**Staff Advisory Council**

**Regular Meeting Minutes**

**Date:4/27/2022**

**Location: Cohen Student Union Ballroom**

**Time: 9:30 AM-10 AM**

Call to Order: President Mary Larkin

Time: 9:30 am

Record Attendance: 19

Secretary: Amy Craig

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Council Members: | Present | Excused | Absent | Minutes |
| 1 | President Mary Larkin | x |  |  |  |
| 2 | Vice President Kristen Vanselow | x |  |  |  |
| 3 | Secretary Amy Craig | x |  |  |  |
| 4 | Treasurer Amy Hall | x |  |  |  |
| 5 | Lisa Banks | x |  |  |  |
| 6 | Kiley Barnett | x |  |  |  |
| 7 | Susan Baurer | x |  |  |  |
| 8 | Diane Bova |  | x |  |  |
| 9 | Charlotte Bingham | x |  |  |  |
| 10 | Kelly Boyd | x |  |  |  |
| 11 | Kendra Carboneau |  | x |  |  |
| 12 | Jaclyn Chastain | x |  |  |  |
| 13 | Stephanie Cobb |  |  | x |  |
| 14 | Jennifer Denike | x |  |  |  |
| 15 | Miki Domjan | x |  |  |  |
| 16 | Trudi-Ann Dyer | x |  |  |  |
| 17 | OPEN SEAT |  |  |  |  |
| 18 | Aisha Lewis | x |  |  |  |
| 19 | Tricia Miller | x |  |  |  |
| 20 | Jena Padilla | x |  |  |  |
| 21 | Suzy Ponicsan | x |  |  |  |
| 22 | Sebastian Weber | 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: TBD

Black Faculty Staff Association (BFSA) Liaison: Aisha Lewis

| Agenda Item | Responsible | Discussion |
| --- | --- | --- |
| Approval of Minutes  | Representatives |  Approval of March Minutes* + Motion to approve: Aisha
	+ Second: Georgia
	+ Any discussion: None
	+ Approve: 16
	+ Dissent: 0
* Abstain: 0
 |
| Officer Reports | President, Mary Larkin | At BOT meeting, put a call out that we want SAC representation, to be invited into committees and meetings, so many invitations have been extendedAGB (Presidential Search Consultants) will meet with SAC among other Town Halls offered on campus to get inputBeen very busy organizing SAC Assembly to follow this meeting |
|  | Vice President, Kristen Vanselow | Selected to serve on Presidential Search committee to represent staff, reach out to her if you have anything to comment on  |
|  | Secretary, Amy Craig | No report |
|  | Treasurer, Amy Hall | SAC TREASURY NOTES04/27/22Expenses paid YTD total $13,223.11, consisting of: Professional Development $5,932.84 Committee Expenses $7,290.27\* \* Primarily Food Truck rally and Meet & Greet expensesCurrent fund balances:E&G (Professional Development): $29,067.16Concessions: $ 7,109.73Scholarship Fund $ 8,043.99SAC (Foundation) $ 6,661.04Gabor Employee Awards $ 3,759.92 (est)$54,641.84Congratulations to the 2021-22 recipients of the SAC Outstanding Staff Awards, Natasha Ziegler and Patty Krupp, each received $1,000 courtesy of the Gabor Agency, Inc. |
| Finest of the Flock | Chair,Susan Baurer | Presenting FOF during the Assembly |
| Public Comment |  | None |
| SAC Liaison Reports |  Dr. Aysegul Timur(SAC Liaison) | Three important areas:1. Strategic Roadmap – Input for the next strategic plan: Everybody’s participation to the strategic input process is very important. Just a reminder that we are not developing the strategic plan but we are getting ready for the strategic plan. Please visit the website to find opportunities to provide input. There will be a calendar available soon for town hall meetings, focus group, and surveys. [https://www.fgcu.edu/roadmap/](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fgcu.edu%2Froadmap%2F&data=05%7C01%7Calcraig%40fgcu.edu%7C1d46a789ceeb494ecf2f08da26b0708f%7Cf7a5a4ef4ffa4c80bfb3c12e28872099%7C0%7C0%7C637864836495547288%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ql%2FuSUnSA1U2OWa68MOi3Y2j8w%2F%2FPbhS%2FO%2B7f%2Bt1Ed0%3D&reserved=0)
2. Presidential Search – Staff input is very important. Let’s make sure that we attend public forums and provide input and feedback. [https://www.fgcu.edu/presidentialsearch/](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fgcu.edu%2Fpresidentialsearch%2F&data=05%7C01%7Calcraig%40fgcu.edu%7C1d46a789ceeb494ecf2f08da26b0708f%7Cf7a5a4ef4ffa4c80bfb3c12e28872099%7C0%7C0%7C637864836495547288%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=j%2BPADvAMO8x%2FuADhI2K8NSErj2otbvip3OoSfB83YRI%3D&reserved=0)
3. Compensation Guidelines: This is a big initiative for FGCU. HR is going to conduct many meetings and explanation sessions so we all are on the same page.
 |
|  |  Anna Carlin (Faculty Senate) | Met last Friday, elections for officers, all current officers continuing another year, with a new communications officer, Dan VoSpent half meeting talking to AGB Consultants for presidential search, noted law has changed about “sunshine” in the search; now is the time to give input, since public won’t know who is interviewing until three finalists chosen in the fall; consultants are pushing to get town halls scheduled now before semester officially ends; See the Senate site and new news blog for more details, president report is listed there <https://www.fgcu.edu/facultysenate/>  |
|  | Nathan Campbell (Student Government) | No rep until new Student Government officers meet an finalize a liaison |
|  | Aisha Lewis (Black Faculty Staff Association) | No report |
|  Old Business |  |  |
| New Business |  | Proposal to amend SAC Bylaws to include a new communications officer. Consider including the fifth officer, which is modeled after Faculty Senate, for more frequent communication and more timely; will email the proposed changes to representativesStaff Retention and Morale:Final Report:**Taskforce Report: Staff Retention and Morale** 1. **Survey Report:** [Report\_Staff Retention and Morale Survey 2021-2022 .pdf](https://eaglefgcu.sharepoint.com/%3Ab%3A/s/SACStaffRetentionMoraleTeam/ET--FztfuilOvAJdO4f2xkYBEip51r_JmHQt3vThUXpyEQ?e=oE6D1L)
2. **Progress Status**

