**Staff Advisory Council**

**Regular Meeting Minutes**

**Date:3/25/2022**

**Location: Cohen Student Union 213**

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

Call to Order: Vice President Mary Larkin

Time: 12:30p

Record Attendance: 16

Secretary: Amy Craig

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Council Members: | Present | Excused | Absent | Minutes |
| 1 | President Mary Larkin |  | 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 |  |  | x |
| 11 | Kendra Carboneau | x |  |  | x |
| 12 | Jaclyn Chastain | x |  |  | x |
| 13 | Stephanie Cobb | x |  |  | x |
| 14 | Jennifer Denike |  | x |  |  |
| 15 | Miki Domjan | x |  |  | x |
| 16 | Trudi-Ann Dyer | x |  |  | x |
| 17 | Lucinda Kelley |  | x |  |  |
| 18 | OPEN SEAT |  |  |  |  |
| 19 | Aisha Lewis | x |  |  | x |
| 20 | Tricia Miller |  | x |  |  |
| 21 | Suzy Ponicsan | x |  |  | x |
| 22 | Sebastian Weber | x |  |  | 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 February Minutes   * + Motion to approve: Aisha   + Second: Georgia   + Any discussion: None   + Approve: 16   + Dissent: 0 * Abstain: 0 |
| Officer Reports | President,  Mary Larkin | Not present |
|  | Vice President, Kristen Vanselow | SAC assembly Wednesday April 27, 10am Cohen Ballroom, refreshments served, all nominees will be introduced, voting opens after that and open until May 10.  Defining 2 items:   * Accountability Plan: done every year and is where FGCU notes achievements * Strategic Plan: longer term guide to prioritize what we do for next 5-7 years   Campus input will open, watch your email. Be sure to listen and contribute to these things  Next year SAC will meet approximately the third Friday of each month, the dates are almost finalized  Anonymous comments: We continue to reach out to campus representatives for answers, we do not post the comment until we get an answer. Some answers take longer to receive than others. |
|  | Secretary,  Amy Craig | Meeting Minutes: try to post by Friday week after meeting. Will attempt to send highlights to Representative the first of the week, with the expectation minutes will be available later. |
|  | Treasurer, Amy Hall | SAC TREASURY NOTES  03/25/22   * The SAC Scholarship fund took in $295 from ten donors during the recent FGCU Give Day event. * Expenses paid YTD total $7,569.55, the bulk of these being the recent Soar into Spring food truck rally and a Professional Development reimbursement. There are a couple of additional Professional Development requests in the pipeline, totaling approximately $345. * Current fund balances:   + E&G (Professional Development): $33,431.72   + Concessions: $ 8,398.73   + Scholarship Fund $ 8,005.99   + SAC (Foundation) $ 6,661.04   + Gabor Employee Awards $ 5,759.92   $62,257.40 |
| Finest of the Flock | Chair,  Susan Baurer | Not present, if there are any February FOF nominations, they will be honored at April meeting alongside March nominees |
| Public Comment |  | We miss TK! |
| SAC Liaison Reports | Dr. Aysegul Timur  (SAC Liaison) | Confirmed FGCU was awarded $1 million to help Lee County residents sign up for micro credentials and digital badges. Community is excited to work with us. Next BOT meeting date: April 12, please review the agenda and attend if possible. <https://www2.fgcu.edu/Trustees/AgendaFile/2022/4-12-2022/FGCUBOT_AGENDAPACKET_4-12-2022.pdf> Most important university-wide news is on these agendas. A few key items: Accountability plan; Plan for Strategic plan, laying groundwork for the new president incoming 2023 and working on a new website to create transparent process; GradWalk format for commencement this Spring was a decision made back when COVID was more predominant, there have been discussions about a combined format for traditional commencement with GradWalk option in the future, considering area arena space is limited; Retention and Morale taskforce has had great progress, last meeting focused a lot on communication plans; thank you to everyone for all their hard work as we know it is a busy time of year; Presidential search firm and committee should be announced at BOT meeting. |
|  | Anna Carlin (Faculty Senate) | Not present |
|  | Nathan Campbell  (Student Government) | Grace on behalf of Nathan: This would be Nathan’s last meeting, transitioning to new SG admin next Friday. Preparing to transition, Nathan can send new names for us to contact for new liaison |
|  | Aisha Lewis (Black Faculty Staff Association) | No report |
| Old Business |  | Approval of two new A&P reps to replace Andie Aguirre and Thomas Koller:  Jena Padilla & Lisa Banks  Motion: Kiley  Second: Amy  In favor: All |
| New Business |  | Motion to change agenda to allow Dr. Cordova to start earlier  Motion: Georgia  Second: Kiley  Motion to allow Dr Timur to speak sooner  Motion: Aisha  Second: Georgia  Guest speaker: Dr. Mitch Cordova  Resurrecting program Student Success Champions to be awarded at Celebration of Excellence: 3 faculty, 3 staff  Embarked on significant project for a new ERP, keeping processes going while start on a new way to do things. Goal of 170 graduate students spring, actual number is 230 have registered so far. Great job to graduate admissions. Separate summer campaign for FTIC (First Time in Collge)  Summer 2022 goal: 300 enrolled FTIC  1509 summer applications submitted, up 4% for completed applications. Admission strategy asked Fall applicants who were turned down if they can start summer to enhance admissions  Up 32% on active deposits from FTIC students  Fall FTIC set target 2500 students, looking to enroll collective FTIC Fall class of 2800  Hardworking admission staff touching 18000+ applications. Over 13500 completed applications. Down on admissions by design.  