**Staff Advisory Council**

**Regular Meeting Minutes**

**Date: 10/21/22**

**Location: Cohen Student Union CC214 and Zoom**

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

Call to Order: Kristen Vanselow

Time: 12:32pm

Record Attendance: 17

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: Mirielle Jackueux

| Agenda Item | Responsible | Discussion |
| --- | --- | --- |
| Approval of Minutes | Representatives | Approval of September 2022 Minutes   * + Motion to approve: Kelly   + Second: Herb   + Any discussion:   + Approve: 15   + Dissent: * Abstain: |
| Officer Reports | President,  Aisha Lewis | Excused Absence, emailed report:  I just wanted to inform everyone about the 3 presidential candidate forums SAC will be hosting:   * October 28 – Campus Forum #1, 8:30-9:30 a.m. * October 31 – Campus Forum #3, 4-5 p.m. * November 1 – Campus Forum #1, 8:30-9:30 a.m.   Please encourage coworkers to attend and engage no matter which session. As we did with President Martin’s visit, SAC should also develop a list of questions in case there’s a stall. Submit questions ahead to Tiffany Reynolds.  Additionally, I have spoken with Dr. Timur regarding (1) the HR liaison and (2) the needs of the staff in the wake of Ian so that SAC can discuss a possible response. Dr. Timur may have additional information to share with the group; I am unsure of her progress. |
|  | Vice President, Kristen Vanselow | Testament to the commitment to FGCU to have us all back on campus or online to support our students and our community.  Idea for SAC Foundation funds to donate to staff effected by hurricane loss, we are still working to see best way to channel funds.  Anonymous comments form will have additional questions added to help filter the questions to identify key areas staff are concerned about, drafts to changes to anonymous commenting will be emailed to SAC reps |
|  | Secretary,  Amy Craig | Please let me know if you notice meeting minutes aren’t published by 10 days after the meeting. |
|  | Treasurer, Amy Hall | PD funds are not encumbered in Workday but are on our own tracking spreadsheets  Concessions $13603.57  Scholarship fund $8499.99 may want to discuss option to increase more awards  Foundation $6k  Gabor fund $7125.92 |
|  | Communications, Kiley Barnett | PD website is updated, if any other committees needed updates email Kiley  David Vasquez is scheduled to be SAC’s guest in January, so start thinking about questions for him |
| Finest of the Flock | Chair, Diane Bova | Had one nomination for October  **October Spotlight**: I’Riel Williams is the Coordinator for Marketing and Student support with the Office of Innovative Education and Partnerships. Over the past year, the departments in this area have grown significantly, and I'Riel has managed a number of programs and provided outstanding leadership for the inaugural Family Business Conference at FGCU. I'Riel provides the highest level of professionalism and commitment above and beyond her responsibilities as a Coordinator of marketing and non-credit enrollment. The conference involved major registration and event planning to welcome over 200 affluent members of the FGCU community (and beyond) to campus. She has set the bar very high for future events of this magnitude and proudly represented FGCU in conversations with donors, external vendors, and the sponsoring organizations. Please join me in recognizing I'Riel as an excellent member of our community and team! -Submitted by Kristen Vanselow |
|  |  |  |
| SAC Liaison Reports | Dr. Aysegul Timur  (SAC Liaison) | First, together we are healing and recovering after this tragic Hurricane Ian; it is a long recovery for our community and our FGCU family; though moving through phase of shock, the FGCU community is working together and it is amazing we got back to business Oct. 10 even though many struggling, kudos to everyone working together to support our community  Strategic roadmap process is in the input report process; currently working with Cabinet to close our 2017-2022 strategic plan and creating outcome report that shows how/what we accomplished  Presidential search: 3 candidates coming to campus, mark your calendars to attend sessions as your input matters; Don’t miss the Nov. 2nd BOT meeting, this one will choose the president so attend or listen online  Office of president very busy, cabinet working hard as you can see from all policies coming through email;  Exercise for next SAC meeting: What does SAC want for the liaison role and how can we extend channels to bring information between office of President and SAC? |
