**Staff Advisory Council**

**Regular Meeting Minutes**

**Date:2/18/22**

**Location: Cohen Student Union Ballroom**

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

Call to Order: President Mary Larkin

Time: 12:30p

Record Attendance: 20

Secretary: Amy Craig

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Council Members: | Present | Excused | Absent | Minutes |
| 1 | President Mary Larkin | x |  |  | X |
| 2 | Vice President Kristen Vanselow | x |  |  | X |
| 3 | Secretary Amy Craig | x |  |  | X |
| 4 | Treasurer Amy Hall | x |  |  | X |
| 5 | OPEN SEAT |  |  |  |  |
| 6 | Kiley Barnett | x |  |  | X |
| 7 | Susan Baurer | x |  |  |  |
| 8 | Diane Bova | x |  |  | X |
| 9 | Charlotte Bingham | x |  |  |  |
| 10 | Kelly Boyd | x |  |  |  |
| 11 | Kendra Carboneau | x |  |  | X |
| 12 | Jaclyn Chastain | x |  |  | X |
| 13 | Stephanie Cobb | x |  |  | X |
| 14 | Jennifer Denike |  | x |  |  |
| 15 | Miki Domjan | x |  |  |  |
| 16 | Trudi-Ann Dyer | x |  |  | X |
| 17 | Lucinda Kelley |  |  | x |  |
| 18 | Thomas Koller | x |  |  | X |
| 19 | Aisha Lewis | x |  |  | X |
| 20 | Tricia Miller | x |  |  | X |
| 21 | Suzy Ponicsan | x |  |  | X |
| 22 | Sebastian Weber |  | x |  |  |
| 23 | Georgia Willis | x |  |  | 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: Nathan Campbell

