**Staff Advisory Council**

**Regular Meeting Minutes**

**Date:1/21/22**

**Location: Cohen Student Union Ballroom**

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

Call to Order: President Mary Larkin

Time: 12:30p

Record Attendance: 22

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 |  |  | x |
| 10 | Kelly Boyd | x |  |  | x |
| 11 | Kendra Carboneau | x |  |  | x |
| 12 | Jaclyn Chastain |  |  | x |  |
| 13 | Stephanie Cobb | x |  |  | x |
| 14 | Jennifer Denike | x |  |  | x |
| 15 | Miki Domjan | x |  |  | x |
| 16 | Trudi-Ann Dyer | x |  |  | N/A |
| 17 | Lucinda Kelley | x |  |  |  |
| 18 | Thomas Koller | x |  |  |  |
| 19 | Aisha Lewis | x |  |  | x |
| 20 | Tricia Miller | x |  |  | x |
| 21 | Suzy Ponicsan | x |  |  | x |
| 22 | Sebastian Weber | x |  |  | x |
| 23 | Georgia Willis | x |  |  | x |
| 24 | Tricia Zicht | x |  |  | 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: Amy   + Second: Mary   + Any discussion: None   + Approve: 18   + Dissent: 0 * Abstain: 0 |
| Officer Reports | President,  Mary Larkin | Later in meeting will discuss Employee Morale survey overview and presentation of goals. Thanks and much appreciation for the taskforce’s hard work.  Notes of BOT meeting 1/11/22; Dr. Timur will cover key points in her report |
|  | Vice President, Kristen Vanselow | Anonymous Comments are up to date, please consider the proper use of posting anonymous comments, which is for issues that deal with staff at large, not personal issues that may be better suited for email to [sac@fgcu.edu](mailto:sac@fgcu.edu); , physical boxes will no longer be supported, if you have one in your building send us an email so we can locate them all |
|  | Secretary,  Amy Craig | Another push for social media content, send photos or content that would be attractive to staff, [alcraig@fgcu.edu](mailto:alcraig@fgcu.edu) |
|  | Treasurer, Amy Hall | SAC TREASURY NOTES  01/21/22   * Expenses paid YTD include the SAC Retreat luncheon ($524.76) and recent Meet & Greets ($208.29). 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). * Per the Professional Development Committee, there are two new requests recently approved totaling $345. * Current fund balances:   + E&G (Professional Development): $35,000.00   + Concessions: $13,666.95   + Scholarship Fund $ 8,585.99\*   + SAC (Foundation) $ 6,661.04   + Gabor Employee Awards $ 5,759.92   $69,673.90  (\*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 | December FOF   * 1. 4 nominations for December FOF:  **Wheatly Dorsainvil, Mackenzie Williams,**  **Mike Marciano, Patricia Rice - Spotlight**   I would like to nominate Patricia Rice for the “Finest of the Flock” award. Within the scope of her duties as an Academic Program Specialist, Pi responded right away to our call for help in setting up our Roots of Compassion and Kindness program’s webpage. She trained the project manager in FGCU’s web protocols and walked her through the process of how to edit the page. Beyond these normal job expectations, however, Pi made herself available for lots of follow-up questions, stepped in and corrected code, helped us meet ADA requirements, and did a general edit of the pages to make them compliant and visually appealing. She also helped us develop a short URL for ease of use to direct traffic to our site. She did it all with her characteristic kindness, humor, expertise, approachability, and warmth. Because of her direct interventions, suggestions, and kind assistance, our webpage went from not appearing in a Google search to being the first hit! This elevated visibility helped the Children’s Network of Southwest Florida to find us and seek a meeting. We are going to partner with them to help kids in our community who are in foster or adoptive care situations, or who are going through the juvenile justice system. This partnership will help caseworkers make the lives of these kids better. But the meeting never would have happened if they didn’t find us thanks to Pi’s incredible generosity and extra effort helping us build and professionalize our website. |
| Public Comment |  |  |
| SAC Liaison Reports | Dr. Aysegul Timur  (SAC Liaison) | FGCU has done a great job of adapting and pivoting during the continued challenges of the pandemic. Looking at reports of nationwide enrollment reports, FGCU is doing well and is in high demand, so thanks to our incredible enrollment management team.  Metrics discussion: 10 metrics that measure our student success, see:  [**https://www.flbog.edu/wp-content/uploads/2021/08/BUD-08c-University-Metric-10-Submissions.pdf**](https://www.flbog.edu/wp-content/uploads/2021/08/BUD-08c-University-Metric-10-Submissions.pdf)  Don’t be alarmed at total scores going down, our improvement scores over time are doing well.  This year preliminary score: 66  In response, FGCU will be preparing a student success improvement plan to present to BOT and BOG  Anytime we score below 70, 50% of funding is on hold until we prove our success and meet our goals.  FGCU DAY 25th year celebration February 12th  We all have a responsibility to showcase our campus, please invite anyone you know! <https://www.fgcu.edu/fgcuday/>  January 28, 2022: BOT meeting at Arthrex to discuss strategic plan and makes decisions about how to implement plans in combination with new President search |
