**Staff Advisory Council**

**Regular Meeting Minutes**

**Date:9/10/21**

**Location: TEAMS**

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

Call to Order: President Andi Clemons

Time: 12:31 PM

Record Attendance: 22 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 |  |  |
| 6 | Kiley Barnett | x |  |  | x |
| 7 | Susan Baurer | x |  |  |  |
| 8 | Diane Bova | x |  |  |  |
| 9 | Charlotte Bingham | 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 | Carolyn Greene | x |  |  |  |
| 16 | Thomas Koller | x |  |  | x |
| 17 | Aisha Lewis | x |  |  | x |
| 18 | Tricia Miller | x |  |  | x |
| 19 | Iris Casiano | x |  |  | x |
| 20 | Suzy Ponicsan | x |  |  | x |
| 21 | Regina Trabucco |  | x |  |  |
| 22 | Kristen Vanselow | x |  |  |  |
| 23 | Sebastian Weber | x |  |  | x |
| 24 | Georgia Willis | 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: Carolyn Greene

| Agenda Item | Responsible | Discussion |
| --- | --- | --- |
| Approval of Minutes | Representatives | Approval of August Minutes   * + Motion to approve: TK   + Second: Charlotte   + Any discussion: None   + Approve: 14   + Dissent: * Abstain: |
| Officer Reports | President,  Andi Clemons | * Anonymous comments in SAC inbox created an unusual experience, 7 comments in one day, and all were forwarded on to administrators. Asking them to take a look and review, and as they decide how to address the concerns, Andi will share more details   Iris has some comments and Andi yielded her report time for Iris to speak. Iris is an employee affected by the reorganization of the College of Education (COE) and College of Engineering. She has several concerns in her treatment that are in direct contrast to FGCU’s Layoff Policy ([link](https://www.fgcu.edu/generalcounsel/policies/approved/policy3.054.pdf)).  **Item 4 A** addresses givingwritten notice with an effective date; to date she sates “I have yet to receive written notice. I was notified verbally and told that a written document was not available because an effective date had not been determined. I asked HR about the lack of an effective date and was told first that it would be contingent on the hire date of the new position; then was told it was for my benefit so that I would have time to find a new position on campus.”  **Item 5** discusses alternate employment**.** Iris states “This is not an offer that was made. In following the HR response posted on the SAC website, I have reached out to them for further information. I’ve been told that they will help me identify positions that are currently open, or which will be opening, that are in line with my abilities. I asked for clarification on whether or not I’d have to apply, I was told that would depend on the position.”  **Item 5 B** discusses exceptions and Iris says “Seeing as at least one of the new positions is in the same job family of Business Operations, I can assume that an exception was requested and approved.” **Item 5 C** covers more about notification in writing, which Iris states she has not received.  Other points of concern that aren’t in contrast to layoff policy:   1. Even if an exception to advertise a position for which employees impacted by a layoff is requested and granted, the decision to make this an external search instead of just an internal search is nothing short of baffling. Since September 2020, there have been nine announcements about internal vacancies. Positions have ranged from Coordinator of Facilities Contracts to the VP for Administrative Services and Finance. 2. There have been a number of reorganizations that have taken place that did not lay off employees in the process. Recently the Division of Academic Affairs made a number of changes. Provost Rieger made a point to state on the email announcement sent on April 20, “It is important to note - no one is losing their job. Our people are talented and hardworking, and all of them play a role in providing the services that maintain quality and keep faculty, staff and students successful. A few will have their reporting lines changed, and fewer still will have their titles changed.” And in February, a reorganization led to a redistribution of units within Administrative Services and Finance. At that time, it was announced that the then Assistant Vice President for Human Resources was being assigned additional responsibilities and would receive the new title of Senior Associate Vice President Administrative Services to reflect that. That information was distributed to the campus community on February 26. 3. The university-wide communication that was distributed last week indicated that these changes were needed to increase efficiency. Seeing as the two positions being eliminated are currently in the College of Engineering and the College of Education, and the new positions will at first only support the College of Engineering and the College of Education, it is difficult to see what the efficiencies gained are.   Though not indicated on the email, Iris noted there is also no financial savings. If hired at the low end of the advertised salary range, there would be an increase in cost of $5,815 and if hired at the high end there would be an increase in cost of $18,505.  After the meeting Iris also made note of FGCU’s Separation Regulation ([link](https://www.fgcu.edu/generalcounsel/regulations/approved/regulation5.023.pdf)) which she requested be added to the minutes. |
