**Staff Advisory Council**

**Regular Meeting Minutes**

**Date: 1/13/23**

**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 |  |  |  |  |
| 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 November Minutes   * + Motion to approve:   + Second:   + Any discussion:   + Approve:   + Dissent: * Abstain: |
| Officer Reports | President,  Aisha Lewis | SAC has been called out for failure to collectively and publicly address the failed presidential search, disappointed that we didn’t make a formal statement; Suggestion that presidents of SG/Fac Senate/ BFSA/ SAC get together on big issues to make joint statement; Question on what exactly is the process for making a published statement on topics like this? Being prepared for a “next time”?  Importance of information flowing back and forth, please share SAC news back to departments and ask for input from departments to bring back to SAC meetings; reminding staff there’s an avenue for conversation  Dr. Timur took idea of a newsletter to cabinet and they are supportive; Communications officer would be the most logical person to lead the charge; Motion by Kelly to have Kiley represent Newsletter Development Committee, all support that idea  Thank Diane Bova for service to SAC, as she departs FGCU to take an opportunity at another institution. |
|  | Vice President, Kristen Vanselow | 1. Presidential Search Advisory Committee- I was asked to continue to serve on the committee as a staff representative. The committee met this morning and the initial charge will be selection of a search firm. The goal is to complete the full process in time for a June BOG approval of the finalist selected by the FGCU BOT. I will provide frequent updates.  2. As a current pillar of the FGCU Strategic Plan, we have had a university-wide focus on Entrepreneurship. Our first digital badge of distinction, that is free to all members of our community, has launched! I'd like to encourage SAC members to consider experiencing this and earning the Entrepreneurial Mindset Digital Badge. It is about a 4-6 hour commitment of time. Details can be found here: [www.fgcu.edu/digitalbadges](http://www.fgcu.edu/digitalbadges) |
|  | Secretary,  Amy Craig | No report |
|  | Treasurer, Amy Hall | SAC TREASURY NOTES  • 2022-23 fund balances:  o E&G (Professional Development): $31,749.65\*  o Concessions: $12,659.15  o Scholarship Fund $ 8,695.99  o SAC (Foundation) $ 4,661.04  o Gabor Employee Awards $ 7,125.92  $64,891.75  \* additional $7.8K in PDP expenses submitted for journal transfer     * SAC is registered to participate in the FGCU Give Day which occurs for 24 hours from Wednesday, 03/15/23 @ 12 pm, through Thursday, 03/16/23 @ 12 pm. A significant component of this day involves raising funds via crowdfunding. Kiley Barnett, SAC’s Communications officer and Monica Krzyszczyk, SAC member and FGCU Assistant Director of Annual Giving, will spearhead this effort.   • SAC has $8,695.99 banked for SAC scholarships, and currently only awards one (1) annually (two last year) 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.  Per communication with Financial Aid office and Foundation, this is a viable option and there are eligible candidates, vote in Old Business for additional scholarships, recommend to increase to four total, three additional for this year only  FYI - approximately $31/pay is designated from employee Foundation payroll deductions for the SAC scholarship fund (totals $806/yr) |
|  | Communications, Kiley Barnett | No report |
| Finest of the Flock | Chair, Diane Bova | Four nominations from December 15 – January 13.  Selected Terea Bently as FOF Spotlight:  Terea Bentley is the definition of "Finest of the Flock". Everyday she goes above and beyond for her fellow staff members and faculty. Her job description is only supposed to limit her to one room but somehow the entire Water School has adopted her as their personal Laboratory Coordinator and savior. She runs technical instrumentation, provides detailed laboratory analysis for faculty and students, builds sheds, troubleshoots machines, calls vendors, orders equipment, facilitates whatever needs to be done all while maintaining her sanity and 4 beautiful children. It is an honor to be working with her and assisting her in whatever crazy thing pops up next, whether its plumbing or electricity - we have it taken care of it! Someone has to do it! |
| Public Comment |  |  |
| SAC Liaison Reports | Dr. Aysegul Timur  (SAC Liaison) | No report |
|  | Anna Carlin (Faculty Senate) | Facilitating the Collaborative on Academic Careers in Higher Education (COACHE) faculty job satisfaction study, which is administered by the Harvard Graduate School of Education. Plans are to start collecting responses from FGCU faculty in February.  <https://www.fgcu.edu/about/leadership/officeoftheprovost/coache> |
|  | Annastasia Samuels (Student Government) | No report |
|  | Mirielle Jackueux (Black Faculty Staff Association) | No report |
| Old Business |  | Voting on one-time increase to SAC scholarships from one annually to four annually for 2023.  Motion to vote on change: Amy H.  Second: Georgia.  19 in favor  Amy Hall will take the lead to make the change. |