|  | Anna Carlin (Faculty Senate) | Discussing bylaw changes to make virtual meetings and attendance a long-term option; will be meeting virtually in February  There is a faculty senate survey to gauge faculty perceptions of chairs and deans, it has been happening for 5/6 years but missed last year, so that will be sent again this year sometime before Spring break; discussion now on the effectiveness of the survey and whether it should be adjusted; discussion that staff may report to chairs and deans so should they be included and not only faculty for continuous improvement?; Provost working on a more formal survey to evaluate chairs and deans; Anna would like to keep communication with SAC to see about a combined effort to establish a process for everyone to evaluate their bosses, but unsure exactly what that looks like |
|  | Nathan Campbell  (Student Government) | No representative |
|  | Aisha Lewis (Black Faculty Staff Associatio) | No report |
| Old Business |  | None |
| New Business |  | * 1. **Announcement need new A&P rep**   **Move to accept Trudi-Ann Dyer as new rep**  Motion: Georgia Willis  Second: Kiley Barnett  All in favor: 18   * 1. **New ADA Advisory representative: Diane and Susan Bauer**   2. **Georgia Willis:** Notes on staff union, preliminary research   AFSCME Florida  From Cristopher Serrano, Organizing Coordinator, AFSCME Florida Council 79:  “The biggest thing to tell your co-workers is that unionizing gives them the right to negotiate their pay, benefits and terms and conditions of employment. On average, Union members earn 30% more than non-union members. Having a union also provides job security as right now, you all are what’s called “AT WILL Employees” which means that because you are not represented by a union nor have a contract governing your employment, your employer can terminate you without any reason at all. When you have a union contract, you have what’s called “just cause” which means your employer can’t terminate you unless they have Just Cause…”  “You all will also be covered by what’s called the Weingarten rights which is a federal law that gives you all the rights to have a union rep present anytime management is meeting with you and you feel that meeting could lead to disciplinary action.”  “One of the things that workers fear when unionizing is can they be fired for trying to unionize and the answer is no. Florida Law Chapter 447, defines unionizing of public employees as a protected activity and your right as per the Florida Constitution and no employee can be retaliated against for exercising their right to unionize.”  “I’m excited to meet with you all to discuss more. If you or anyone has any other questions, please feel free to call me at 954-865-9081.”  <https://www.afscme.org/member-resources/afscme-advantage>  <https://www.afscmefl.org/>  S.U.S. AFSCME Members  University of West Florida  University of Florida  Florida Agricultural and Mechanical University  New College of Florida  University of South Florida  University of Central Florida  Florida International University  Florida State University  University of North Florida  Research in the Bradshaw Library archives found documentation of AFSCME membership during the period of 1996-1999 with a collective bargaining agreement between the “Board of Regents, State University System of Florida, and Florida Public Employees Council 79 American Federation of State, County and Municipal Employees” by which FGCU employees were represented. There was no documentation found explaining why AFSCME membership and representation ended.  Susan Baurer: Hopeful the staff survey will show we are moving in the right direction without unionizing, as she has worked with unions before  If there are staff interested in pursuing the Union option, they are welcome to investigate how to form a committee separate from SAC to explore options and present back to a SAC meeting with a request to be on the agenda   * 1. **SAC Taskforce Reports**   **1) Staff Retention and Morale**    Charlotte and the taskforce members offered the preliminary report on the survey findings from survey sent in November; the initiative aligns with FGCU’s guiding principle for continuous improvements    **2) Visibility/Outreach:** Recruiting new members since we’ve lost some through Fall semester; meeting 2/3/22 to get back on track |
| 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 | **Employee Recognition:**   1. SAC Outstanding Staff Awards (OSAs)    1. OSAs will be open soon for nominations (currently working on online form to go live). Nominations due on March 1st, 2022 to SAC via nomination link. Announced at Celebration of Excellence in April 2022. Call out to SAC members for assistance to be an evaluator. This will entail minimal virtual meetings, the review of nominations while evaluating them on specific criteria, and selecting the winner. Email TK ([tkoller@fgcu.edu](mailto:tkoller@fgcu.edu)) and Susan ([sbaurer@fgcu.edu](mailto:sbaurer@fgcu.edu)) requesting that you want to be an evaluator. I followed up with Business services and they will continue to provide 2 reserved F/S spots for the OSA award via meeting with TK and Casey Garcia on 11/29/21. |