|  | Vice President, Mary Larkin | No report |
|  | Secretary, Amy Craig | No report |
|  | Treasurer, Amy Hall | • Other than SAC Retreat luncheon, no other expenditures to report thus far in 2021-22.  • According to Barbara Cornellier, FGCU Foundation, SAC’s donor campaign has netted $2,077 as of 09/09/21 (surpassing goal!) from fifteen donors, six of whom have ongoing contributions.  • Proposed budget emailed to all SAC members on 09/09/21, open for review, discussion and edits. |
| Finest of the Flock | Chairs  TK & Regina | Finest of the Flock nominees:  The Staff Advisory Council (SAC) Finest of the Flock (FOTF) is an award that acknowledges staff members (A&P and SP) for exhibiting exceptional efforts that reflect the values and mission of Florida Gulf Coast University over the Summer (June, July, August).    Those nominated for ***Finest of the Flock***are recognized with a *Finest of the Flock* certificate highlighting their nomination as well as a shoutout today.  **Finest of the Flock nominees:**   * Lianet Escandell Rodriguez (Admissions) * Kevin Clipse (ITS)   And from the full group of nominees one is chosen as that month’s **Finest of the Flock Spotlight**. The voting members of the SAC Employee Recognition Committee vote for the ***Finest of the Flock*** **Spotlight awardee** who additionally receives:   * A framed *Finest of the Flock* certificate. * A lapel pin, FGCU Dining tumbler, and SoVi Dining meal pass.   **Finest of the Flock SPOTLIGHT for this summer:**   * **Dino Buccini (ITS)**   Dino’s nominator wrote: “I cannot say enough about how helpful Dino has been over the course of the last several days. First, I needed to have my desktop computer replaced. I had some concerns regarding special software that we use so he took the time to research and make sure it would work when he installed my new machine. He even went so far as to share the information with another technician so my co-workers computer would have the same software. When he finally replaced my computer I had some reservations because another machine takes some getting used to. You can't find things and you are trying to reacclimate to a new device.  He answered all 100+1 questions that I had about how my functionality would work and helped me make sure my laptop could still connect to my desktop. While here I also had a couple of questions about my laptop. He realized my version of Windows was outdated and affecting my use of the device. I submitted a separate ticket to have my laptop serviced. Dino ended up being assigned this ticket and generously picked up my device from my office. I was concerned that I wouldn't have the access that I needed so he offered me a loaner while mine was being serviced. He made sure everything was working on the loaner. Well, today he returned my laptop to me all ready to go. I was very impressed with his knowledge and how he didn't make me feel unknowledgeable when I asked questions. His friendly demeanor and willingness to help was appreciated.” |
| Public Comment |  | Kandi Chamberlin, COE: Here in support of Iris, who is described as the backbone of their administrative staff. Kandi is appalled that Iris is being encouraged to reapply; why are two of our coworkers losing their positions with this reorganization when two other positions are being established and administration is opening those up to outside community applicants? Kandi states we are not just jobs, we are people with years of experience. Asking SAC and staff to rally behind Iris and the other Engineering staff who are facing employment issues with the reorganization.  Andi will be working to look at the policy Iris quoted in her remarks  Susan Baurer has been part of a unit elimination in the past, and had a question on the wording Iris received. Susan had the experience of taking on a new role with a significant pay decrease but stayed since her retirement is at FGCU. From HR background, wants it clear that Sara in HR is not the first manager in that role who has dealt with this kind of reorganization so rumors it is her fault do not hold truth.  Kandi asks where the equity and diversity is in this situation when both staff affected are part of a diverse community, both women and potentially part of other diverse communities.  Charlotte wants to highlight the diversity issue, pointing out FGCU recently lost 8 people from historically marginalized populations which does not bode well towards our university’s diversity efforts.  Suzy appreciates the space SAC has created for this conversation as she has been through a similar experience at another university. |