Leading indicators suggesting doing really well for Fall FTIC targets. In 2-3 weeks, should have Fall class mostly finalized  HSI (Hispanic Serving Institution) committee: set up to start transitioning campus to receiving more Hispanic students (need 25% undergrad enrolled fulltime to get status, we are at 24.5% right now) preparing to mobilize campus to be best prepared for this expanding population. Committee has met 4 times so far. 9 focus groups are established. For example, a group focused on Hispanic STEM students. Another group to explore recruiting Hispanic faculty and staff. Once get to 25%, sustain and grow that number. There is a group exploring grants and funding. Focus groups will create plans to support the goals.  Accountability plan: done every year for university’s self-assessment; part of it is 10 performance-based funding metrics where we’ve fallen a bit in the past two years which in turn requires us to create a student success plan. Not improving AS MUCH as in the past so score reflects that. Collective score dropped, but that doesn’t mean institution is not performing well. Student success plan is in draft mode and will be presented at June BOT meeting, then if approved will need to be presented at BOG meeting in Sept.  Starting 2-week process of testing Workday student, its about 4 times the size of Workday HR and Finance  Admissions office renovation almost done. Beginning of May anticipated opening. New space to welcome new and prospective students. All renovations are part of the vison of reimagining the student plaza around the Student Success plan.  Most excited that students see this institution is rallying to best of our abilities for their success and connecting them to campus. This initiative is a culture change over last 4.5 years and faculty and staff buying in. Moving forward would like to incentivize faculty and staff to continue to contribute to the goal students come first. 2 open Associate VP positions, going through search firm approval process to move ahead with hiring  Staff Retention & Morale:  Kiley reporting:  Three key recommendations identified from the survey:   * Communication * Salary compensation concerns * Advancement opportunities   Met earlier this week and talked through communication changes for more transparent two-way communication, discussed expectations for admin to staff and staff to admin, and meetings will continue, changes won’t happen overnight; How would you like communication? Faculty Senate started a blog. Should we have a Canvas course for SAC as another channel to communicate? Emails can be overwhelming, so what are other best ways to receive information?    Question: Were morale issues, including financial challenges, addressed? Yes it is on the taskforce agenda, but feedback suggests compensation and advancement have plans coming down the pipeline so waiting to see what those things are  Visibility and Outreach:  No meeting. Continued email to new hires. Taking time to strategically plan ahead for next year with all the ideas generated this year. |
| SAC Standing Committee Reports | Chair- Aisha Lewis | **Elections:**  First email opening nominations went out Weds 3/23  Elected Representatives will serve a 2-year term: June 1,2022 through May 31, 2024  Nominations close April 5th  SAC Assembly 4/27 10am, voting opens immediately after and runs through May 10. |
|  | Chair- Susan | **SAC Employee Recognition Development Program:**  Committee: Employee Recognition Meeting – Transition Material  Meeting: 3/16/22 from 2:00-3:00pm  Attendees: Thomas Koller, Susan Baurer  Highlights:  - Thomas Koller resigning and transition to Susan Baurer as Chair  - FOF routine tasks  - Outstanding Staff Awards action items  - Preparing for upcoming Bookstore award  Agenda:  • Susan and TK discussion about transition. TK will resign on March 18th.  Finest of the Flock  • Discuss the routine of FOF and where all the templates are in Cross Dept Drive.  • Trang B volunteered to help with delivering FOF bags. Other members also volunteered to assist when Susan needs it.  Outstanding Staff Awards  • TK will be able to continue serving on OSA selection committee to decide the 2 winners and start award/plaque process.  • 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, Marisa O, Susie L., Kendra C., Amy Hall  • Communicate the winners before March 30th, 2022 to Tracie Back before March 30th  • Figure out with Amy Hall, Treasurer, how to get the check to the 2 award winners.  • Award Coordination  o Contact UPD for the 2 reserved parking spots – action needed  o Get award $ processed – action needed  o Create nominees folder  o Create winner folder  SAC/Gabor Outstanding Staff Award timeline:  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 |
|  | Chair- Charlotte & Kelly | **Policies:**  Meeting: **2/24/2022**  Policy 3.003 Textbook & Instructional Materials- No feedback submitted  Bonus Plan Feedback: The Bonus policy is nice to finally see! I have no other comment except that I think OPS is excluded from policies such as this because those are temporary, non-employee (and generally) non-benefit earning positions.  Policy 3.002- Tuition & fee Voucher: We can ask if employees from this new policy can you split credits across universities?  Policy 1.015- Sexual Harassment under Title IX- No feedback submitted  Policy 3.048- Smoke Free and Tobacco Free Campus -No feedback submitted  Policy 3.025- Budget Management- No feedback submitted |
