**Staff Advisory Council**

**Regular Meeting Minutes**

**Date: 11/18/22**

**Location: Cohen Student Union CC214**

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

Call to Order: Kristen Vanselow

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 last month minutes:   * + Motion to approve: Kelly   + Second: Trudi-Ann   + Any discussion: None   + Approve: 20   + Dissent: none * Abstain: 0 |
| Officer Reports | President,  Aisha Lewis | * 2 SAC Representatives (Amy Craig & Diane Bova) have been selected to attend the meetings for the University Ombuds finalists * To avoid the appearance of bias, HR is unable to provide a dedicated liaison for SAC; we are asked to forward all staff HR-related questions and concerns to Sara Stensrud * Dr. Timur is looking into why SAC is no longer included on the Board of Trustee standing reports * A response to the Presidential search was drafted and forwarded to SAC representatives |
|  | Vice President, Kristen Vanselow | We are restructuring the anonymous comments with Formstack, adding additional questions to clarify comments |
|  | Secretary,  Amy Craig | With lots of suggested changes to forms and processes, representatives should keep track of emailed information to prepare for meetings. |
|  | Treasurer, Amy Hall | Request that PD committee keep sharing details on status of awards, especially dates the professional development opportunity is taking place  • 2022-23 fund balances:  o E&G (Professional Development): $33,007.15  o Concessions: $13,233.57  o Scholarship Fund $ 8,561.99  o SAC (Foundation) $ 6,661.04  o Gabor Employee Awards $ 7,125.92  $68,589.67  • The SAC Board is proposing to donate $2,000 from the SAC Foundation fund towards Hurricane relief. Presently, there is still an ongoing match, so the result is $4,000 of funding. The SAC Foundation fund generally goes unused year-to-year and also does not get replenished. Use of these funds is completely at SAC’s discretion.  • SAC has $8,561.99 banked for SAC scholarships, and currently only awards two (2) at $500 each. In light of hurricane relief efforts, inflation and other financial stressors, perhaps SAC should consider increasing the number of awards, even if only for this year. $1119.00 this calendar year will be added.   * Ask that PDP committee include dates of conferences so know when the award may be used |
|  | Communications, Kiley Barnett | Webmaster gave a response to the observation about where SAC is located on the main FGCU website, we have a link under “Resources > Faculty & Staff” but not listed with Faculty Senate, since we are not an academic organization |
| Finest of the Flock | Chair, Diane Bova | Two nominees: Kelly Cosgrove and Theresa Aguiar  FOF Spotlight: Theresa Aguiar submitted by Lorrie Zalle  It is my pleasure and an honor to nominate Theresa Aguiar, Administrative Specialist for the Department of Social Work for the award of Finest of the Flock. I have worked with Theresa in the MCHHS for many years. Her skills and willingness to help outside her department have always been an encouragement to me. Along with Theresa’s many duties, she is always willing to help the College with printing posters and maintaining the poster printer for the MCHHS staff.  For the last two years, she has been a faithful attender and supporter of the MCHHS staff Get Up & Go Program. The program provides staff a place to meet for 20 minutes two times a week for some gentle stretching and breathing exercises. The program was designed to relieve stress and tight muscles due to sitting. Theresa has encouraged her faculty and staff to attend and is an inspiration to the attendees with her enthusiasm for the program. She is one of the Best in the FGCU Nest! |
| Public Comment |  | Veteran’s Appreciation Luncheon rescheduled from 11/10 to 11/14, special thank you for SAC support |
| SAC Liaison Reports | Dr. Aysegul Timur  (SAC Liaison) | Thank you for daily effort for great work, seeing many people around campus doing great things. Water school grand opening today was a great opportunity to see campus community and outside community come together.  Exercise to talk about expectations of liaison role:   * Define communication. Complaints on too many emails, then complaints that “I never heard about that.” * Academic Affairs newsletter discussion; what about one news source, one comprehensive newsletter? What would like to see? Staffing changes, staff benefits like scholarships and professional development opportunities, events like yoga and stretching * Observation that some departments don’t support staff involvement with the reason that it takes away from work time, support from supervisor level that staff can take time to be involved on campus (like service expectations of faculty) * How can share summary of major points from major meetings (like bullet points of what was covered in a BOT meeting)? * Thoughts on a comprehensive FGCU news source * SAC formerly had a quarterly newsletter that the President wrote a feature piece for the front page, maybe resurrect that project?   Suggestions:   1. Outlook Calendar invite to SAC as attached meeting invite. Talk to Tracie Beck about using that as part of the all-staff email. 2. Incorporating Academic Affairs newsletter to include staff spotlight, or link to SAC newsletter; to submit items to the established weekly newsletter send details to [academicaffairs@fgcu.edu](mailto:academicaffairs@fgcu.edu)   Suggestion of a University newsletter will be the first takeaway from today’s discussion |