Black Faculty Staff Alliance (BFSA) Liaison: Aisha Lewis

| Agenda Item | Responsible | Discussion |
| --- | --- | --- |
| Approval of Minutes | Representatives | Approval of November Minutes   * + Motion to approve: Kelly   + Second: Amy   + Any discussion: Wrong date on bottom, will amend, approval with amendments?   + Approve: 15   + Dissent: 0 * Abstain: 0 |
| Officer Reports | President,  Mary Larkin | Largest career fair in FGCU history yesterday  Start thinking about elections for new SAC representatives |
|  | Vice President, Kristen Vanselow | Charlotte, Aisha, Sebastian presented the results of the Employee Morale and Retention survey at the Cabinet meeting last week  Invited Mitch Cordova for March meeting, we will take questions via SAC email or via anonymous comments  PD Committee researching travel approvals, due to state language that trips should be “mission critical”  At Faculty Senate Anna reported that chairs and faculty reps in AA will begin to have ongoing support training  Dr Rieger shared that there are decreased numbers of positive COVID cases so information will be forthcoming  Legislative bills out there about nursing education $46 million funding, hopeful it will be approved to help us grow Nursing Ed at FGCU  Plan to increase summer enrollment options  Net change in students vs net change in faculty ratio, goal to reduce that ratio with faculty hires  UFF discussed trend of no raises  Charlotte provided the retention and morale report to senate and fielded a few questions  PD leave guidelines approved |
|  | Secretary,  Amy Craig | Andie Aguirre replacement needed from A&P pool, will email a call for interested staff to choose from by next meeting |
|  | Treasurer, Amy Hall | SAC TREASURY NOTES  02/18/22   * Expenses paid YTD include the SAC Retreat luncheon ($524.76) and recent Meet & Greets ($306.25). Two Professional Development requests are in the pipeline, totaling approximately $3,300, yet to be paid out, plus the invoice for the new polo shirts ($525). * Current fund balances:   + E&G (Professional Development): $35,000.00   + Concessions: $13,568.99   + Scholarship Fund $ 8,633.99\*   + SAC (Foundation) $ 6,661.04   + Gabor Employee Awards $ 5,759.92   $69,623.94  (\*SAC scholarships, totaling $1,000, already awarded but to be withdrawn from this account likely in March – per Financial Aid & Foundation) |
| Finest of the Flock | Chairs  TK & Susan | January 2022 Nominees:  **Samantha Levy, Sharon VanDevander, Nancy Christensen**  **January 2022 SPOTLIGHT Sharon VanDevander**  **Department:** Occupational Therapy Program; Marieb College of Health & Human Services    It is with much pleasure and gratitude that I nominate my coworker Sharon VanDevander, Administrative Specialist , Master of Occupational Therapy Program. Sharon has done a wonderful job in her position as she is relatively new to the program. I appreciate her enthusiasm and willingness to help our program, especially with sharing the available conference room and lab spaces. In the last two months, our programs have been holding interviews for prospective applicants on the same days. This interview process takes a lot of planning and room coordination within the building. Many times I have worked with Sharon planning our conference room and lab space schedules . She has always gone out of her way to help accommodate some last minute scheduling needs for our program and she does it with a cheerful heart. I am indebted to her for her help and support in my position as administrative specialist as we share in a common goal to support our students and programs. |
| Public Comment |  |  |
| SAC Liaison Reports | Dr. Aysegul Timur  (SAC Liaison) | **Congratulations** on a great presentation at Cabinet meeting, well organized to tie it to achievable steps, big surveys can be difficult to synthesize and this was very clear and well done; Communication is more open from SAC to President’s Cabinet;  Arthrex Day 2/25; At BOG level taskforce on academic and workforce alignment to understand the needs in our regions and prepare students for high skill/high pay positions; Medical device industry new to SWFL a few years ago and people interpret the needs of that industry as only hiring from medical or business, but they truly hire from all colleges and areas; FGCU decided to hold Arthrex days to provide insight about the global industry of medical devices and how graduates can fit into that field; Please share with students why it is important to learn more  Almost ready to launch digital badges and initiatives website, not published yet; think about regional development of workforce management; when looking at site, note it is preparing students for opportunists above and beyond degree program so it is not competing with our majors; “The Power of AND” intends to give competitive advantage degree; experience, internship AND micro credentials in particular area; input and feedback is important so contact Dr Timur for suggestions to enhance site; webdev.fgcu.edu/digitalbadges  Grant application “Good Job Challenge Grant” applied for $25 million for the regional workforce development initiative |
