**Staff Advisory Council**

**Regular Meeting Minutes**

**Date:8/26/22**

**Location: Cohen Student Union CC214**

**Time: 12:30-2:00p**

Call to Order: Aisha Lewis

Time: 12:31pm

Record Attendance: 20

Secretary: Amy Craig

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Council Members: | Present | Excused | Absent | Minutes |
| 1 | President, Aisha Lewis | x |  |  |  |
| 2 | Vice President, Kristen Vanselow | x |  |  |  |
| 3 | Secretary, Amy Craig | x |  |  |  |
| 4 | Treasurer, Amy Hall | x |  |  |  |
| 5 | Communications, Kiley Barnett | x |  |  |  |
| 6 | Lisa Banks | x |  |  |  |
| 7 | Susan Baurer | x |  |  |  |
| 8 | Troy Bolivar | x |  |  |  |
| 9 | Diane Bova | x |  |  |  |
| 10 | Kelly Boyd |  | x |  |  |
| 11 | Kendra Carboneau | x |  |  |  |
| 12 | Jaclyn Chastain | x |  |  |  |
| 13 | Stephanie Cobb |  |  | x |  |
| 14 | Trudi-Ann Dyer | x |  |  |  |
| 15 | Zachry Gelow | x |  |  |  |
| 16 | Mirielle Jackueux | x |  |  |  |
| 17 | Monica Krzyszczyk |  | x |  |  |
| 18 | Tricia Miller | x |  |  |  |
| 19 | Jena Padilla | x |  |  |  |
| 20 | Nadia Payne | x |  |  |  |
| 21 | Suzy Ponicsan |  | x |  |  |
| 22 | Herbert Sanabria | x |  |  |  |
| 23 | Georgia Willis | x |  |  |  |
| 24 | Tricia Zicht | x |  |  |  |