|  | Anna Carlin (Faculty Senate) | Not present |
|  | Annastasia Samuels (Student Government) | Today until 9pm at Poke Fusion at University Village there is a fundraiser for the hurricane relief efforts |
|  | Mirielle Jackueux (Black Faculty Staff Association) | No report |
| Old Business |  | No HR liaison will be assigned as to not create a perception of bias;  New hire lists will be shared by Sara Stensrud  Logo dissatisfaction was addressed to Faculty Senate by President Martin, see his email <https://www.fgcu.edu/facultysenate/files/2022-23/President_Martin_Response_to_FS_Logo_Statement.pdf>  Discussion of changes to Professional Development application procedures as outlined in email to all SAC reps: Dates that PD opportunities use funds with consideration to fiscal year dates that May, June, and early July funds may take longer for reimbursement; Can add FAQ section to the website if still seems unclear  Motion to accept changes with suggested edit: Kristen  Second: Kelly  Approve: 20 |
| New Business |  | Vote on donation to the University’s Hurricane relief fund, suggested $2000 from our Foundation fund  Motion: Kelly  Second: Amy  Approved: 20  Increasing SAC Scholarship opportunities to use more of our funds, propose for a vote in December  Special Task forces: NO REPORTS  Dr. Timur covered communication opportunities in her report |
|  | Chair- Herb Sanabria | **Elections:**   * We have our first meeting on 11/08/22 * We start working on assigning the donors   Herbert contacted Michael Dunbar for Checkbox training, but he said that Checkbox will no longer be supported by FGCU, and that we should use Qualtrics. They don’t offer Qualtrics training, but the website offers online training resources. |
|  | Chair- Diane | **SAC Employee Recognition Development Program:**  Question on Bookstore award: Is it one AP and one SP each semester? Yes. Committee will meet to see about what changes need to be made to wording and edit the application form. Will add that to January agenda.  FOF changes will be emailed by Amy, dispersed to SAC reps, and voted on at December meeting |
|  | Chair- Kelly | **Policies:**   * Policy – Emergency alert & Notification- Feedback Submitted-One minor item for them to fix: in section E. Procedures 2A & 2B on page 3 & 4 * Policy- Clery Act- Feedback submitted- Minor grammar corrections |
|  | Chair- Zach and Suzy | **Professional Development**:   * Reviewed 1 application in the queue and awarded $2000 * Reviewed edits to the rules document * Created plan to update survey * The Committee has already awarded 49% of our total budget with 6 months remaining |
|  | Chair- Trudi-Ann | **Special Events:**   * SAC food drive: Donation of $23 and 69 pounds of shelf-stable items * Assisted a local Community Pantry as well:  Wesley Community Food Pantry ( "friends" with our on-campus pantry) * SAC assisted with hosting the Veterans Appreciation Luncheon on Monday 11/14 * Holiday Social/Meet & Greet: Wednesday December 14th; 10:00am;  Library 436 |
| University Committee Reports |  | **ADA – Diane Bova**  No report  **Campus Communicator- Mary**  No meeting  **Faculty Senate** – **Kristen**  No report  **Grant in Aid – Georgia**  No report  **Institutional Affairs - Kiley Barnett**  No report  **Parking Advisory –**  **Sustainability and Resiliency Council- Georgia Willis**  No report  **Space – Susan**  No report  **Food Advisory – Amy**  Haven’t met yet |
| University Special Committees |  | Commencement – Susan |
| Presidential Appointed Committees |  | **Diversity and Inclusion; Represented by Aisha**  No report  **Intercollegiate Athletic; Represented by Kristen & Kiley**  No report  **Parking Citations Appeals; Represented by Georgia & Kelly**  No report  **Title IX; TBD 2022-23** |
| Announcements | Open to all attendees | SAC has a collection box for UPD annual toy drive by 12/7, Tricia Miller is point person  Spread the word about Veteran Entrepreneur funding <https://www.fgcu.edu/school-of-entrepreneurship/ife/veterans-florida> |

Next Meeting: Friday, December 2, 2022; Cohen Student Union 214 and Zoom

Vice-President adjourned the meeting at 1:59pm