**Staff Advisory Council**

**Regular Meeting Minutes**

**Date: September 23rd, 2022**

**Location: Cohen Student Union CC214**

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

Call to Order: Aisha Lewis

Time: 12:32

Record Attendance: 20

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 August Minutes   * + Motion to approve: Georgia   + Second: Kiley   + Any discussion: None   + Approve:   + Dissent: * Abstain: |
| Officer Reports | President,  Aisha Lewis | Pres Martin will come to the October meeting on 10/21 as part of his farewell tour, Kiley will send information to solicit input for questions or comments to share with him  THANK YOU to Special Events for the ice cream social |
|  | Vice President, Kristen Vanselow | Presidential Search: This week conducted F2F interviews for 10 candidates and 3 will be advanced to BOT, most likely Monday announcement who those 3 are; BOT will conduct interview at Monday 10/17, understanding that leadup week will have events, like open forums, with candidates… encourage attendance; over 120 applicants more than search firm has seen in past several years, helps reinforce desirability of FGCU and pool of highly qualified individuals  Retention and Morale recommendation for formal liaisons for parts of campus, and no response from HR leadership which is discouraging. Will keep working towards the goal.  Heather McQueen is now director of HR, spoke to her about what’s happening in Innovative Partnership office where skills development for community that FGCU staff might also benefit from for professional development, would be fantastic to partner with HR to promote these opportunities across campus |
|  | Secretary,  Amy Craig | Website design, adding SAC recognition to FGCU HR site  Social Media input appreciated  Photos of people on web, look into photo release requirements |
|  | Treasurer, Amy Hall | SAC TREASURY NOTES  09/23/22  • 2022-23 fund balances:  o E&G (Professional Development): $35,000.00  o Concessions: $13,754.25  o Scholarship Fund $ 8,266.99  o SAC (Foundation) $ 6,661.04  o Gabor Employee Awards $ 5,525.92\*  $69,208.20  \*estimated |
|  | Communications, Kiley Barnett | Canva Pro account now created!  8 People answered survey for guest invitees to future SAC meetings, will keep it open for more input, most suggestions for Provost Reiger, Kitty Green, Vee Leonard, David Vasquez; we will try to get one of them on the November agenda  Working on where SAC lives on FGCU website, hoping to get it added near Faculty Senate |
| Finest of the Flock | Chair, Diane Bova | Nomination and Spotlight:  Maria Loreno from Kevin Clipse |
| Public Comment |  | Georgia: Would like to propose we bring in a rep from American Federation of State County and Municipal Employees for staff representation to a future meeting; would like to research how SAC would be affected by a union and determine separation between AFSCME and SAC; Georgia can look into other Universities who have it and potentially contact reps from other SUS; informational session first step  Please note SoVI has one way driving |
| SAC Liaison Reports | Dr. Aysegul Timur  (SAC Liaison) | Not present |
|  | Anna Carlin (Faculty Senate) | Not present, Kristen V. attended last meeting and nothing significant to report, and today’s meeting was a Strategic Planning Town Hall |
|  | Annastasia Samuels (Student Government) | Meet every Friday at 11:15 in Cohen 249 open to campus  Make sure student employees on campus are getting heard  GOAT scooters on campus are not affiliated with SG; thinks if use scooter to go all the way around campus its about $1 and change, but must return them to established site to stop charging fee, working to create information on best practices with scooters and the rules for campus usage |
|  | Mirielle Jackueux (Black Faculty Staff Association) | BFSA held its inaugural mingle with mentors. We need more Faculty and Staff mentors, please email MJ if you would like to serve as a mentor for our students. |
| Old Business |  | HR liaison has not replied fto email request for 2 months, elevating that to Dr. Timur to address  Anonymous comments for HR topics are not answered either so that’s why they are not published |
| New Business |  | Discussion on SAC’s want/need/expections from Dr. Timur’s liaison role  Dr. Timur is SAC’s liaison to the cabinet level, if you had an opportunity to address the cabinet what would you want to say? Pressing need for HR communication, Would we feel the need for outside representation if we had internal representation? Evaluations feel top down and how are supervisor trained to evaluate properly? 360 degree feedback; students get the opportunity to evaluate faculty, how can staff to evaluate their leaders? Faculty Senate have a Deans and Chairs survey to anonymously evaluate their supervisors, how can staff get that opportunity? Can the Retention and Morale taskforce work on this? The more informed people are more they can improve their practices, open communication;  Is there still a Planning and Budget Council; could a committee be created to discuss matters as a university; Transparency of budget planning and allocations and WHY funding is done as it is?  Observation: we want to be seen as problem solvers not problem starters! More opportunity for hearing us; town halls or listening sessions more frequently, with feedback for what staff should anticipate with leadership change and new president, what can staff do to support the new president, as well as the new president supporting us |