| SAC Liaison Reports | Dr. Aysegul Timur  (SAC Liaison) | Thank you to Iris for her well-articulated comments, and will follow up with much more formal information.  Explained how the President’s Cabinet meets and then reports back to SAC. Each meeting starts with fixed agenda. First point is about creating a safe and healthy campus. Ruth Rodrigues from Emergency Management comes every meeting to speak on COVID numbers and where we are and what we need to address. Cabinet members take 45 minutes to an hour to discuss safe and healthy environment campus conditions. Information is also gathered from community healthcare institutions and Florida surgeon general information. This helps guide campus COVID policies.  Next BOT meeting on Tuesday 9/14. <https://www2.fgcu.edu/Trustees/AgendaFile/2021/09-14-2021/FGCUBOTMTG_AGENDAPACKET_9-14-21.pdf>  Attended Board of Governors meeting last week representing FGCU and things look good for FGCU from that aspect. |
|  | Anna Carlin (Faculty Senate) | Anna is away at another meeting and cannot attend  Andi reports there is possible language changes to Celebration of Excellence guidelines; also at today’s Faculty Senate meeting several faculty expressed support for Iris |
|  | Nathan Campbell  (Student Government) | Sent report:  All SG presidents in SUS will be at FGCU tomorrow 9/11/21 and today our Student Government representatives are showing those attendees our campus |
|  | Carolyn Greene (BFSA) | Met last month and started a speaker series, first one was on financial independence  Today at 2pm, presenting a speaker from FGCU Library  2nd Annual BFS awards were earlier this month and presented 3 awards to members |
| Old Business |  | Vote on budget presented at last meeting  Amendments: Question on $500 under Elections, clarified that is for the assembly and should be removed from Special Events; suggestion to add $300 to the Outreach and Visibility Task Group for funds for an “office spotlight” goal; Amendment noted  Kristen: question on rollover funds and Amy H. explained the reserve Foundation money is not the same allocation every year and it rolls over, which is what the reserve amount reflects.  Move to approve: Charlotte  Second: Georgia  Approve: 23  Amy Hall will send out updated budget with amendments |
| New Business |  | **Andi:** Carolyn Greene has resigned from SAC and the staff member with the next highest votes will be contacted to see if they are still interested in being a representative  **Guest speaker:** Benefits reps unavailable this month, and note General Counsel will be guests next month  **SAC Internal Task Groups:**  *Retention/Staff Morale*  Date of Meeting: 9/3/2021  Attendees: Kristen, Tricia, Kiley, Kelly, Aisha, Iris, Andie, Sebastian  Highlights: Our first goal: Identify key themes related to staff morale and retention by the end of the fall term.  Minutes:  Our first goal: Identify key themes related to staff morale and retention by the end of the fall term.  Actions to achieve goal:  1. Identify and obtain data (HR exit survey, Inclusion and Diversity survey, others).  a. Charlotte to contact HR about exit survey, it sounds like that data may not have been tracked for a period of time, not optimistic to get that data  b. Charlotte and Aisha to check if Diversity & Inclusion survey still happening, and whether or not this should be integrated into, but it feels like that survey won’t be happening anytime soon as they seem to be waiting on COVID issues on campus to wane  2. Develop and administer survey to collect current data.  a. Identify survey questions  b. Determine which platform to use (Check box, Qualtrics, Google Survey…)  Our next meeting is on Wednesday, September 15th at 10AM via Teams  We will be meeting on a bi-weekly basis at first, but we can revisit this at any time.  For our next meeting, please identify 2-3 questions you believe should be included in our survey. To analyze the survey data faster, I encourage you to develop Likert scale survey questions, meaning it uses a scale for responses (i.e: very satisfied, satisfied, not satisfied…).  *Outreach: Mary Larkin*  Three goals:   * 5 Star Presentation morphing into a welcome video for new hires * Office Spotlight program * Website redesign   **Other Discussion**  Diane Bova would like to hear from administration about the layoffs and new position creation in the reorganization plan of COE and College of Engineering. Also the policies, like the change in Soar on 4, being more clear. Andi has requested more details from administration, specifically citing several anonymous comments.  