|  | Anna Carlin (Faculty Senate) | Lindsey Rhodes, Fac Senate VP  At last meeting, talked extensively about Hurricane Ian, great work supporting the university but don’t forget personal struggles; recovery is a long haul, keep that in mind for colleagues and students; complicated issue since some people were barely touched and others lost so much; other SUS faculty offered to help out and assist teaching remote classes but so far don’t need to take them up on the offer; still trying to connect with students to see what they need to complete the semester or how to support  Logo redesign: passed a resolution regarding dissatisfaction with process of logo redesign and the expense associated with the process, see Faculty Senate page for documents <https://www.fgcu.edu/facultysenate/senate_schedule_meetings>  Reminder that staff have the voice to express dissatisfaction just like faculty  Faculty Senate is also facilitating presidential searches: SEE SITE and be sure to submit feedback form  CAS dean search commenced (see email) and give feedback to that search committee; SAC representative Kelly Boyd is admin support for the process |
|  | Annastasia Samuels (Student Government) | SG planning to raise and disperse funds for students impacted by the hurricane, putting those funds in the hands of admin to disperse, Dec 5th is last date to host events so looking at middle November and the early week after Thanksgiving to execute the fundraising, may set up fundraising nights at local restaurants  Student Government has not discussed response to the new logo |
|  | Mirielle Jackueux (Black Faculty Staff Association) | No report |
| Old Business |  | HR liaison request: Dr. Timur will be using the November meeting to address the communication needs and wants |
| New Business |  | President Martin’s final address to SAC   * Sincere appreciation to SAC, we’ve been part of the continual process of creating a great university * Hurricane Irma-pandemic- Hurricane Ian was not the “sandwich” experience anticipated! Wrote an op-ed this week discussing teachable moments even within disasters; remarkable people you wouldn’t otherwise discover stepped up and the community stepped up to serve the institution; always believe first and foremost a university is a meritocracy and always about individuals working collectively to be better than the day before, peer driven not president driven; of course administrators must make decisions, but day to day best experiences are about how colleagues benefit each other; always remember students colleagues in training; if you don’t participate in the campus processes there is no education * What is President Martin most proud of from his time serving FGCU? He found people are invested in FGCU and want to remain in academics; Proud of people that he has been involved with, proud of the team, proud of innovation of programs and non-traditional things that are a result of good people working together; He lived the philosophy “Bring in the right folks and stay the hell out of the way.” * What are recommendations for staying in communication with staff, new president, and cabinet? Never allow anyone to marginalize this group; It is important to the future of the institution; Do your homework so you may communicate appropriately; Engage in an intelligent conversation. SAC is a constructive and progressive partner, not just a sounding board; Come to the table constructively to make it a better place. * What do you think of conversations about some staff seeking union representation? Historical experience of dealing with unions, family all union members; Unions were meant to represent homogeny in jobs, meaning anyone could be easily replaced, so banding together was smart for certain industries; a university is a meritocracy and strengths are so varied its hard for a union to represent a diverse group of university employees; faculty is not all in same market, a philosopher is very different than an engineer, how do you represent their interests the same? Feels that unions tend to create a commonality that isn’t representative of a meritocracy; thinks strengths come from individuals not as a homogenous group; encourages staff have thoughtful conversations if a union would benefit collectively * What is the most strategic plan pillar? Always remember we began as a comprehensive regional university, so thinks every strategic plan should focus on comprehensive; continue seeking ways to better serve our students and our region, like the idea of the water school; think about what is unique to this region; If we’re more comprehensive, we can reach the community in new ways; FGCU Complete is another example of an enormous contribution to the region; Anything