The task force created and analyzed survey results regarding staff retention and morale. Survey results were presented to SAC, Cabinet and Faculty Senate. Then, the taskforce focused on its first goal, improving communication between staff and leadership. First, it identified an HR liaison for SAC, which will be Sara Stensrud, Senior Associate Vice President, Administrative Services. Next, the taskforce recommends the following to improve communication:* For SAC to create bullet points after each SAC meeting, to be shared with all staff
* For the SAC President to take notes during the BOT meetings, to be shared with all staff
* For all communications from SAC to be easily accessible and visible on the website
* For SAC to collaborate with University Marketing & Communications to improve its website design
* For SAC, HR liaison and Cabinet liaison to create expectation standards for communication
	+ Identify the appropriate channels for communication [I.e: when should a matter be emailed to all staff vs when something should be posted on the FGCU website]
	+ Identify where staff should be getting information from, and with which frequency [I.e.: staff should be checking their emails daily]
	+ Identify what information should be mass communicated versus individually communicated [I.e.: important updates affecting a department should likely be mass communicated while decisions impacting a specific staff member should probably be individually communicated]
	+ Create ongoing meetings between SAC leadership, the HR liaison and Cabinet liaison
* SAC should determine if it needs to create a new officer position that would focus on communication/marketing, or if it should get assistance from a student volunteer or OPS personnel to assist with communication/marketing efforts on behalf of SAC.

