**Staff Advisory Council**

**Regular Meeting Minutes**

**Date:8/25/23**

**Location: Cohen Student Union CC214**

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

Call to Order: Jena Padilla

Time: 12:33pm

Record Attendance: 22 members + 8 additional

Secretary: Jaclyn Chastain (standing in)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Council Members: | Present | Excused | Absent | Minutes |
| 1 | President, Jena Padilla | X |  |  |  |
| 2 | Vice President, Zachry Gelow  | X |  |  |  |
| 3 | Secretary, N/A |  |  |  |  |
| 4 | Treasurer, Herbert Sanabria | X |  |  |  |
| 5 | Communications, Jaclyn Chastain | X |  |  |  |
| 6 | Lisa Banks | X |  |  |  |
| 7 | Troy Bolivar | X |  |  |  |
| 8 | Kelly Boyd | X |  |  |  |
| 9 | Stephanie Cobb | X |  |  |  |
| 10 | Dayna Harpster | X |  |  |  |
| 11 | Catherine Hoggs-Perez | X |  |  |  |
| 12 | Maggie Hohne | X |  |  |  |
| 13 | Jarvis Judge-Barnes | X |  |  |  |
| 14 | Santiago Luaces | X |  |  |  |
| 15 | Tricia Miller | X |  |  |  |
| 16 | Gail Mishler-Murray | X |  |  |  |
| 17 | Nadia Payne | X |  |  |  |
| 18 | Amanda Simat | X |  |  |  |
| 19 | Terroncia Simon | X |  |  |  |
| 20 | Te Von Thompson | X |  |  |  |
| 21 | Kristen Vanselow | X |  |  |  |
| 22 | Caroline Vives-Vietri | X |  |  |  |
| 23 | Susie Wentworth | X |  |  |  |
| 24 | N/A |  |  |  |  |

 *X: Attended/ Approve Motion -:Absent O: Deny Motion A: Abstain*

Liaison: Dr. Eileen DeLuca

Faculty Senate Liaison: Dr. Lyndsay Rhodes

Student Government Liaison: Emory Cavin, Tanner Kelly

Black Faculty Staff Association (BFSA) Liaison: N/A

| Agenda Item | Responsible | Discussion |
| --- | --- | --- |
| Approval of Minutes  | Representatives |  Approval of May Minutes – This item was not ready to present and will be approved next meeting with the August minutes.  |
| Officer Reports | President, Jena Padilla | Encouraging in-person attendance for our members, though Zoom will be available if needed.Civility Summit event is being held on September 6th, and Jena was asked to participate to represent SAC. Everyone is encouraged to attend – catered breakfast starts at 9:30am, event runs from 10am-12pm. Strategic Planning steering committee has been created – Jena will be SAC liaison and keep us updated. The next Board of Trustees meeting will be Sept. 12th in the Cohen Ballroom. It will be streamed, and all staff are encouraged to attend/watch.  |
|  | Vice President, Zachry Gelow | Taking the lead in finalizing the charter and discussing amending bylaws with SAC.  |
|  | Secretary, N/A | See Communications Officer’s report.  |
|  | Treasurer, Herbert Sanabria | * 2023-24 fund balances:
	+ E&G (Professional Development): $33,750.00\*
	+ Concessions (AC0172): $13,247.46\*\*
	+ Scholarship Fund: $ 7,418.99
	+ SAC (Foundation): $ 4,661.04
	+ Gabor Employee Awards: $ 6,812.12\*\*\*
	+ TOTAL: $65,8889.61