|  | Anna Carlin (Faculty Senate) | Arthrex will be presenting at Faculty Senate, and they will present at SAC once we are back to in-person; Senate had their first truly hybrid meeting and will use that modality the rest of the semester; Talked to union about the plan to offer bonuses instead of raises, in the past the staff have also been offered bonuses but that wasn’t explicitly discussed; Looking at the university’s strategic plan and what Faculty’s thoughts are to be included, and imagine staff will also have the same chance at input |
|  | Nathan Campbell  (Student Government) | No representative |
|  | Aisha Lewis (Black Faculty Staff Association) | February had Library Archivist visit to promote the exhibit The Black Experience running April 28, 9-5 <https://library.fgcu.edu/uasc> |
| Old Business |  | Need A&P rep |
| New Business |  | Staff Retention & Morale: Met to discuss the results and where to go from here, presented to Cabinet and Faculty Senate, the reports will be included in these minutes, hopeful for continued support of the recommendations to improve retention and morale of staff across campus, hope to continue to function within SAC which will be discussed at the retreat this summer; Questions for Dr Cordova’s March visit may be on this topic, submit those to SAC email or Anonymous Comments; President Martin’s email about funding is an example of the kind of communication this taskforce is hoping to improve to clarify how funds can be used and help educate staff on how administration runs    Visibility and Outreach: First Spotlight at Trio office on 2/18 with coffee and donuts and shared dialogue; received green light for free passes from Dining Services to facilitate a Lunch Buddy program with newly hired staff, so planning a soft launch of that program this semester |
| 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, will start meeting within the next month** |
|  | Chairs- TK | **Employee Recognition**:  Meeting Date of Meeting: 2/2/22 from 2:00-3:00pm on TEAMs  Attendees: Thomas Koller and Susan Baurer, Georgia Willis, Jaclyn Chastain, Trang Burney, Suzy Poniscan, Kendra Carboneau, Amy Hall,  Highlights:  - Added Kendra Carboneau to the committee (kcarboneau@fgcu.edu)  - FOF reminders  - Outstanding Staff Awards  Outstanding Staff Awards  • Will not need all 10 people part of the ERC. See who wants to do it. Only about 5 people.  o Selection Committee: Suzy Poniscan, Tk, Past 2 award winners, Kendra C., Amy Hall  OSA Timeline:  • March 30th award winners are due. Announced at Celebration of Excellence in April 2022  • Nominations due on March 1st, 2022 to SAC via nomination link  • Email Amy Hall and Kendra  • Contact Amy Craig about website and Survey link updates  • Compile all nominations in data base and prepare before the meeting to vote. (Feb-March)  • Meet at beginning/middle of March to meet and deliberate and add up numbers for winners.  • Communicate the winners before March 30th, 2022  • Award Coordination  o Contact trophy center for ordering plaques  o Contact UPD/Business Services for parking spots  o Get award $ processed  o Create nominee folder   Create certificates   Letters from President   Print off nominations to include in nominee folder  o Create winner folder   Letter from President   Copy of nomination   Check   Parking pass  SAC/Gabor Outstanding Staff Award timeline:  Mid-January 2022 – Call for volunteers for selection committee  February 4th 2022 - Request for nominations goes out via email  February 11th 2022 - 1st reminder  February 22nd 2022 - 2nd reminder  February 28th 2022 – 3rd reminder  March 4th, 2022 – NOMINATIONS DUE - Close date - pull link  March 10th, 2022 - Copy of Nominations sent to the selection committee  March 15th, 2022 – Submit numbers to TK  March 16th, 2022 from 2:00-3:00pm – Deliberation Meeting #1  March 17th, 2022 from 2:30-3:30pm – Deliberation Meeting #2 – (if needed)  March 24th, 2022 – Communication sent to Tracie Beck before March 30th  April 22, 2022 – announced at Annual Celebration of Excellence Awards ceremony  Consider to…  • Submit their numbers the day before the meeting so TK can add up the numbers and have totals during the deliberation meeting.  TK to do:  • Need to make Checkbox link live and update website.  o See where the link is set to go to. Make sure that it is sent to TK and to the SAC general email.  • Send email out to all Faculty/Staff about nomination link live.  • Contact Trophy vendor to start that process/lead time  Susan and TK to do:  • Send emails to nominees and nominators to invite to SAC meeting  • Send out voting link to SAC ER committee to vote on spotlight  • Susan to create certificates and get signed  • TK to create gift bag for spotlight  Next Meeting: Wednesday March 2nd at 2pm via teams |
|  | Chair- Charlotte & Kelly | **Policies:**  Date of Meeting: Email Sent to member 2/3/2022  Attendees: K. Boyd, C. Bingham, D. Bova, J. Chastain, M. Domjan, C. Ryan, A. Aguirre, A. Vitiello, L. Kelley, K. Barnett  Minutes:2/3-2/14 Reviewed Policy 3.042 Restricted Data- No feedback required |
|  | Chair- Aisha | **SAC Professional Development Program:**  $35000 funded, 4 apps in Jan then 7 more in the next month; if all approved $12259.48 will be used; continue to encourage applications; pilot idea to offer application deadline monthly instead of 4 times per year; working on ways to get awardees to report back on their opportunites, whether on the website or whatnot |
