybrid meetings a possibility? It is challenging for some people to get involved when their supervisors are stricter about involvement, and the safe space of SAC meetings via Teams shows all participant names so everyone knows who is there. A hybrid situation won’t allow participants to know who is in the physical room. Discussion shows interest in some meetings in-person and some via Teams. We can table the discussion and revisit it next month. **Increasing Visibility Taskforce; Represented by (Carolyn Greene)**Meeting next week to prepare small presentation at June meeting **D&I Taskforce; Represented by (Georgia)**No report |
| SAC Standing Committee Reports | Chair- Tracie Beck | **Elections:**SAC assembly went well, and the prize wheel was successfulWill work on Checkbox survey for officer nominations as they come in |
|  | Chairs- Jaclyn Chastain & Georgia Willis | **Employee Recognition:** Bookstore Award application starts June 1, and link will be on SAC website next week Georgia personally delivered Outstanding Staff Awards and it is such a fulfilling experience, and Jaclyn agrees |
|  | Chair- Miki Domjan | **Policies:** No report  |
|  | Chair- Katarina Danks | **SAC Professional Development Program:**Final meeting 5/13 Wrapped up Funding Tracking sheet November Application round has a remaining $500 we could reimburse Total Unused funds equal $28,206.00Website and documents corrections - Likes and Dislikes  Highlight testimonials Dividing application instructions for individual and teams Clarify who is included in team Help educate for those who have no SAC experience Consider one conference proposal combined with individual applications List of what kinds of PDP people can apply for Emphasize a courtesy policy verbiage; first come, first serve and mission to help all staff members Post if we have opportunities available for all staff that we decide to spend funds on.People presenting after their PDP experiences?  Option: Add to SAC PDP Survey: a checkbox if interested to present? Option: Invite PDP member to committee meeting to discuss; virtually? People we fund could share the information with a larger groupRemaining funds balance - what to do if left over? If we don’t use it, we lose it, does not roll over Can there be a list of suggestions of what to use remaining funds for?Extending the deadline out from May 31st?  Definitely needs to stayRecommendations for travel ban procedures for Fall Establish standards for: Multiple applications from same dept Really depends on available funds; max 2 staff in same dept as a suggestion Be sure to give discretion to consider the courtesy of supporting as many staff across campus; Ask members in same department to consider sending a limited number of representatives in the depart.  Still depends on the department; example; Trio has four depts within iteself. Multiple PDP applications from same staff member  Continue to favor new PDP applicants in each round over those who have already been awarded funding for current fiscal year. Setting priorities for staff membersLong-term cross-fiscal events, such as Jennifer's SWFL Leadership Program Events that begin and end in a different fiscal year;  Leave it as case-by-case basisPush full funding early Adjust flyer based on funding availability for each application round |
|  | Chair- Mary Larkin | **Special Events:**Food truck rally was a lot of work but worth it. 397 attendees, 317 had ice cream so that’s why the line was so long! No more events this year.  |
| University Committee Reports  |  | **ADA –Represented by Chair Katarina Danks** Last meeting May 6Building/Construction-Krystie Corbitt in for Tom Mayo  Krystie stated that there are no updates to what was discussed at the last meeting  Cori mentioned that she talked with Tom about doing a walk-thru of the new Lucas Hall. Tom stated that it can be scheduled for sometime after July 2nd. Cori will contact the Committee with a day and time once it has been determined.OIEC-Keira De Olivera  Mandatory trainings are at 74%, which is up from last year’s 55% Adaptive Services-Cori Bright-Kerrigan  Finished the semester successfully  Proctored around 70 exams for the week  Will be completing intakes for new students this summer  Also spending the summer preparing for the Fall term and hopefully with a pre-pandemic set up Old Business Accessible Technology Recommendations -Cori  Cori stated that the checklist is not going out to faculty/staff from Procurement as was originally thought  Cori is continuing to work with Procurement and Legal on how to get this sent out  Focusing efforts on education. Working with Lucas Center and plan to promote checklist with accessibility trainings that are conducted across campus  Cori encouraged everyone to help promote the checklist within their departments, as well as others as they have interactions.  