**Staff Advisory Council**

**Regular Meeting Minutes**

**Date:11/5/21**

**Location: TEAMS**

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

Call to Order: President Mary Larkin

Time: 12:30

Record Attendance: 17 out of 21

Secretary: Amy Craig

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

 *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 October Minutes* + Motion to approve: Georgia Willis
	+ Second: Jennifer Denike
	+ Any discussion:
	+ Approve: 10
	+ Dissent:
* Abstain:
 |
| Officer Reports | President, Mary Larkin | Introduction as new President, call for questions for December meeting with President Martin |
|  | Vice President, VACANT |  |
|  | Secretary, Amy Craig | Committee reports are coming in on time, thank you.Bear with us for posting anonymous comments as so many changes to officers and representatives |
|  | Treasurer, Amy Hall | A few expenses from October Meet & Greet; still generating income for Scholarship fund from monthly payroll deductionsSAC TREASURY NOTES11/05/21* The only two expenses paid YTD include the SAC Retreat luncheon ($524.76 - held in June, paid in July) and the recent Meet & Greet in October ($70.00). Two Professional Development requests are in the pipeline, totaling approximately $3,300.
* Current fund balances:
	+ E&G (Professional Development): $35,000.00
	+ Concessions: $13,805.24
	+ Scholarship Fund $ 8,460.99
	+ SAC (Foundation) $ 6,661.04
	+ Gabor Employee Awards $ 5,759.92

