**Staff Advisory Council**

**Regular Meeting Minutes**

**Date:10/8/21**

**Location: TEAMS**

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

Call to Order: President Andi Clemons

Time: 3:31 PM

Record Attendance: 24 out of 24

Secretary: Amy Craig

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Council Members: | Present | Excused | Absent | Minutes |
| 1 | President Andi Clemons | x |  |  | x |
| 2 | Vice President Mary Larkin |  | x |  | x |
| 3 | Secretary Amy Craig | x |  |  | x |
| 4 | Treasurer Amy Hall | x |  |  | x |
| 5 | Andie Aguirre | x |  |  | x |
| 6 | Kiley Barnett | x |  |  | x |
| 7 | Susan Baurer | x |  |  | x |
| 8 | Diane Bova | x |  |  | x |
| 9 | Charlotte Bingham | x |  |  | x |
| 10 | Kelly Boyd | x |  |  | x |
| 11 | Jaclyn Chastain | x |  |  |  |
| 12 | Jennifer Denike | x |  |  | x |
| 13 | Miki Domjan | x |  |  |  |
| 14 | Jessica Evers | x |  |  | x |
| 15 | Thomas Koller | x |  |  |  |
| 16 | Aisha Lewis | x |  |  | x |
| 17 | Tricia Miller | x |  |  | x |
| 18 | Iris Casiano | x |  |  | x |
| 19 | Suzy Ponicsan | x |  |  | x |
| 20 | Regina Trabucco |  |  | x |  |
| 21 | Kristen Vanselow | x |  |  | x |
| 22 | Sebastian Weber | x |  |  | x |
| 23 | Georgia Willis |  | x |  |  |
| 24 | Tricia Zicht (voting in this meeting) | 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 September Minutes   * + Motion to approve: Diane   + Second: Tricia   + Any discussion: Iris notes typos page 10/11, approved with changes   + Approve: 18   + Dissent: * Abstain: |
| Officer Reports | President,  Andi Clemons | No report |
|  | Vice President, Mary Larkin | Absent |
|  | Secretary, Amy Craig | No report |
|  | Treasurer, Amy Hall | SAC TREASURY NOTES  10/08/21   * Other than the SAC Retreat luncheon, no additional expenditures to report thus far in 2021-22. Two Professional Development requests in the pipeline, totaling approximately $3,300. * Current fund balances:   + E&G (Professional Development: $35,000.00   + Concessions: $13,875.24   + Scholarship Fund $ 8,401.99   + SAC (Foundation) $ 6,661.04   + Gabor Employee Awards $ 5,759.92   $69,698.19   * As a result of a successful fund drive ($2,577) and subsequent internal SAC poll, the consensus was to offer **two** $500 SAC scholarships this year, so the Foundation was alerted to initiate that process. Financial Aid makes the selection based on SAC criteria:   + Qualified candidates will be full-time FGCU staff members or their dependents   + Recipients must be degree-seeking, carry at least half-time enrollment per semester, and maintain at minimum a cumulative 3.4 GPA   + Preference is given to employees of the University * Finalized 2021-22 budget emailed to all SAC members on 10/07/21. |
| Finest of the Flock | Chairs  TK & Regina | |  | | --- | | **Finest of the Flock SPOTLIGHT for this month, 2 nominations:**  **Nominee's Name: Christian Pineda**  Hello Staff Advisory Committee, I would like to nominate my co-worker, Officer Christian Pineda, for the Finest of the Flock Recognition Program.  During my time working with Christian, I have observed first hand how he embodies the spirit of this award. I have been with Christian at several events hosted by the campus and his values shine thorough as always being a good role model and someone to look towards for being positive. Christian treats everyone with respect and dignity. His ability to talk with the students and not at the students exemplifies how he understands communication can set the stage for future positive interactions. When Christian attends sponsored campus events, many of the students and staff make it a point to come up to him and say hello. He always talks about FGCU in a positive manner.  There have been times when I’ve witnessed Christian talk with students that have been in crisis and he has handled it like a professional. He offers clear advice for a positive outcome but more importantly he listens to give the best solutions that are available. I was with Christian on a recent call where the student was contemplating suicide. The student was very distraught and upset. I observed Christian calmly talk and explain how this student’s life mattered and that he would find the help they were seeking. His calm demeanor and attention to the needs of this student defused the tense situation and he facilitated immediate professional outside help.  Christian is thought of so highly that he was asked to be a mentor/advisor for the fraternity Lambda Upsilon Lambda.  Lastly, Christian is a student here at FGCU which allows him to interact and relate to the students. This is another area where he promotes the values and the mission of Florida Gulf Coast University.  If you have any questions regarding this nomination, please feel free to contact me.  **Nominee's Name: Christian Pineda**  Dear Staff Advisory Committee,  I would like to nominate my co-worker, Officer Christian Pineda, for the “Finest of the Flock” Recognition Program.  