|  | Chair- Charlotte & Kelly | **Policies:**  Committee: Policy Date of Meeting: 01/17/2021  3 Policies reviewed via email  Attendees: K. Boyd, C. Bingham, D. Bova, J. Chastain, M. Domjan, C. Ryan, A. Aguirre, A. Vitiello, L. Kelley, K. Barnett  Minutes:  Policy- Student Email- Feedback submitted- 2. Account Duration. The policy states that a student will have an active account for the duration of their attendance at the University and/or graduates, but doesn't exactly state what happens with students who go inactive. I'm wondering if something should be included about inactive students. Does the account also become inactive and they must reactivate it upon returning if they do return?  Their response was: It is my understanding that this issue is addressed within ITS procedures  Policy- 2.011 Substantive Change for Accredited Institutions of the Southern Association of Colleges and Schools Commission on Colleges- No feedback submitted  Policy- Technology Resource Accessibility- No Feedback submitted  Policy 2.006 Academic Program Authorization- Sent on behalf of SAC policy committee  Under the following section: D. Procedures  2. Approval of New Degree Programs and New Program Majors  a. - last line correct to read- Associate Provost for Academic Programs and Curriculum Development.  It currently reads "curriculum support". Please see Dawn Kirby's correct title from Workday below  Dr. Dawn Kirby, Associate Provost, Academic Programs and Curriculum Development |
|  | Chair- Aisha | **SAC Professional Development Program:**  Two awards at this time, encourage applications!  Reiterate funds can be used for trainings and webinars  Team looking for a streamlined online process; and looking to see if applications can be accepted by 15th of each month instead of quarterly |
|  | Chair- Tricia | Special Events:    Date of Meeting: Tuesday 1/11/22  Attendees: Tricia Miller, Aisha Lewis, Caroline Vives-Vietri, Amy Craig, Amanda Jobes  Minutes: There has a been a few requests from staff to host an afternoon Meet/Greet. So Feb will be an afternoon session; “Love Yourself” with water, pretzels and maybe CAPS could supply handouts for health living and staying on track with your new year’s resolutions.  Discussed different food trucks that we heard staff enjoyed for Friday March 11; the Am. Grill Cheese Food Truck was mentioned; School of Entrepreneurship “Runway program” has many food trucks so may want to find out more info on those  Discussions about having a speaker from campus to discuss a specific topic. Jessica Homer and J Rhea were mentioned as possible ideas. SAC sponsored lunch meet/greet at Sovi on one of the days and maybe have that tie in with the tour of Wellness Center. Discussed having Ava’s Closet or Wings of Shelter, Aisha will reach out to them about a possible speaking engagement. Azul’s Closet was also mentioned to add for a tour that week.  Tricia will be putting together a to do for each person to complete as we get ready for this exciting week!  Upcoming February Meet & Greet: Lutgert courtyard Feb 17 2:00-3:00p |
| University Committee Reports |  | **ADA –** Meeting next week    **Campus Communicator- Mary** Not met yet, probably in February    **Faculty Senate – Kristen**  See Anna’s Report for updates  Discussion on SPoI (Student Perception of Instruction) and possible changing the model and how it is used  Textbooks: 100% achieved of instructors sharing textbook adoption on time  New approach of identifying students that may need extra support  New Faculty forthcoming: will be more intentional about multidisciplinary hiring  **Grant in Aid – Charlotte**  Met wed and reviewed the criteria, which will remain unchanged  Paper form changed to electronic form via Formstack and the new link will be shared in an all campus email next week  Site: <https://www.fgcu.edu/ombuds/grantinaid#:~:text=The%20Grant%2Din%2DAid%20Educational,Coast%20University's%20commitment%20to%20diversity>.  **Institutional Affairs - Kiley Barnett**  No report  **Parking Advisory – TK**  Not met since early November, all comments from Dec SAC meeting have been shared  **Sustainability and Resiliency Council- Georgia**  No report    **Space – Susan**  Focusing on Library to ensure student space is not lost with other changes  Water School delayed due to the engineering company and newest projection for move-in April, so some requests for changes to space on hold  Discussing sharing office space, as some positions work remotely part-time, still in early discussions    **Food Advisory – Miki**  No report |
| University Special Committees |  | **25 Year Planning – Susan**  Calling for volunteers, website is showcasing plans <https://www.fgcu.edu/fgcuday/> |
| Presidential Appointed Committees |  | **Diversity and Inclusion; Represented by Charlotte & Aisha**  No report  **Intercollegiate Athletic; Represented by Kristen & Kiley**  Still in process of working with admissions on prospective student athlete processes  **Parking Citations Appeals; Represented by Georgia & Kelly**  No report, next meeting Feb 11 or 12  **Title IX; Represented by Tricia & TK**  No report |
|  | All Reps when applicable |  |
| Announcements |  | Azul’s Attire: Grand opening was January 19, located in the modular adjacent to Aquatic Center, if you are interested in donating new or clean, gently used professional clothing, please contact the Career Development Services office at [careercenter@fgcu.edu](mailto:careercenter@fgcu.edu)to coordinate a drop off of your donation. We have a permanent donation box located in the Center for Career and Exploratory Advising that can be utilized at any time for small donations. You may also provide monetary donations using our donation form. Monetary donations will be used to support the maintenance of the physical space or to provide clothing in sizes or styles that may not be available from clothing donations.  <https://www.fgcu.edu/careerservices/azulsattire> |
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Next Meeting: January 21, 2021 12:30 pm, location CC213

President adjourned the meeting at 1:57 PM

Motion to adjourn: Amy

Second: Kristen