*X: Attended/ Approve Motion -:Absent O: Deny Motion A: Abstain*

Liaison: Dr. Aysegul Timur

Faculty Senate Liaison: Anna Carlin

Student Government Liaison: Annastasia Samuels

Black Faculty Staff Association (BFSA) Liaison: Aisha Lewis

| Agenda Item | Responsible | Discussion |
| --- | --- | --- |
| Approval of Minutes | Representatives | Approval of July Minutes   * + Motion to approve: Georgia   + Second: Jaclyn   + Any discussion: None   + Approve: 17   + Dissent: * Abstain: |
| Officer Reports | President,  Aisha Lewis | At September meeting discussing expectations of SAC liaison Dr. Timur, start thinking about the kind of things we want to send/receive at the FGCU Cabinet level  Committees from university requests are trickling in, watch email for call for volunteers  Email distribution list: still working with ITS to get all 24 correct SAC reps on the [staffadvisorycouncil@fgcu.edu](mailto:staffadvisorycouncil@fgcu.edu) list  Committee chairs should have cross department access to SAC folders  Three SAC polo shirts to give away, see Aisha at the break |
|  | Vice President, Kristen Vanselow | Presidential search update: currently looking at all applicants, Sep 1 first meeting to decide on group to advance to next round; Dr. Martin has shared how much wants university community to be involved once public announcement of names, encourages attendance at open forums and be active in the process  Form coming from Communications officer, asking who SAC reps would like to see as invited guests to monthly SAC meetings; who and what topics  Campus updates at the end of the SAC meetings are a great forum to share your department updates, please contribute! |
|  | Secretary,  Amy Craig | Shared responsibilities between Kiley and Amy are moving along, Amy will share both cell phone numbers via email to send photos to post to social media  New format for committee reports, has been emailed to chairs |
|  | Treasurer, Amy Hall | • 2022-23 fund balances:  o E&G (Professional Development): $35,000.00  o Concessions: $13,754.25\*  o Scholarship Fund $ 8,216.99  o SAC (Foundation) $ 6,661.04  o Gabor Employee Awards $ 5,525.92  $69,158.20    \*$645.75 paid to Chartwells for June SAC retreat lunch  • University Administration has determined that SAC cannot acquire its own P-card after all. Long story short, no group on campus that is assembled for the benefit of its members can be issued a P-card. Instead, a form was developed whereby SAC members can place online orders for goods/supplies. I will distribute that information to Committee Chairs.  • SAC 2022-23 budget information was emailed to all members this morning and a second, revised version emailed later (due to the need to reduce Committee requests). A vote to approve the budget:  Motion to approve budget as emailed: Kelly Boyd  Second: Tricia Miller  Discussion: None  In favor: 20; 2022-23 proposed budget passed |
|  | Communications, Kiley Barnett | Excited to back from maternity leave, thank you for the opportunity to take on this new officer role  Like/follow us on social media: IG fgcu\_sac and FB fgcusac  Will email a link to a survey to solicit ideas for invited guests to our monthly meetings  Anonymous Comments Online: Questions shared if prefer anonymity, but should be centered around staff/campus concerns, executive board has discretion on what questions are beyond that scope; On-campus physical comment boxes will be removed this year, please email [sac@fgcu.edu](mailto:sac@fgcu.edu) and let us know if you see one in your mailroom or anywhere around campus  Please send any photos for social media |
| Finest of the Flock | Chair, Diane Bova | Two nominations for month of August:  Kevin Clipse  Kristen Toth awarded Spotlight, her nomination:  *Kristin Toth is the Administrative Specialist in the Provost office. She recently had to pick up the responsibilities of the Executive Assistant to the Provost, which involves maintaining a very busy calendar, attending meetings to take minutes, assisting with minutes for some strategic roadmap sessions, and planning a retreat for the Provost and Academic Affairs Leadership. Kristin did this all while not missing a beat on her regular duties. She has done an excellent job and I could not be more proud of her. Submitted by Kelly Boyd* |
| SAC Liaison Reports | Dr. Aysegul Timur  (SAC Liaison) | No report; will make additional comments after the meeting when facilitating the Strategic Planning Town Hall |
|  | Anna Carlin (Faculty Senate) | First meeting this morning, location in the Water School building, meet every other Friday, open to attendance, see dates: <https://www.fgcu.edu/facultysenate/senate_schedule_meetings>  Kristen Toth is also helping Faculty Senate, her FOF recognition is well-deserved |
|  | Annastasia Samuels  (Student Government) | Not present |
|  | Aisha Lewis (Black Faculty Staff Association) | Annual Awards Ceremony 8/17/22; selected new SAC liaison to begin in September, Mirielle Jackueux |
| Old Business |  | As suggested by Retention and Morale committee, email drafted and sent to HR requesting an official liaison for SAC, awaiting an answer |