 1. **Recommendations for next steps**

The taskforce recommends that SAC make the Staff Retention/Morale committee a standing committee, as we believe this work should be reviewed on an annual basis to ensure continuous improvement. SAC should continue working towards the goals created by this task force, by first implementing the recommendations to improve communication between staff and leadership. Next, SAC will need to identify strategies for goals two and three and identify best practices moving forward. SAC can access all meetings notes, reports, survey data from the Cross Department Drive, under SAC surveys, 2021-2022 Staff Retention and Morale folder.  Report in minutesVisibility: No report |
| SAC Standing Committee Reports | Chair- Aisha Lewis | **Elections:** Annual Assembly will introduce nominees and voting will open later in the day on 4/27 and continue until 5pm on 5/10  |
|  | Chair- Susan  | **SAC Employee Recognition Development Program:** Two submissions for FOF and will present those at the Annual Assembly |
|  | Chair- Charlotte & Kelly | **Policies:**No report |
|  | Chair- Aisha | **Professional Development**: Professional Development applications will be reviewed each month in order to disperse the funds more frequently |
|  | Chair- Tricia | **Special Events:**Mark your calendars for the SAC Meet and Greet on 5/19.  End of Semester Nacho Bar Fiesta!   |
| University Committee Reports |  | **ADA – Diane Bova**Americans with Disabilities ActAdvisory CommitteeMeeting MinutesTuesday, March 15, 2022Virtual 2-3 pmIn Attendance: Diane Bova, Amelia Cepeda, Jeff Garner, Jim Lee, Emily Nanna, Dr. Brion Sever, Alex Pipitone, Elizabeth Weatherford; Note taker: Barbara FuentesWelcome Discussion with Ally BruenerAlly spoke at the Womxn’s HERstory Empowerment Brunch hosted my MLD. She is a comedienne who has muscular dystrophy. She presented on her life story and experiences in higher education.UpdatesBuilding/Construction-Greg LarsonThey are still laying tile in the new Water School building and will need another week before the ADA Committee can schedule a tour. He will keep Cori updated.The move in date is scheduled for May.There are 4 options that are being looked at in regards to parking. At the present time there are 4 accessible spots dispersed throughout the parking lot.OIEC-Emily NannaThere have been 360 reports made since JulyThere are 17 disability related complaints; 14 involve employeesThere are 3 formal ongoing investigations; 1 sufficient evidence, 1 insufficient evidence and 1 ongoing.The D & I Certification is being bumped up.Of the 3 mandatory modules in Workday, the Ethics module had problems and had to be closed down. Any questions can be directed to ITS Helpdesk. More information will be coming shortly.Jerry Mitchell will be a guest speaker on Emmitt Till on March 16thAdaptive Services-Cori Bright-Kerrigan Our office is gearing up for final exams.We are reviewing our budget. Sub-Committee ReportsEmployee Accommodation RequestsNo new requests.Course SubstitutionsSeveral course subs were requested and approved. Accessible Technology and Web ServicesJeff Garner and David Greenbaum will present a workshop on Website and IT Accessibility on March 29th.They will discuss the new policy.Campus Physical Structure-Jim LeeBackground work is still being done on the new Water School building.They are looking at door openers, etc.It was brought up that the new building does not have sliders and was questioned as to why not.Cori will update committee with new information.Campus PoliciesNo discussionNew Business-None discussed.RoundtableLiz Weatherford stated that several buildings have had new podiums installed, but many have complained that the podiums are too high.Cori asked how many new podiums have been installed; Liz will get back to Cori with that information.Amelia said that they have completed the housing requests for fall returners.They hold a certain amount of ADA rooms for students who need them.Adjournment, Next Meeting scheduled for Tuesday, May 10, 2022**Campus Communicator- Mary**  No report**Faculty Senate** – **Kristen**Anna’s update is sufficient **Grant in Aid – Charlotte**No report**Institutional Affairs - Kiley Barnett** No report**Parking Advisory –** No report**Sustainability and Resiliency Council- Georgia Willis** No report**Space – Susan** No report**Food Advisory – Miki**No report |
| University Special Committees |  |  |
| Presidential Appointed Committees |  | **Diversity and Inclusion; Represented by Charlotte & Aisha**No report**Intercollegiate Athletic; Represented by Kristen & Kiley**No meeting**Parking Citations Appeals; Represented by Georgia & Kelly**No report**Title IX; Represented by Charlotte**  No meeting |
|  | All Reps when applicable |  |
| Announcements |  |  Mr. Green approached Miki and wants to make note that President Martin had acknowledged the term “mutual respect” in an emailLinsey Singh is offering a staff book club for staff, Dare to Lead by Brene Brown CAS and COE Dean search next two weeks, emails have been sent out to invite campus to open forums |
|  |  |  |

Next Meeting: Friday, May 13th, 12:30-2:00, CC213

President adjourned the meeting at 9:46 AM

Motion to adjourn: Amy

Second: Georgia