Charlotte  1) suggests using the Policy Committee to review the policy Iris brought up in her comments  2) Problem of communication of important changes, lack of transparency. Staff feel left out. For example, the COE situation wasn’t clear to the rest of campus. Can SAC write a letter to Cabinet expressing that feeling? SAC’s role is the voice for staff, but it feels like we are left out  3) Maybe SAC can be alerted before big decisions are made public  Susan  When staff feel left out of big decisions, the staff morale goes down. The idea of reorganizing a staff union is concerning; SAC was formed to give staff a voice, and it feels like that is not happening.  Andi  Asking Dr. Timur what can SAC do better or differently to be part of the bigger campus conversation to feel more included? Aysegul answers perhaps the occasional inclusion of SAC on Cabinet’s agenda to discuss staff concerns, observations, policies, and informal issues to build a bridge from the President’s Cabinet to SAC. Try to build a communication culture. Growth and new leadership will be more streamlined and more transparent over time, right now we are in “change mode” and communication may not be done clearly or timely. We have very talented individuals in this group.  Faculty Senate meets more frequently with President Martin and maybe SAC can meet with him quarterly.  Iris  The transparency from Administration to Staff is more lacking than Staff to Administration. Dr. Timur understands and her role, along with SAC president, is to help make better two-way communication.  Tricia  She takes her role as a SAC representative seriously to represent staff voices who aren’t elected to the Council. We are hearing about FGCU employees leaving their jobs, and it is important that administration know what we are hearing.  Kristen  It is important for us to remember that each of our departments reports through the organizational structure to a member of the President’s Cabinet. If we are not hearing updates until they are shared publicly, it would be helpful to consult with our supervisors about transparency and the challenge to remain informed if the information is not shared across the organization. If there are planned, upcoming organizational changes that may result in a displaced employee, hiring managers with open positions should be aware as well. Individuals could be applying for positions and there is no awareness that the application was made because the employee was losing their position. |
| 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:**  General Updates for SAC:   * Spread the word about FOTF to others! Make your nominations! Our goal is to recognition the great work of our FGCU staff and inspire others to get involved with SAC. * Employee Recognition Committee is meeting on Sept 15th to discuss the following items:   + FOTF:     - *Sending out to FGCU Staff email to gather more Nominations. Spread the word!*     - *Rework the nomination timelines to coincide with the SAC meetings.*     - *Consider FOTF Spotlight on Social Media or the SAC website (working with Visibility Task Force to see about options)*   + Bookstore Award Process Refinement     - *Details on evaluating the applications*     - *Considering Bookstore Fiscal Year and when funds need to be used.*     - *I.E. Are you allowed to vote on someone who works in your office?* |
|  | Chair- Charlotte & Kelly | **Policies:**  Committee: Policy Team Date of Meeting: 9/7/2021  Attendees: Mikki, Kelly, Charlotte, Kiley, Diane, Iris, Jacklyn  Highlights: Discussed Soar in 4 policy, and the role of this committee  Minutes:  Soar in 4 Feedback  • Is there a determined period for when the program will be suspended?  • What happens to the students who enrolled while the program is suspended? Do they get nothing?  • How can the staff help communicate this change to students and the community?  • Should we still encourage students to complete certain benchmarks from the program if we expect it to return within the next 3-4 years?  • Is there a person that we can direct students/the community to for their questions? (not soarin4@fgcu.edu - do we direct people to the Director overseeing this area, Ney Arias?)  Questions about the SAC Policy Committee  • Lack of communication when policies come out, need better understanding  • What is the point of this committee?  • No comments received from feedback on the Sick Leave Pool Policy  • Does SAC really have a voice?  • This committee could help prevent PR issues if made aware of policies before they are sent out  • This committee should know what the talking points on a policy should be, before the policy is sent out  • How can this committee give staff a voice?  • Role of committee is unclear on the expectations & responsibilities of this committee |