Alex asked about the checklist being on the website. She also suggested the website be linked to ITS. Cori stated that it has not been put up on the website yet because nothing was confirmed as to the process. However, it will be put up now and used during the training components.Truncated Domes-Cori Jim stated that he notified David Vazquez about the funds and he has not heard back. He said he will follow up. Virtual map (Campus Map) Cori shared the current link and asked for feedback.  Group will be looking at it in greater detail on their own and will send feedback  Once feedback is received, necessary changes will be made and the map will go live. Soaring Eagles Academy-Cori Cori updated that applications are being received.  There continues to be educational opportunities on campus regarding working with individuals with intellectual disabilities  SEA members are also working with a consultant from Western Carolina r regarding the current program and moving the program further once the enhancement grant is received. Closed Captioning-Cori Cori stated that Adaptive Services is continuing to work with faculty on the closed captioning.  Working with Service Learning on identifying students to assist with the captioning  Also looking at other vendors to assist with the captioning New Business Student Group presentation—did not show  Meeting times for 2021-2022 academic year—Cori Members expressed that Tuesdays and Wednesday mornings in general were not good for meetings, as well as Thursday afternoons  No preference was given as to virtual vs in-person meetings, although for those who teach virtually, hybrid is preferred. Discussion on Update to Committee Charge Cori stated that she has been approached about having small groups assist with accommodation determinations  Recommendation was for employee accommodations, but in thinking broader, it could apply to overall accommodations such as course substitutions and ESA’s  Cori stated that in an effort to be proactive and have those knowledgeable about accessibility included, she wanted to get feedback from the group regarding this Committee serving in that capacity.  Members agreed that this was a good idea and no concerns were presented.  Cori stated that she will work on this over the summer and will update the Committee once information is finalized. Roundtable  Ruth discussed the current state of affairs regarding Covid-19 and the campus moving forward. Still in limbo on many things, but anticipating clearer information will be presented to campus by Summer B. The expectation is still that the Fall 2021 semester will be very similar to pre-pandemic semesters, with safety protocol still in place, i.e. masks and Veoci app. The Fall Readiness Survey results will be very helpful as future plans are made. Amelia mentioned that they are going through new student sign up right now, which is the first time they allowed incoming students to pick their preference of locations. She also stated that they have reserved some spaces for accessibility for any requests that come in over the summer.  Keira mentioned that the Compliance Audit will be starting this summer and will take about 8 weeks to complete. The Equity Report is also starting, as well as the Affirmative Action Plan.  Alex mentioned that Student Support Services/TRIO is accepting applications for next year and have room for 100 new students. **Campus Communicator- Represented by Chair Mary Larkin**Katy Henning was introduced as a new Assistant Director, Marketing and Communication for publications and editing.Brian Apfel, Director of Marketing and Communication for Enrollment Management did a presentation on the new FGCU Interactive Virtual Tour on the website that targets prospective students.Deborah Wiltrout gave and update on Gradwalk: 1340 out of 1900 students are signed up to walk; Sunday there will be a Virtual Commencement with speakers and the roll of names called. There are 180 volunteers scheduled to help with the event that is being managed by Gravina Smith, Matte and Arnold.The 360 will be delivered the first of MayLaura Forest spoke about the NSF Fellowship and awards that went to Isabella Ria and Camilla Garcia.Brian Johnson updated us on the camps that will be hosted this summer for the Immokalee Foundation on Stem, Health and Entrepreneurship as well as a Coding Camp and Mathletes.John Kenny from LCOB that we placed first in the CFA Ethics Invitational. LCOB will hold a Student/Faculty Softball Game. Kudos to Bren Goldsmith an RHM rock star who was awarded the Hall of Fame award.Joanna Hock from Bower announced the Senior Art and the Digital Media Design exhibits.**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** No report  |