$69,687.19 |
| Finest of the Flock | ChairsTK & Regina | **October FOF Spotlight Winner**: Patty Krupp. Patty Krupp exemplifies the University’s mission to embrace diversity, nurture community partnerships, value public service, and encourage civic responsibility. In addition to her job responsibilities as the University Colloquium Administrative Assistant, each semester Patty organizes sustainability-focused service learning opportunities for Colloquium and non-Colloquium students. The longest running project is “Mats for the Homeless.” Students earn service learning hours by collecting plastic shopping bags, turning those bags into plarn (plastic yarn), and/or crocheting them into sleeping mats that are donated to the Lee County Homeless Coalition. Our students have created dozens of mats, addressing both environmental and social sustainability by taking plastic bags out of the waste stream and helping the homeless, all while educating students on both of these issues. This initiative has been featured on FGCU360 and NBC News. This semester she has begun working on two new projects with local non-profit organizations – period poverty in homeless populations and ethnic hair care in the foster care system. Patty has students creating educational materials, tabling on campus to spread awareness of these issues, and conducting product drives. These service learning opportunities have also addressed equity among our students by providing options for those who live on campus and do not have transportation to get them to community partner sites. Sustainability is about taking care of your community. Patty has a heart for the community of SWFL and FGCU, as evidenced by the good work her service learning projects accomplish. She is absolutely one of the finest of FGCU’s flock!* TK will email all nominated October FOF a copy of their nomination next week.
 |
| Public Comment |  | Ken Kavanaugh: Please invite other FOF honorees to the next meeting |
| SAC Liaison Reports |  Dr. Aysegul Timur(SAC Liaison) | Board of Governor’s (BOG) meeting was last two days. Wednesday full day of trustee’s summit. Workforce alignment discussion; FGCU is already moving in that direction. Core topic: soft skills/foundational skills/transferrable skills: FGCU already has a lot of initiatives in place and piloting programs that align with that trend. FGCU working hard on changes with employer expectations. Thursday’s topic included the need to improve textbook affordability, as we are not meeting threshold of 95% affordable; working on a plan to present to BOG.President’s Cabinet very busy. Many new policies coming through for review and comments. Graduation ceremony is going to be Grad Walk again in 2022.  |
|  |  Anna Carlin (Faculty Senate) | Also attended BOG meeting the last two days. Faculty Senate met today. Voted on bylaws changing for inclusion of Water School in faculty governance. BOG Trustee’s Summit discussed UF academic freedom issues. UPD Chief Smith was a guest, discussed traffic control, may want to invite to a SAC meeting. |
|  | Nathan Campbell (Student Government) | Not present |
|  | Aisha Lewis (BFSA) | No report |
|  Old Business |  | Bookstore Award Vote: changing languageTable until next meeting; Motion: Amy, Second: Charlotte, In favor of tabling to next meeting: 13SAC Vice-President: One person accepted nomination, so no vote required, Kristen Vanselow is appointed as SAC VP to serve through 2021-22 academic year.Motion: Charlotte, Second: Georgia, Approve: 16Vote and ratification of two new representatives appointed by the SAC Executive Board: Kendra CarboneauMotion: Tricia, Second: Kelly, Count:15Lucinda Kelley: Motion: Kelly, Second: Kiley, Count: 14 |
| New Business |  | **Guest Speaker:** **Tara Zinslen Scrivano | Director of Operations, FGCU Campus Dining** Opportunities within Dining for staff: SoVi Dining $5.63 current price for faculty/staffDID YOU KNOW?...Faculty/Staff get a discount to SoVi Dining?....you can host meetings or events at SoVi Dining?...we have golf cart parking (and designated parking spots in the housing garage)!...we host themed lunches throughout the year!...you can buy SoVi Vouchers in advance....there are faculty/staff meal plans available for purchase on our website: [www.FGCUcampusdining.com](http://www.FGCUcampusdining.com)SAVE THE DATE: Thanksgiving Feast, Faculty/Staff Appreciation Lunch November 19th, pre-purchase Vouchers: Tara.Zinslen@compass-usa.comNorth Lake: Brewhouse, Patio or Boardwalk Available: ENHANCED GAME ROOMUPDATED ATMOSPHERE, ADDED NFL SUNDAY TICKET, NEW MENU, MONTHLY EVENTS**Guest Speaker: Sara Stensrud, Senior Associate Vice President of Administrative Services** Brief update: Dr Rieger identified change for Academic Affairs with reorganization of business operations for schools; intent to ensure we had a shared service unit that can function for smaller schools to support College of Ed, College of Eng, and the Water School, to have shared services for three colleges with the creation of a “biz hub” for streamlined operations and services; with new initiative comes change and the need to evaluate three schools and level of roles for shared business unit; Decision to hire assistant director for the initiative of the three colleges new department with job posting of role internal and external to get robust candidate pool; encouraged to applications from internal candidates; HR helped employees impacted by the reorganization to find roles that fit and match skills, employees have been offered roles both on campus and off campus; process can be unsettling and take time to work through; Biz Hub set to start on 11/8 and everyone will move into their new roles at that point; HR works through the process of trying to find fit for employees whose positions are eliminated, always want to try and help employees find new jobs especially in the midst of reactions that are often emotionally charged, 6-8 weeks is how long reorganization can take, even up to 12 weeks; panel interviewing for new position was used to fill other positions that opened up in the reorganization; public comment that things like this effect staff morale and perception of what is fair for one is not fair for all, hope we can get to more transparency; Sara can be reached at x1424, with her office in Edwards on second floor, open door to stop in any time with questions; mentioned the SAC created retention & morale survey is currently distributed* 1. **Need another replacement representative for Regina Trabucco; an email will be sent to all SP staff to ask for volunteers to serve the remainder of her term, through May 30, 2023 and the Executive Board will appoint someone from those who show interest**
	2. **SAC Taskforce Reports**

**1) Staff Retention and Morale**Our survey just went out on Monday 11/1.About the survey:**Anonymity:**We are committed to your privacy as you provide your feedback. No personally identifiable information will be collected or disseminated.  **Purpose:**We greatly value your feedback! The purpose of this survey is to gauge the morale of staff across campus to then determine steps that SAC can take based on the results.  **Distribution:**This survey will be available until Wednesday, November 24th. We will be reviewing the data as soon as the survey closes. Our committee will prepare a report that we will present in the Spring semester at the Friday, January 21st SAC meeting, summarizing the survey findings, and highlighting the committee’s SMART goals for the semester.   **Time Commitment:**This survey should not take more than 10 minutes to complete. <https://survey.fgcu.edu/SAC-Staff-Retention--Morale.aspx>  **2) Visibility/Outreach:** No meeting; planning to send new hires the SAC informational slideshow |
| 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:** **Employee Recognition Old Business:*** Now that Clinton Nitz is back, we would like to officially present him with the Fall 2021 Bookstore Award. He will be presented a certificate once we can interoffice it to him. He has until May 2022 to use his award.