|  | Chair- Herb Sanabria | **Elections:**   * Aisha Lewis switched the Teams SAC Elections Committee ownership to Herbert Sanabria * We expect to have the first SAC Election Committee meeting in October -2022! * Will draft email to Bev Brown and Tracie Beck to attend the SAC Assembly in April |
|  | Chair- Diane | **SAC Employee Recognition Development Program**  Meeting: 9/20/22  Committee met to review current nomination(s) for FOF. Selected and notified nominee of the meeting location, date and time.  Discussed ideas for other ‘prizes’ – a small sticky note pad that says, “I am the Finest of the Flock” and maybe a stress ‘ball’ eagle that says FOF on the front. Both probably out of budget for this year, but will work on quotes anyway and ask for consideration. Committee feels that a few more/or changes to prizes would be nice!  Discussed making some changes to the FOF award form to include more pointed questions for nominators. While everyone is doing great things, we are not seeing a lot of supporting detail as to why. Diane will make the changes based on discussion today and send to committee and officers for input before any changes are made.  Committee meets each month just after the 16th, which is the cut off for the nominations each month. |
|  | Chair- Kelly | **Policies:**  Attendees: K. Boyd, J. Chastain, H. Sanabria, K. Vanselow, T. Zicht, A. Arnow, K. Torres, M. Domjan, D. Harpster  Minutes: 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**:  Date of Meeting: 9/16/2022  Attendees: Trudi-Ann Dyer, Stephanie Cobb, Diane Bova, Kendra Carboneau, Emily Christian Zac Gelow (Co-Chair)  Absent: Suzy Ponicsan (Co-Chair), Kristen Vanselow, Jaclyn Chastain, Mary Larkin,  Highlights  • Reviewed 2 applications in the queue and awarded $3950  • Reviewed new online submission form in Teams to test results for SAC vote, eliminating several steps in the current process  • Reviewed rubric drafted last year to SAC for a vote  • Discussed potential rule changes to align with new submission opportunities  Website updates and inconsistencies for PDP, ex the one page synopsis isn’t always included  Possibility of requiring application submission 30 days before the event  Motion to adopt Recs: Kristen  Second: Georgia  Vote: 12+6=18, abstain 1  Discussion: If already gave away this much funding, what happens if we run out of money? Goal is to apply now even if opportunity is in Spring, prior planning, first come/first serve; last year there was a true moratorium on travel and conference attendance but this year more funds would be used since admin more supportive of travel; Accountability is clear on application forms; Will we be asking awardees to offer follow up to SAC for the event? Are we allowed to pay staff to present to FGCU staff? Jena Padilla noted we would need to have a conversation about A&P and SP getting paid by SAC funds; SAC’s current max request is at $2000, for reference faculty has cap for PDFG at $1500 and Lucas Center offers $750, so faculty has two sources to apply for, where else can staff get funding? We should keep it as-is for this fiscal year since this is a baseline year after the past two years on restrictions for pandemic travel, at the end of FY22-23 we should reevaluate |
|  | Chair- Trudi-Ann | **Special Events:**   * **Thanks for Sept event, Oct 27 Pumpkin Spice theme Veteran’s Pavilion, recs for other events accepted, Nacho Bar for sure! Open to Suggestions for Spring** * **Our first event of the year was a success (55 people signed in)!**    + Special thanks to the special events committee * Fall Theme event Thursday, ***October 27th at 9:30am*** Veterans Pavilion * November event: Fill-the-Boat Food Drive ***Student Plaza Wed Nov 16th 9am*** |
| University Committee Reports |  | **ADA – Diane Bova**  No report, meet next week  **Campus Communicator-**  No meeting  **Faculty Senate** – Aisha  No report  **Grant in Aid –**  No report  **Institutional Affairs - Kiley Barnett**  Working on 25-25 academic calendar  **Parking Advisory –**    **Sustainability and Resiliency Council- Georgia Willis**  Regrouping as chair left FGCU  **Space – Susan**  Working on policies; moving everybody into Water School and movement of other offices  **Food Advisory – Amy and Zac**  No meeting yet |
| University Special Committees |  | **Commencement Committee, Susan Baurer**  Commencement Dec 17 (10am, 3pm) & 18 (10am) back to pre-COVID style, not sure which colleges on which dates until RSVP closes, Dr, Martin keynote, beverages and prepackaged snacks for purchase, breakfast provided to VIPS, will be checking bags |
| Presidential Appointed Committees |  | **Diversity and Inclusion; Represented by Aisha**  No report  **Intercollegiate Athletic; Represented by Kristen & Kiley**  Needs one more rep for next 2 years, will solicit names and send to President for approval  **Parking Citations Appeals; Represented by Diane**  35 or so appeals addressed  **Title IX; Georgia**  Not met yet |
|  | All Reps when applicable |  |
| Announcements |  | Staff centered book club, Brene Brown, led by Lindsey Singh; |
|  |  |  |

Next Meeting: October 21, CC 214, President Martin visit

President adjourned the meeting at 2:04pm