I was Christian’s field training officer when he first started working at FGCU. Christian is an amazing police officer and from the beginning of his employment here I have observed first hand that he truly is, “The Finest of the Flock.” Christian goes above and beyond to gain the trust of students and staff and is a true example of what a police officer and FGCU employee should strive to be. Christian treats everyone he interacts with like family. He always talks about FGCU in a positive manner. He is a true mentor to students and new incoming officers.  Christian displays exemplary empathy and is looked up to by so many student groups and individuals. He is known by so many around campus and has even completed all of FGCU’s diversity and inclusion certificate courses. I believe that Christian’s drive and dedication to this community are a perfect example to this Universities mission and values. Christian is thought of so highly by the student body that he was even asked to be a mentor to Lambda Upsilon Lambda fraternity.  Christian is also a full time student at FGCU and is an incredible asset to this community. | |
| Public Comment |  | None |
| SAC Liaison Reports | Dr. Aysegul Timur  (SAC Liaison) | Thanks to campus community we are seeing good numbers in COVID cases decreasing, thank you for your role in Protect the Nest initiatives. President’s Cabinet was very focused on Legislative Agenda for 2022, and three areas: <https://www.fgcu.edu/governmentrelations/#LegislativePriorities>  FGCU's 2022 Legislative Priorities   * $4.4 Million: Health Sciences Building, AB 10/Planning and Design * $4 Million: FGCU University of Distinction- The Water School * $3.4 Million: FGCU Operational Funding to Address State Workforce Needs |
|  | Anna Carlin (Faculty Senate) | Changing bylaws slightly to accommodate the Water School, hopeful to finalize in 2 weeks  Resolution in solidarity with our staff in response to the---- recognizing that staff doesn’t have the same influence as faculty and showing support, expect some changes from now until voting on it in 2 weeks, offer feedback to faculty if you have a chance. |
|  | Nathan Campbell  (Student Government) | Last night hosted first Meet & Greet of semester, new initiative, hoping to host one per month for students to meet their SG leaders.  Focusing on FGCU Day  Rally at The Rock (at Alico Arena) and Rally at the Rink (Hertz Arena), tailgating events  Working with OSI on Eagle Expo 10/16  Make A Difference Day, adopting Ben Hill Griffin  Minority Advocacy Committee convenes this Thursday  First Farmer’s Market on Nov 1st |
|  | Aisha Lewis (BFSA) | Monthly speaker series at each BFSA meeting, this month was self-care  Working on initiatives for the year and will reach out to SAC |
| Old Business |  |  |
| New Business |  | * 1. **Guest Speaker: Vee Leonard, General Counsel**   2. [**https://www.fgcu.edu/generalcounsel/resources**](https://www.fgcu.edu/generalcounsel/resources)   Regulations and policies are treated differently. All regulations go to BOT at their meetings, policies do not. Both provide for feedback. All sent to faculty senate and SAC for input before the draft becomes final. Once draft is final still have additional opportunity to provide feedback. For regulations process, see here: <https://www.fgcu.edu/generalcounsel/resources#RegulationRevision> Reminder, BOT meets quarterly  For policies process, see here: <https://www.fgcu.edu/generalcounsel/resources#PolicyRevision>  Note that the GC’s office sometimes makes changes based on changes in law, especially when legislative session in action. GC office does not write all the policies, many come from the department the policy effects. GC invites feedback and reviews such input, working with the office/department that houses the policy. The feedback on policies, like that from the SAC policies committee, goes to GC office, and they pass that to the department. GC answers questions about legal points in the feedback and the department answers other points. Andi points out that the SAC policies committee should look at giving feedback on the lens of how it affects staff, not necessarily grammar/punctuation. If substantive feedback submitted late to a regulation (30 days), that goes to the BOT directly. Feedback and input is valued and important, so highly encouraged to look at proposed policies and think about they affect you and your colleagues.   * 1. **Guest Speaker: A representative from HR Benefits Team**   Tracy Malach to speak on Open Enrollment and all details can be found on the HR site: <https://www.fgcu.edu/hr/benefits/>  Toni Busby & Janner Holliday speaking on Workday Learning; mandatory employee training will be in Workday Learning and no longer in Canvas, launched Phase I July 26, launch Phase II will be in November, demonstrated on screen. Looking for peer reviewers to volunteer to work with the training modules before going live. OPS will also do their training this way.   * 1. **Vote on new representative, Tricia Zicht, replacing Carolyn Greene**   Motion to vote on her: Diane  Second: TK  Approve: 17  **E. SAC Taskforce Reports**  **1) Staff Retention and Morale**  **September 29th Meeting**  In attendance: Kristen, Iris, Kiley, Kelley, Sebastian, Tricia, Aisha, Charlotte    **Meeting notes**   * Discussion about survey * Feedback to make this a short survey * Against demographics questions * Want clearly articulated next steps * Reviewed the questions for the survey * Categorized the questions by topic   **Next steps**   * Committee to all agree on questions by emailing Charlotte * Charlotte to send questions to SAC leadership and request it be sent out to all SAC members for review, and discussion at October 8th meeting   **Next committee meeting**   * Create survey * Discuss email to be sent out with link to survey * Frame the importance of completing the survey * Include clear next steps, such as timeline for survey review … * Discuss Campus Climate survey results from 2011   **2) Visibility/Outreach**   * We obtained list from HR of newest staff hires and will be sending them the slideshow * Website updates * Identified 2 offices for Spotlight initiative to start in January   **F. Andi Clemons**  Resignation from SAC as both president and representative. With new Provost came many new responsibilities. Also started the EdD program this Fall and it is taking so much time, feels like can’t give SAC full attention. Mary Larkin will assume the role of President. We need another new member as a Andi’s replacement representative to serve through Spring 2022; we will need to recruit from all eligible SP and SP staff. Also, VP role will need to be selected from current representatives, so send nominations to Amy Craig and will be voted on at November meeting. |
| 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:**   * Bookstore Award Policy Change Needing Voted on by SAC: Change the wording to be that the award needs to be used in the semester in which it was awarded. This will help align with the fiscal year of the bookstore and make it equitable for the awardees each semester to have time bound deadline for the use of their award. * Bookstore Award applications open until November 1st for the Spring $250 award. * FOF nomination period clarification – cycle is true to the month. October nominations are due by October 29th. Announcement at Nov 5th SAC meeting. * Next committee meeting on Wed October 13th   + Discussing Outstanding Staff Awards   + FOF, Outstanding Staff Awards and Bookstore Award website facelifts and updates   + More recognition for FOF and Outstanding Staff Awards on Social media or the SAC website   + Finalizing policy changes to Bookstore Award and grading criteria |
|  | Chair- Charlotte & Kelly | **Policies: No report** |
|  | Chair- Kristen | **SAC Professional Development Program:**  Met 9/24/21  Reviewed PDP Official Rules and scoring rubric   * Recommendations will be forthcoming to the Council regarding the maximum award amount, submission dates and deadlines, a new format for submissions, and follow-up reports/presentations from funded staff members. The team may also revise the scoring rubric to better reflect the award criteria.   Two applications were received for professional development funds. The team members reviewed and approved both awards to the two staff members who will co-present at an upcoming national conference.  The next meeting is scheduled for Friday, October 22nd at 11:00 am. |
|  | Chair- Tricia | **Special Events:**  Thanks to all attending October Meet & Greet, well attended  First meeting of the 21-22 academic year was 9/20/21. Discussed how the special events committee works and what our goals are throughout the year, which is to bring staff together for fun and professional development opportunities. We set our first event for 10/7 which is going to be Cider with SAC in conjunction with a food drive for the FGCU Food Pantry. We will try to host one event per month with the big event being during spring break Soar Into Spring. We discussed how a few members can take on one even per month to set up and organize and the rest of the team will help with set up and clean up. And start thinking about activities we would like to see presented for Soar Into Spring. Plan to set up regular meetings to keep special events on track. |