in a strategic plan commitment should be comprehensive; It makes a more interesting place to work when we do things here that can't be done at other universities; Positive aging is another comprehensive topic that the area holds a wonderful laboratory to study * SAC presented President Martin with an honorary “Staff Member of the Year” award   Retention and Morale:  Still waiting to connect with HR  Strategic planning:  Not met yet, waiting for strategic roadmap planning committee to slow down and use information from that that applies to staff as a jumping off point  Need new HR rep to send us new hire lists so we can email the SAC slideshow and welcome message  Would like to open discussion to send resolution about logo like Faculty Senate, Kiley can draft something, SAC feels the needs on campus are far more important for the $1 million that a logo, Dec 3 is soft launch of new logo, Kiley will send draft and we can have an email conversation |
|  | Chair- Herb Sanabria | **Elections:**  **•** Drafted the email to send to Bev Brown and Tracie Beck and sent it to Aisha Lewis for review. Aisha said we should wait until the new President is announced, and then send the invitation email.  • Couldn’t meet in October, so the goal is to meet in November |
|  | Chair- Diane | **SAC Employee Recognition Development Program:**  Met to review nominations  Changing nomination form, not getting a lot of detail to show “above and beyond,” splitting to two questions; hope to change the FOF form and also change to process so Formstack response is emailed to the committee instead of only the SAC inbox, will talk with Suzy about PDP form she created, and get password for Formstack account; will work on it and vote at a future meeting; another suggestion for drawing of all FOF winners at end year for a prize, something like an invitation to watch a game in the President’s Box or a similar experience |
|  | Chair- Kelly | **Policies:**  Reviewed Policy 3.016- Payroll guidelines- Submitted the following feedback**-** Will identified staff still complete the payroll verification process along with this policy? |
|  | Chair- Zach and Suzy | **Professional Development**:  • Reviewed 1 application in the queue and awarded $1911.32  • Reviewed edits to SAC PDP webpage  • Created plan to update the rules doc  • The Committee has already awarded 43% of our total budget with 7 months remaining, considerable discussion about budget allocating with suggestions 50% for fall and spring OR allocation an equal amount for every month to ensure we have enough money to award applicants throughout the year; also considered the idea of needing to start awarding partial amounts versus full amounts as we have up to this point to ensure we control the flow of money  o It was also suggested that we add an additional item to the application asking if an applicant has other funding sources for their professional development (department travel funds, association grants, etc.) that might help us avoid awarding too much money to those who don’t necessarily need full awards |
|  | Chair- Trudi-Ann | **Special Events:**  October “Pumpkin Spice” event canceled and focusing on the November event, Fill the boat food drive November 16 in the Student Plaza, food and additional items that will be listed on the flier |
| University Committee Reports |  | **ADA – Diane Bova**  No report  **Campus Communicator-**  No meeting  **Faculty Senate** – **Kristen**  No additional report, see liaison report  **Grant in Aid – Georgia**  No report  **Institutional Affairs - Kiley**  No report  **Parking Advisory –**  **N**o report  **Sustainability and Resiliency Council- Georgia**  No report  **Space – Susan**  No report  **Food Advisory – Amy & Zac**  No meetings at this time, need students to serve on the committee so may reconvene in spring |
| University Special Committees |  | **Commencement Planning- Susan Baurer**  • Commencement Tickets  o Using CAS (the largest ceremony) for determining the number of guest tickets per student. The number of guest tickets (for all ceremonies) will be six (6); Timeline for ticket registration/download: November 14 to December 3. E-mails will go out to students with instructions on 11/14. Hopefully, those extra tickets that students don’t claim will go back into the extra tickets pool. Then students will have an opportunity (first-come, first-served) to request, if available, an additional one to two tickets; When the students get the e-mail to download the tickets, it will be an individual e-mail to them sent from the ticketing system. It hasn’t been decided who will be handling that.  • Deans/Marshals  o We have almost all of the deans’ RSVPs and Marshals for all the ceremonies.  • Faculty Participation (Messaging)  o This morning, a message was rolled out to all faculty. We specified you are going to be in the actual ceremony; We specified that they will receive a message to volunteer; they can do one or the other, but they can’t do both; It would be helpful for the deans’ offices to get that information in case they need to follow up with their own e-mails to faculty; Eight people have already registered. The deadline is November 18. It looks like faculty will have until 11/11 to order regalia; the bookstore will have extras; Information regarding faculty participation/registration will be sent to the dean’s offices for their help in getting the message out; Adjunct will be included in the volunteer e-mail; The deadline for students to order regalia from the bookstore (without extra rush shipping charges) is November 4th. There have been a lot of messages to students to order their regalia, but we can target them as a reminder.  • Volunteers  o Pam will send out the e-mails on November 3, so as not to interfere/be overshadowed by the BOT meeting and presidential candidate interviews.  ▪ Usually within two weeks, there would be a message sent out for a meet & greet (training). Typically, the training is the week of commencement. One training in the morning, one in the afternoon.  o The President’s office will be checking to make sure the addresses for VIPs are correct; about 4 weeks before the ceremony invitations will be sent out.  • Programs  o We are going to need a lot of information from the emeriti faculty for information to include in the program. We will have one, possibly two posthumous degrees that will be given out; No honorary degree for this commencement. We will have one during the spring commencement(s); We need to send the program to the printer just after thanksgiving. They need two weeks to print it; Bev will ask Dr. Martin if he wants to write something different for the program; 925 students graduating; will most likely print as we have in the past: one per student and some for family members along with the platform party and VIP guests  • Vendors  o Musicians; Grad Images; Eric has reached out to everyone we know of. Michele has been a big help in figuring out who we need; The marshals – in the past their names were embroidered on the stole. Anna said that her name was embroidered before the commencement ceremony; We are running out of space on the stoles, and they are aging. It was suggested that maybe the names do not need embroidered. Possibly order new stoles with the new logo, for the Spring ceremonies, and no longer do the embroidery.  • Roundtable  o Larry Davis (via Bev) – they are going to open the kiosk for gifts in the arena and use the trailer outside to collect gowns.  o Kendra – is there going to be a charge for regalia rental? Yes.  o Cori – we are going to be reaching out to the students to see if they have any specific needs and are working to get an interpreter set up.  o Eric Balmer – closed captioning? Mike Miller said that John Bledsoe & John Wilson have done it. Eric will reach out to them; The speeches were closed captioned as well.  o The Alumni office is providing a “get it together tent” outside (for students), and will need a table.  o Jonathan Schaffer – introduced himself as Manager, Entrepreneurship Outreach Programs for the School of Entrepreneurship. Sandy wants to have a party after their ceremony; is there a specific time?  ▪ The ceremony will most likely take less than 2 hours. Probably plan for 6:00-6:30.  • Meeting adjourned at 3:47. The next meeting is scheduled for Thursday, November 10 at 2:00 p.m. in EH 210. |
| Presidential Appointed Committees |  | **Diversity and Inclusion; Represented by Aisha**  **Intercollegiate Athletic; Represented by Kristen & Kiley**  **Sent names forward for the other rep, havent heard back**  **Parking Citations Appeals; Represented by Kelly & Diane**  **Meeting canceled for hurricane**  **Title IX; TBD 2022-23** |
| Announcements |  | Lucas Center event Chris Phillips Nov. 7 “Promoting Civil Discourse in the University Community” <https://www.fgcu.edu/lucascenter/blog/promoting_civil_discourse_in_the_university_community>  Lindsey’s Dare to Lead book club rescheduled, details forthcoming Please reserve your spot by November 4th using this sign-up link: <https://www.signupgenius.com/go/30E0D45A4AC29A3FC1-sacbook>  Library Archives and Special Collections holding an Escape Room  <https://www.signupgenius.com/go/10c0e45adad2caaf9c52-mascot> |

Next Meeting: November 18th, 2022

President adjourned the meeting at 1:57 pm