| New Business |  | **SAC Taskforce reports**  **Employee Retention and Morale**   * **7/15 Mirielle Jackueux and Nadia Payne –** requested to seek a representative from the Human Resources Department to build rapport with. We should have two representatives (a primary and a backup) * **7/20 Amy Craig -** suggested a very thorough email be drafted by MJ and the committee to explain WHY we would like an official liaison, WHAT kind of information we hope to have shared with us at each meeting, WHEN the monthly meetings are, and WHO we hope HR will assign… a designee and a backup, perhaps? Hopeful the HR liaison(s) will start reporting at the September 23, 2022 meeting, after an email is drafted and reviewed by us and then present it to Dr. Timur for approval. * **7/20** **Attendees** - agreed to move forward with an email * **7/20 Aisha Lewis -** Current Members of theEmployee Retention & Morale taskforce:   + - **Kiley Barnett** * **Kelly Boyd** * **Kendra Carboneau** * **Stephanie Cobb** * **Aisha Lewis** * **Tricia Miller** * **Jena Padilla** * **7/20 Mirielle Jackueux -** an email draft has been submitted to the committee for review * **8/15 Nadia Payne -** No longer able to be Co-Chair **Retention and Morale** due to regular work responsibilities * **8/17 –** Letter sent to Sara Stensrud; so far, no response   **SAC Strategic Plan**: Not met officially, but Lisa is collecting staff data through the University Strategic Plan Roadmap meetings, which will be used to steer the needs of the SAC |
|  | Chair- Herb Sanabria | **Elections:**  Highlights  • The budget for the Elections Committee was submitted to the Treasure Amy Hall  • Wednesday, April 26, 2023, is the date selected for the SAC Assembly 2023  • Cohen Ballroom was reserved for the SAC Assembly 2023 event from 8:30 am to 1:00 pm |
|  | Chair- Diane | **Employee Recognition:**  The Employee Recognition Committee met on 8/22/22 and reviewed nominations and selected the FOF for the month of August. The committee also discussed the newly added charge of the former Visibility Task Force, and selected our first office to spotlight, for September. |
|  | Chair- Kelly | **Policies:**  Date of Meeting: 8/5/2022  Attendees: K. Boyd, J. Chastain, H. Sanabria, K. Vanselow, T. Zicht  Highlights:  Minutes: Regulation 5.003 – Employee Debt Collection – No Feedback  Regulation 9.001 Use of University Facilities- No Feedback  Regulation 9.004 Public Expression & Assembly- No feedback  Regulation 9.006 Posting Materials and commercial Activity on Campus- No Feedback  Policy 4.007 Posting & Solicitation on Campus- No feedback submitted  Policy 3.026 Use of University Facilities - The following feedback was submitted:  • We believe that the policy also should mention that Non-profits need to provide a Florida Consumer’s Certificate of Exemption if they are claiming sales tax exemption. Non-profits need to apply for the certificate to be sales tax exempted in Florida, so being a 501(C) does not automatically means the organization is sales tax exempted (only the federal government is not required to provide the Florida Consumer’s Certificate of Exemption).  • F. Summer Camps 1) Requirements d. Insurance says “For requisite and Athletic Institutional Summer Camps, the outside group shall…” shouldn’t this say “For Non-requisite and Athletic Independent Summer Camps, the outside group shall…,” because Non-requisite and Athletic Independent Summer Camps are the ones with outside parties.  Feedback Response:  I will add to the end of the definition of Non-Profit “. . . and holds a current Florida Department of Revenue Consumer's Certificate of Exemption.”  I will replace in section F.d.1, the phrase “outside group” with “University Unit” which properly identifies the group responsible for obtaining and maintaining the campers’ insurance. |
|  | Chair- Zach and Suzy | **Professional Development**:  Date of Meeting: 8/19/2022  Attendees: Kristen Vanselow, Trudi-Ann Dyer, Stephanie Cobb, Diane Bova, Kendra Carboneau, Jaclyn Chastain, Mary Larkin, Suzy Ponicsan (Co-Chair), Zac Gelow (Co-Chair)  Highlights  • 10 total members of the committee now  • 1st meeting 8/19  • Reviewed 5 applications in the queue and awarded 9141.50  • Voted to bring new online submission form to SAC for a vote  • Voted to bring the rubric drafted last year to SAC for a vote over the next 2 meetings |
|  | Chair- Trudi-Ann | **Special Events:**  Sept 15, first Meet and Greet, ice cream social, Holmes Hall 406  cid:image005.png@01D8BD1E.5722B2F0 |
| University Committee Reports |  | **ADA – Diane Bova**  No report  **Campus Communicator-**  No meeting  **Faculty Senate** – **Kristen**  No report  **Grant in Aid – Georgia**  No report  **Institutional Affairs - Kiley Barnett**  No report  **Parking Advisory –**  **Sustainability and Resiliency Council- Georgia Willis**  **Space – Susan**  **Food Advisory – Amy, Zac**  First meeting will be Sep 19 |
| University Special Committees |  | None active |
| Presidential Appointed Committees |  | **Diversity and Inclusion – TBD 2022-23**  **Intercollegiate Athletic - Kiley**  **Parking Citations Appeals - Georgia & Kelly**  **Title IX - TBD 2022-23** |
|  | All Reps when applicable |  |
| Announcements |  | Kelly: During a retirement discussion with one of the independent reps, learned there is a disconnect with HR and new employee hires; not getting opportunity to meet with reps before required to make selections; not asking for cold sales calls, but an opportunity to meet; how can SAC support/facilitate meeting between reps and new staff  Does HR still do a 5-star type thing? More to ask HR representative as we create a relationship with SAC  Launching transferable skills digital badges for students, more information coming next month  Don’t forget to vote for the new FCGU logo  MJ looking for co-chair Retention and Morale taskforce  Library’s Archives and Special Collections has new exhibit open, Wings Up: 25 Years of Student Life at FGCU <https://library.fgcu.edu/exhibits> |
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Next Meeting: September 23rd, 2022 at 12:30 on CC214

Motion to adjourn: Kristen

Second: Kiley

President adjourned the meeting at 12:59 pm