|  | Chair- Aisha | **Professional Development**:  Due to travel limitations, committee proposing supervisor form include another level of authority if travel is involved  Budget: estimate $26000 left after all receipts turned in, discussing using those funds to bring in a guest speaker/trainer for all staff for a large group professional development opportunity |
|  | Chair- Tricia | **Special Events:**  Big thank you to the small but mighty Special Events team for planning, organizing and presenting an awesome Soar Into Spring 2022 event!  Thank you to the volunteers and presenters as well!  The events were fun, informative and staff very much enjoyed the time together and growing as a professional.  363 Attendees for Friday’s Food Truck Rally  We will be sending out a survey; so please help us continue to grow by sharing what you would like to see for Soar into Spring 2023. |
| University Committee Reports |  | **ADA – Diane Bova**  The ADA Committee met on 3/15/22  Guest Speaker: Ally Bruener  Ally, a former stand-up comedienne (for 10 years) with Congenital Muscular Dystrophy, talked to the committee about her experiences as a person with a disability and how she learned to navigate talking with others about her disability in a way that makes herself and others comfortable. She spoke about her own time as an undergrad at UK Louisville and how looking back now she recognizes that she did not take advantage of the services offered due to her pride. And while the university got some things right, housing for disabled students was lacking. Students with disabilities were housed in one dorm on the bottom floor, in what UL Louisville called “accessible housing”. This actually made the students feel awkward and segregated them from their peers. Ally encouraged us to continue to work with Administration to ensure that students are accommodated, but also to focus on inclusivity as well.  Reports:  OIEC:  Has received 360 reports since 7/1/21. This is up by 72 since last month. Of those 72, 14 are involving staff/faculty. DEI Week is the last week in March. There is still time to complete your DEI Certificate! Annual OIEC mandatory training through Workday is temporarily on hold due to a “glitch” in the system. **This has been resolved**.  Building & Construction:  The Water School is not quite complete, so we cannot schedule the walk-through for Adaptive Services. They are hoping to have the final work complete by March 24, with the building opening in May.  Adaptive Services:  Currently, we are focusing on final exams and prepping for the summer term.  There have been no new employee requests for accommodations since our last meeting.  New Business: No new business. Meeting ended.  **Campus Communicator- Mary**  No report  **Faculty Senate** – **Kristen**  Today Dr Rieger gave update on behalf of Academic Affairs - very hopeful budget will be signed off on as it looks very positive; new Assoc VP for research and scholarship hired, Rosemary ; April 15 kickoff event to encourage participation in strategic planning; Faculty Senate started a blog and SAC may want to explore that too; Final meetings and elections coming up; presentation form ITS about technology changes  **Grant in Aid – Charlotte**  Have accepted applications and met to decide on grants, not yet public  **Institutional Affairs - Kiley Barnett**  No report. Have not met in a while.    **Parking Advisory – No rep?**  **Sustainability and Resiliency Council- Georgia Willis**  No meeting    **Space – Susan**  Not present    **Food Advisory – Miki**  No meeting in March |
| University Special Committees |  |  |
| Presidential Appointed Committees |  | **Diversity and Inclusion; Represented by Charlotte & Aisha**  DEI Week next week, wide range of offerings including Food Forest, Aisha will lead two sessions, Tuesday 9am Meet Someone New event; set up so that can get all requirements by attending events next week  **Intercollegiate Athletic; Represented by Kristen & Kiley**  No report. Meeting 3/25 after SAC  **Parking Citations Appeals; Represented by Georgia & Kelly**  Meeting: March 18, 2022  Highlights  • Reviewed and approved or denied parking appeals.  • Revision of parking signs for Community Counseling Center spaces to include, “No Student Parking”.  • Alternatives to fines for parking violations discussed. Tried alternatives in the past and too many problems with community service. Quiz at end of parking permitting process is under consideration.  **Title IX; Represented by Charlotte**  No report |
|  | All Reps when applicable |  |
| Announcements |  | Take advantage of tuition benefit credits to get an advanced degree, get in touch with Lisa Johnson to get personal assistance planning [ljohnson@fgcu.edu](mailto:ljohnson@fgcu.edu)  Next SAC meeting is same date as Celebration of Excellence, will consider a change to that meeting date  HSI designation reiterated… keeping status means retaining 25% undergraduate students, not just bringing them in one year  Digital badging website: <https://www.fgcu.edu/digitalbadges/> |
|  |  |  |

Next Meeting: TBD, ~~April 22, 2022 at 12:30 pm, location CC213~~

President adjourned the meeting at 1:54 PM

Motion to adjourn: Amy

Second: Georgia