|  | Chair- Tricia | **Special Events:**  Deep into Soar Into Spring planning, Monday 3/7 for the week ending with the Food Truck Rally on Friday 3/11, will be asking for help for the Friday event; Popcorn Meet & Greet yesterday at Lutgert was fun, thanks to Trudi-Ann for securing use of the popcorn machine  To browse current sessions and sign up, visit [https://tinyurl.com/2022SoarIntoSpring](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftinyurl.com%2F2022SoarIntoSpring&data=04%7C01%7Calcraig%40fgcu.edu%7C5688ba5a761b4d84182608d9fc7930e8%7Cf7a5a4ef4ffa4c80bfb3c12e28872099%7C0%7C0%7C637818419710143867%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=NUxH0X9AwEcVeIzvO0wXRPXdLGJfBuOv%2FvOOwpX0gLk%3D&reserved=0)  To sign up for the free Food Truck Rally, visit [https://tinyurl.com/2022SACFoodTrucks](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftinyurl.com%2F2022SACFoodTrucks&data=04%7C01%7Calcraig%40fgcu.edu%7C5688ba5a761b4d84182608d9fc7930e8%7Cf7a5a4ef4ffa4c80bfb3c12e28872099%7C0%7C0%7C637818419710143867%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=Fa37NalrLH%2FCNhHq9bk5Tn9YKATdc7NW6dDhMmcxHPg%3D&reserved=0) |
| University Committee Reports |  | **ADA – Diane Bova**  The ADA Committee met on 1/25/22  Reports:  OIEC-:  Has received 288 reports since 7/1/21. Of those 288, 12 related to disability and of the 12, one was involving an employee. The D&I Certificate program wraps up in April, and Jerry Mitchell, Journalist and Civil Rights activist will be speaking on campus on 2/16/22  Adaptive Services:  There have been 224 new student requests for services this semester and 1321 total since fall 2021.  We have proctored 1135 exams to date; this in comparison to 800 last year.  We are always trying to recruit student note takers and program assistants.  Subcommittees:   * Employee – Since returning from break, 10 new employee requests for accommodations. Technology- The accessible technology policy was approved. * Book Club- “Negotiating Disability” book club starts 1/31/22 * Campus Physical Structure- Delayed to Covid * Water School – delayed opening. No c/o yet. ADA walk through will also be delayed   New Business:  Dr. DiMattina spoke to the committee on his observation of wheelchair accessibility in the classroom. He noted that most rooms do not have activated entry, and leaves wheelchair bound students needing to ask for help to enter or leave the room. Suggested considering a system of assigning accessible rooms when a student in a wheelchair registers for class. This was assigned to the Campus Physical Structure subcommittee.  Roundtable discussion:   * Returning room selection begins next week * COVID numbers have plateaued. There has been good use of the Veoci App. Should see a downtrend in numbers later this week. * TRIO is looking for students! Send them your first Gen and students in need of support! * OIEC needs student help! Can be FWS or non-work study students     Campus Communicator- Mary  No meeting    Faculty Senate – Kristen  Already covered in previous report    Grant in Aid – Charlotte  Reviewed materials to update and clarifying what the program is, and some improved marketing  Institutional Affairs - Kiley Barnett  No report  Parking Advisory – TK  No report  Sustainability and Resiliency Council- Georgia Willis  NO report    Space – Susan  Meeting Monday. Issues with Water School still not open and the waiting list for people moving into that building needing space    Food Advisory – Miki |
| University Special Committees |  | **25 Year Planning – Susan**  Recap FGCU Day: it was exciting and people were happy to be there; estimated 4100 attendees; great energy on campus |
| Presidential Appointed Committees |  | **Diversity and Inclusion; Represented by Charlotte & Aisha**    **Intercollegiate Athletic; Represented by Kristen & Kiley**  Athletics just celebrated their scholar student athletes and had a very high number that met that criteria this year    Older Wings Up Newsletters can be found here: <https://fgcuathletics.com/sports/2014/8/28/GEN_0828143050.aspx>  **Parking Citations Appeals; Represented by Georgia & Kelly**  Met 2/11/22, new member April Felton; trying to get Parking Services to change signage in front of CAPS building, as students are getting ticketed in reserved spaces when they have counseling appointments, so there has been some flexibility in the fines; perhaps Georgia can pitch the idea of a Canvas quiz that refreshes knowledge of parking regulations on campus that might offer the ticketed driver a reduced a fine; discussion asking should financial hold for parking preclude a student rom registering for classes; reserved spaces being “shared” is allowed if reserved space owner gives permission to a colleague and they have a faculty or staff decal, but students with their parking decal cannot use reserved spaces even with permission  **Title IX; Represented by Charlotte**  **No meeting** |
|  | All Reps when applicable |  |
| Announcements |  | Arthrex Day 2/25 |
|  |  |  |

Next Meeting: March 25, 2022 at 12:30 pm, location TBD

President adjourned the meeting at 1:39 PM

Motion to adjourn: Mary

Second: Amy