| 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)**Met Weds 5/12.. Mandatory training update – final numbers: About a 20% increase since last year 78.6% completed at least 1 77.8% completed all 3 Now trainings required under CBA, so helped increase percentage Has been required of staff for the last few yearsAdvisor Training Looking for advisors in non-student affairs Will be refresher training for returning advisors Full training for new advisors Will focus on broader, how does this look like Can be for Title IX, harassment, discrimination cases… From new Title IX regulations, required to have an advisor Could require cross examination...  Serious responsibilities linked to it Select to be on the complainant or the respondent side Not enough volunteering to be on the respondent side Can sign up to learn about this, and then decide you don’t want to be an advisorRecruitment update Lead Recruiter – position filled Will do a national search to fill OPS Recruiter [SP position], Deborah gave notice for Aug 6th Patricia was hired as Lead Recruiter, will supervisor OPS recruiter Will work on enhancing business practices, will help with diversity initiatives DEI interview questions: Created a list of DEI interview questions, and will ask committees to pick one of the questions for their interviews Looking at enhancing panel training, by collaborating with OIECHigher Education Excellence Diversity (HEED) Award Working on putting together our inaugural HEED application Chance to promote yourself, or a chance to see what areas you can improve on and may need assistance on Talks about grant research, faculty initiative Due late June, draft to be done by early JuneDEI Liaison/Advocate Training schedule DEI official in search committees FIUE- strive program 4-week lunchtime commitment  There would be HW at the end DEI certificate required as a prerequisite to complete this program Week 1- HR Week 2- Lega Week 3- Bias and the “isms” Observer rather than active member on the committee Would write a report at the end  Their role is to say something, be an “alerter” These individuals may be able to get a stipend…Compression and Inversion Survey Look at salaries, include gender/race/ethnicity Should come out in August Will take a multitude or reports in a lot of different ways Require cross analytics Will need to determine what the plan is based on the outcome*Subcommittee Reports*Diversity and Inclusion Certificate Program: 243 renewals, last year 147  286 new, last year 309 1,734 attendees to DEI events Program will be transitioned fully to Eagle LinkFaculty Retention/Inclusion/MentoringStudent Retention/Inclusion Created the challenge survey, went through and finalize the exact questions Next step to finalize survey, and send it out See if can get this survey included with SSEM survey that is sent out to students  Housing does a survey too, could add more questions, organize it in February, put out in March; get about 38% response rateStaff Retention/Inclusion Kicking off staff mentoring program in August  1 large group meeting each month End around December Working on promotional process for it, how to match mentors/menteesBias Response Committee Creating advertisement **Intercollegiate Athletic; Represented by (Lauren Strunk)** No report**Parking Citations Appeals; Represented by (Georgia Willis)** Met April 14 Reduced some fines; team has developed a good system No meetings until further notice due to summer session **Sick Leave Pool; Represented by (Jennifer Denike)** No report**Title IX; Represented by (Myles Kittleson)** Committee met, but no updates to report |
|  | All Reps when applicable |  |
| Announcements |  | UPD: Chief Smith started last week, very energetic and ready to get to work, exciting new chapter. Let’s invite her to a SAC meeting in the fall!Academic Affairs reorganization has been sent via email, Provost Rieger has a lot of energy and is making changes quicklyTK announced the opening of the North Lake waterfront Tu, Th, Sa from 1-5 and there are discounted memberships for staff; feel free to stop over to the waterfront and see Thomas Koller for a quick overviewKat and her team have been moving furniture back to dining areas and rearranging the spaces to get back to capacityWe did not order shirts this year, there was spending freeze and the treasurer left, so we will get back on track to order those at the beginning of the yearJennifer Denike has a ton of Christmas decorations if anyone needs them, or else its going to Goodwill |

Next Meeting: June 11th, 2021 12:30 pm on TEAMS.

President adjourned the meeting at 1:35 PM

Second: Tracie