|  | Chair- Kristen | **SAC Professional Development Program:**  Will meet on September 24th at 10:00 am |
|  | Chair- Tricia | **Special Events:** |
| University Committee Reports |  | **ADA – Iris**  Not met yet  **Campus Communicator- Mary**  No report  **Faculty Senate – Kristen**  No report  **Grant in Aid – Regina**  No report  **Institutional Affairs - Kiley Barnett**  No report  **Parking Advisory – TK and Andie**  Meets on 9/22  **Sustainability and Resiliency Council- Jessica**  No meeting yet  **Space – Susan**  Met Sept 13   1. Attendance 2. Review and Approval of drafted FGCU Space Committee Charter 3. Review and Approval of drafted FGCU Space Committee Bylaws 4. Review and Approval of drafted FGCU Space Committee Request Form 5. Status of Library Renovation Request    1. Attached Master Plan (for committee review) 6. Office of Global Engagement Space Request    1. Attached Space Request form and proposal 7. Next Scheduled Meeting – October 11th – 1 p.m. to 2 p.m.   **Food Advisory - Carolyn**  No meeting yet |
| University Special Committees |  | **25 Year Planning – Susan**  No report, but see handouts from the B.O.T. meeting 9/14/21  <https://www2.fgcu.edu/Trustees/AgendaFile/2021/09-14-2021/Meeting%20Handouts%20-%20September%2014,%202021%20BOT%20Meeting.pdf>  **Clinical Partnership - Susan**  After presentations from Millennium abd NCH, moving negotiations forward with NCH  Kitty Green calling for thoughts about what specifically should be included in this new venture |
| Presidential Appointed Committees |  | **Diversity and Inclusion; Represented by Charlotte & Aisha**  Committee: Diversity & Inclusion Date of Meeting: 9/8/2021  Minutes:  I. Introductions  II. Old Business/Recap/Open Discussion  a. Update on HSI Distinction  This group might help to tailor a thoughtful message. So far it’s mainly been a number issue. Not really about the culture or the benefits for our students.  III. Upcoming Presidential Search  Goal is for president to attend next meeting  Start thinking about this process  IV. Ensuring Equity in Flexible Alternative Work Location  Seems like less concerns since new policy came out  But if any concerns, should be referred to OIEC  V. Campus Space Allocation Committee  Some colleges had their own space committee  Often still resulted in conflicts once people leave  Now this will be run through the Provost’s Office  Will oversee campus space allocation throughout campus  The space belongs to the university, not a department/ college or a manager  Urged to add diversity on the committee  VI. Upcoming D&I Sessions:  a. Meet Someone New - Zoom  b. Understanding Sex Equity (Core Session) – September 13th, Zoom  c. Say My Name - September 15th, Zoom  d. Dr. Cyndi Kernahan (Lucas Center Speaker) – September 15th  e. Edward Young III keynote – September 20th, Cohen Ballroom  f. Mock Conduct Hearing – September 21st, Cohen 247  g. Safe Zone – September 22nd, SRHM111  h. Responsible Reporting – September 22nd, Zoom  VII. Subcommittee New Appointments  a. Diversity and Inclusion Certificate Program (Katherine Cascio, Waneka McFarlane, Dr. Jan-Martijn Meij, Sylvia Mitchell, Ricky De Leon)  b. Faculty Retention/Inclusion/Mentoring (Dr. Tony Barringer, Emily Nanna, Dr. Minh Nguyen)  c. Student Retention/Inclusion (Shari Alvanas, Dr. Ally Zhou, Dr. BillY Gunnels, Keira De Oliveira)  d. Staff Retention/Inclusion/Mentoring (Dr. Natalie Reckard, Dr. Christopher Blakely, Aisha Lewis, Heather MacQueen)  e. Bias Response Committee (Sherrelle Findley, Cori Bright-Kerrigan, Linsey Singh, Charlotte Bingham, Kathryn Webster)  VIII. Subcommittee Assignments:  a. Review last page  IX. Meeting Adjournment (Next Meeting: October 14, 2021)  There will be a Clery Coordinator on campus  **Intercollegiate Athletic; Represented by Kristen & Kiley**  Meeting set for 9/23  **Parking Citations Appeals; Represented by Georgia & Kelly**  No meeting yet  **Title IX; Represented by Tricia & TK**  No report |
|  | All Reps when applicable |  |
| Announcements |  | Shoutout to Jennifer Denike for being featured in Gulshore Life’s 40 Under 40 recognition  Career Development Office opening a clothing closet “Azul’s Attire” for students, opening in October in the Mod near the Aquatics  Academic Affairs posted a new position Director, Military and Veteran Success  <https://wd5.myworkday.com/fgcu/d/inst/15$158872/9925$1298.htmld> |
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Next Meeting: October 8th, 2021 12:30 pm on TEAMS.

President adjourned the meeting at 1:58 PM

Second: Susan