| New Business |  | **Guest Speaker: David Vasquez,** ***Vice President for Administrative Services and Finance and Executive Director of FGCU Financing Corporation***  State of the university financial situation: stable  Performance based funding gave us a little nervous but we are fine. No reason to believe budget reduction. Some reserves if have to use them  Can we expect an increase? Nothing that says we will definitely get new money. 2005-06 rules changed stating no new funding for newly enrolled students, only consistent methodology is performance-based funding  Example: typically if $100 million allocated to SUS, FGCU can count on about $4 million  Sometimes funding is specific to an initiative, which can only be spent on THAT; FGCU must file reports with state to show how using money in those specific things  Requested ‘unearmarked’ funds but none were accepted right now  As of this week, starting to solicit funding request for next year in case of discretionary funding  What can we successfully deliver at the legislature would support? Water School was one. Nursing is another. FGCU organizes budget requests based on what we think we can successfully accomplish.  We must always consider variable costs (FPL fluctuations, Microsoft licenses, Dell equipment, etc)  We are a continuation budget, as opposed to an RCM.  Long ago did zero based budget and helps clean up, but don’t see doing that again soon  Carryforward funding: 43 million this year (check BOT agenda for specifics), which cannot be used for continual expenses, like salaries. Special projects with an end date like Workday Student. $5.7 million used for non-recurring payments last Fall. Some can be used for construction but restricted for use  7% of annual budget must be kept in reserves at all times  Building funds are separate from other funds, like salaries  Bonus program: is carryforward funding used? Cautiously, but more often covered by department with salary saving funds; our culture seems to support the program  The difference between June 30 and July 1 is very different! The nature of the dollar changes when fiscal year rolls over, why it’s VERY important to plan projects at end of FY  Compensation study and results: Three-year process to normalize salaries  How is presidential search paid for? General revenue funds. Since search failed, didn’t pay full sum to that firm (AGB?).  Conversation out there for a local health provider to go on the corner site at FGCU Pkwy, potential partnership with campus and community, land cleared because Army Corp permit was going to expire  Ian loans are from donations  **Employee Retention and Morale Taskforce**  Soliciting ideas from task force members  **SAC Strategic Planning Taskforce**  No report |
| SAC Committees | Chair- Herb Sanabria | **Elections**:  No report, but will invite Dr. Martin to the SAC Assembly |
|  | Chair- Diane | **Employee Recognition:**  Need a chair, will solicit from committee first  Formstack updates, no place on form to enter nominees and nominators department and position  Outstanding Staff Awards timeline needs to be investigated  Will transfer supplies to new Chairperson  Will send flier with ER programs to share back to dept |
|  | Chair- Kelly | **Policies:**  One policy |
|  | Chair- Zach | **Professional Development**:  Met 1/9/23  Created post-PDP survey  No new applications since last month  Proposed guide to awarding funds based on a rubric will be sent out to the committee for review before the February Meeting |
|  | Chair- Trudi-Ann | **Special Events:**  January 26 is kickoff Meet & Greet at Veterans Pavilion around 9:30, Mingling in the New Year, Meet your SAC representative, bring a friend,  Soar Into Spring March 6-10th is coming up fast and planning is underway |
| University Committee Reports |  | **ADA – Susan B**  No report  **Faculty Senate** – **Kristen**  No report  **Grant in Aid – Georgia**  No report  **Institutional Affairs - Kiley Barnett**  **No report**  **Parking Advisory – Kelly**  No meetings  **Sustainability and Resiliency Council-**  **No chair so no meetings**  **Space – Susan**  No report  **Food Advisory – Amy & Zac**  No meetings yet |
| University Special Committees |  | **Commencement – Susan**  No report since commencement took place in December |
| Presidential Appointed Committees |  | **Diversity and Inclusion; Represented by Aisha**  No report  **Intercollegiate Athletic; Represented by Kiley & Zac**  No report  **Parking Citations Appeals; Represented by Kelly**  Need new additional rep since Diane leaving  **Title IX; Aisha**  No report |
|  | All Reps when applicable |  |
| Announcements |  | Stormie (Program Coordinator for Veterans Entrepreneurship) program starts January 23rd, received PD grant from SAC and attended NATOM and appreciates the great opportunity  W2 will be sent out shortly, Workday available next week  Arthrex Day will be held on our campus, at the Cohen Student Union, on February 16, 2023 [https://www.fgcu.edu/arthrexday](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fgcu.edu%2Farthrexday&data=05%7C01%7Calcraig%40fgcu.edu%7Ceb19fe11add448c120db08daf88a7398%7Cf7a5a4ef4ffa4c80bfb3c12e28872099%7C0%7C0%7C638095571011320096%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=m7RzXx5PASOSzwMZr0gvfPIqyO7FQlUE3x%2Bz3DdcIQQ%3D&reserved=0) |
|  |  |  |

Next Meeting: Friday, February 3, 2023; Cohen Student Union 214 and Zoom

President adjourned the meeting at 1:57pm