| University Committee Reports |  | **ADA – Iris**  Met in September, virtual campus map is on FGCU site, still working on getting faculty videos captioned which is time consuming but Adaptive Services is getting Service Learning to help;  **Campus Communicator- Mary**  No report  **Faculty Senate – Kristen**  See Anna’s Report  **Grant in Aid – Regina**  No report until Spring  **Institutional Affairs - Kiley Barnett**  Met and looked at the 2024-2025 Academic calendar  **Parking Advisory – TK and Andie**  Met on 9/28.  **Highlights:**   * Are there any plans to add counters on the garages to help people know when a garage is approaching full? – No but T2 is hopefully going to help rollout those things in phases. * Moving away from boss card and to a system of T2 to help obtaining passes and enforcement easier * Visitor Parking in Parking Lot 5; take away the visitor designation and bring it open to F/S spots. Here is a lack of clarity and students think that they are visitors at Cohen. Visitors can still park there with a valid * Any unmarked space, can be parked in after 6pm anyway. * SoVi parking issue; considering parallel parking on north side of SoVi loop. Some issues with people parking in URWC lots as well as all lots and garages in SOVI being full at night. * Making Parking Lot 3 into all general parking instead of just F/S * Parking Lot 1 changed into an entrance and exit flow that helps congestion (LELC for the entrance and main entrance into just an exit) * Making parking garage 4 into a permanent right turn only to help with traffic flow. This has implications for perhaps clogging up Parking Garage 3 or the traffic light at CSU. UPD may need to have Lee County recalibrate the light timing to help with left turn. * Double map is working well for the shuttle APP. Always provide suggestions on where the can add a stop to make it great for people. Considering adding a stop at WGCU.   **Sustainability and Resiliency Council- Jessica**  No meeting yet  **Space – Susan**  Met 9/13/21  Review and Approval of drafted FGCU Space Committee Charter  Review and Approval of drafted FGCU Space Committee Bylaws  Review and Approval of drafted FGCU Space Committee Request Form  Status of Library Renovation Request  Office of Global Engagement Space Request  Next Scheduled Meeting – October 11th – 1 p.m. to 2 p.m.  **Food Advisory – Miki**  Met and a lot going on, Tara is on the agenda to present at November meeting |
| University Special Committees |  | **25 Year Planning – Susan** |
| Presidential Appointed Committees |  | **Diversity and Inclusion; Represented by Charlotte & Aisha**  Date: October 6, 2021 Location: Zoom  Time: 2 p.m. – 3:00 p.m.  I. Introductions  II. President Martin to Give Charge  Think about ways, in a formal and informal way this community can help  To show how things here can be done  Be attune to making recommendations with respect to policies, and change as it impacts our commitment to D&I  Think about how we set and implement policies  Monitor our progress with regards to our commitment  We are close to becoming an HIS, developed a strategy to bridge the gap  But this impacts the student population, we need same commitment for faculty and staff  To role model for our students  This committee must be involved with the next presidential search  To do this right, everyone will have to take the time to do the kind of research, and detective work to find candidates that meet our standards  Hope the presidential committee will be diverse, engaged but small enough  This requires a village to do this right  Perhaps at times we need to do 360 evaluation reviews, so leaders can improve too  Propose to have the D&I committee to review the final presidential candidates  III. Old Business/Recap/Open Discussion  a. Title IX Changes  b. House Bill 57  IV. Upcoming D&I Sessions:  a. Stories of Water, Land, and Justice – October 12th, Library Lawn  b. Understanding and Prevention of Domestic Violence – October 12th, Zoom  c. Introduction to Structural Racism & Implicit Bias (Core Session) - October 15th, Zoom  d. Mental Health Matters (Core Session) – October 20th, TBD  e. Understanding Autism – October 20th, Zoom  f. iLead Session: Growing with Pride: Layering Roots through – September 21st, Cohen 201  g. Tunnel of Awareness, November 3rd  V. Subcommittee New Appointments  a. Diversity and Inclusion Certificate Program  b. Faculty Retention/Inclusion/Mentoring  c. Student Retention/Inclusion  d. Staff Retention/Inclusion  e. Bias Response Committee  VI. Meeting Adjournment (Next Meeting: November 10, 2021)  **Intercollegiate Athletic; Represented by Kristen & Kiley**  In the final year of a specific grant and shared videos of the work from that, most of staff and students in Athletics fully vaccinated  **Parking Citations Appeals; Represented by Georgia & Kelly**  Met last Tuesday and covered first part of the month, nothing out of the ordinary  **Title IX; Represented by Tricia & TK**  No report |
|  | All Reps when applicable |  |
| Announcements |  | Andi: Working on Interfolio which is mainly a faculty tool, but a big project rolling out the first of November. Two new AVP searches underway. |
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Next Meeting: November 5th, 2021 12:30 pm on TEAMS.

President adjourned the meeting at 2:13 PM

Motion to adjourn: Susan

Second: Amy