**Employee Recognition New Business:*** Continue your nominations for November FOF. This will close on November 19th (early due to the Thanksgiving break and the Dec SAC meeting)
* At Dec SAC meeting, we will announce and award the winner of the Spring 2022 Bookstore Award.
	+ Employee Recognition Committee will be deciding on winner at next meeting.
* Next ER Committee Meeting: Wednesday November 17th at 3pm through Microsoft Teams
	+ Will be discussing Outstanding Staff Awards process and timeline. More info to come to SAC at Dec SAC meeting.
	+ Calling for a new co-chair of Employee Recognition committee with me. If anyone is interested, I would love the help 😊
 |
|  | Chair- Charlotte & Kelly | **Policies:** No November report, one policy up for review and will report back |
|  | Chair- Kristen | **SAC Professional Development Program:** No November report, no additional applications, still working on ideas; Aisha will take over as committee chair since Kristen moved to SAC VP |
|  | Chair- Tricia | **Special Events:**Met 10/19/21Attendees: Tricia Miller, Aisha Lewis, Amy Craig, Caroline Vives-Vietri and Itzel Perez Villarreal. Highlights: Discussed the next meet and greet for November and it will be a food drive and the SAC Retention committee will be there handing out QR codes to encourage staff to complete the survey. Minutes: Decided that we want to do the Food Truck Rally for the Soar Into Spring event again, we understand it is a lot of work to set up, but feel that the staff really enjoyed it. Meet and Greet for November will be held on 11/16 @ 10 am at the Whitaker Loggia. Coffee and Pie will be served. Working on a SAC/UPD event for December Toy Drive. Stay tuned for more information coming about that. |
| University Committee Reports  |  | **ADA –**  No report**Campus Communicator- Mary** Met last month, grad walk Dec 18; Feb 12 FGCU Day with 5k race and pancake breakfast and more; March 21 Bower orchestra at Carnegie Hall; Marieb College just received 3 million gift; SunChaser solar races back in April; next fall 2022 Biology dept will have Master’s Program. **Faculty Senate – Kristen** See Anna’s Report for updates; two weeks ago they discussed faculty and chair surveys where leaders get anonymous feedback and wonder if staff might investigate that opportunity**Grant in Aid –** No report until Spring**Institutional Affairs - Kiley Barnett** 2024-25 calendar discussion, showed options and will let us know as finalized**Parking Advisory – TK and Andie** Keeping temporary barriers for right turn from Garage 4, still brainstorming on the lot by garage 4, walkway by Garage 1 may need stop signage since traffic comes fast, and also making one entry and one exit to Garage 1, Susan would like the committee to talk about another exit to Garage 4 for safer visibility, Andie will take it to committee; Kristen ask for more charging stations; SoVi 4 way stop discussing a roundabout or a traffic light that allows controlled pedestrian traffic.**Sustainability and Resiliency Council- Jessica** No meeting yet **Space – Susan**Meeting on Monday; working on Library plans and ensuring space is accommodating whatever space are eliminated; discussing water school space**Food Advisory – Miki**Not present |
| University Special Committees |  | **25 Year Planning – Susan** Trying to fit a lot in one day; lots of initiatives; will call upon SAC at some point to help out; Katie Ryan is a student putting together a history  |
| 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** Two months of appeals at last meeting and was very busy; remember even 5 minutes in an illegal space is too long; another meeting next week**Title IX; Represented by Tricia & TK** No report |
|  | All Reps when applicable |  |
| Announcements |  | None |
|  |  |  |

Next Meeting: December 3, 2021 12:30 pm, location TBD

President adjourned the meeting at 1:59 PM

Motion to adjourn: Amy

Second: Kylie