\*$1,250 paid for Professional Development Expenses\*\*$990.75 paid to Chartwells for the June SAC retreat lunch and $162 encumbrance for Trophy Center\*\*\*The Gabor Employee Awards balance is on 07/31/23. I tried to request the balance from the Foundation, but they told me that I needed to ask HR for it. The balance should have not changed, since we only use this account once a year for the Employee Standing Award. * SAC 2023-24 budget information was emailed to all members on August 11, 2023. Received an answer from Professional Development, Employee Recognition. Monica Estes resigned as the chair for Special Events, so the budget for them is going to be kept the same as last year. The Election committee chairs couldn’t review the budget, so recommendation is to leave the same budget as last year for them.
* I tried to request the balance from the Foundation for the Gabor Employee Award Account, but they told me that I needed to ask HR for it. The balance should have not changed, since we only use this account once a year for the SAC Employee Outstanding Award. Also, we have not used all the money, so Gabor said that as a condition to continue providing the money we should spend it. One suggestion is to go from 2 to 3 award recipients. Also, it looks like the trophies are being paid from the concessions fund, so perhaps we can start using the Gabor Employee Award account to pay for the award trophies. In addition, the current trophies do not mention Gabor as the award sponsor, so we should probably add them to the trophies’ plaque.
* Talked to the Foundation and we can use the SAC (Foundation) account to buy the new shirts, or we can split the cost between the Foundation and the Concessions fund
 |
|  | Communications, Jaclyn Chastain | Has been filling in as Secretary – Outlook invitations for the remaining 2023-2024 SAC meetings will be sent in the next week. Like/follow us on social media: (IG) fgcu\_sac / (FB) fgcusacPlease send any photos for social media! |
| Finest of the Flock | Co-Chairs,Caroline Vives-Vietri & Maggie Hohne  | No Finest of the Flock nominations yet. |
| SAC Liaison Reports |  Dr. Eileen DeLuca(SAC Liaison) | Introduced herself to SAC and staff members. She and the President’s Office have provided an appetizer spread for the meeting today, and are interested in providing food at future meetings. Looking forward to working with SAC. |
|  | Dr. Lyndsay Rhodes (Faculty Senate) | First meeting this morning – meetings are open to attendance, see dates: <https://www.fgcu.edu/facultysenate/senate_schedule_meetings> Election results for Faculty Senate committees should be finalized by next week. Passed a MOU to expand the use of Interfolio for faculty.  |
|  | Emory Cavin, PresidentTanner Kelly, Chief of Staff(Student Government) | Student President Cavin described the goals he campaigned on: increasing BIPOC representation in Student Government, decreasing hateful rhetoric on campus, provide student workers a voice on campus, increase student well-being, increase engagement with student government, increase communication to the student body.SG is looking for a Director of Communications & Marketing.Tanner Kelly, SG Chief of Staff, will join us regularly in future meetings.  |
|  | N/A (Black Faculty Staff Association) | No liaison has been determined yet.  |
|  Old Business |  | Reviewed SAC’s work and successes from 2022-2023. Approval of new SAC A&P member* Shannon Acosta volunteering to fill Amy Craig’s vacant seat as an A&P rep.
	+ Motion to approve: Jena Padilla
	+ Second: Zac Gelow
	+ Any discussion: N/A
	+ **Approve: 17 vote yes – APPROVED**
	+ Dissent:
	+ Abstain:

Nominations for SAC Secretary* After a brief discussion of the duties, Maggie Hohne stepped up to the role.
	+ Motion to approve: Kristen Vanselow
	+ Second: Caroline Vives-Vietri
	+ Any discussion: N/A
	+ **Approve: 17 vote yes – APPROVED**
	+ Dissent:
	+ Abstain:
* Troy Bolivar to co-chair Employee Recognition committee with Caroline

Nominations for Special Events Chair* After a brief discussion of the duties, Catherine Hoggs-Perez took on the role.

Call to replace Monica Estes’s position will be sent next week – officers discussing staff roster with HR to determine if position needs to be A&P or could be filled by SP employee.  |
| New Business | Officers | Guest Speakers for SAC General Meetings* President Timur will come to the October 20th meeting – a survey will be sent out for individuals to submit questions beforehand (and anonymously, if preferred)
* Ms. Pamela McCabe asked if she or another member of the newly formed Internal Communications Committee could speak to SAC for Sept. 22nd meeting.
* What other guest speakers would SAC be interested in?
	+ HR, David Vasquez, Foundation, Advancement campaigns, Precious Gunter, Marienela Rivera, etc.
	+ A survey will be sent to SAC to solicit other ideas.

SAC Charter and Bylaws* Zac provided a historical review of the SAC Charter and its amendments.
* Zac drafted changes that to finalize the charter that were discussed at the SAC retreat. SAC members want to remove Section VI (Amendment Procedure) from Charter.
* Zac will send the proposed SAC Charter to members for review and a confirming vote for this business will be given at the next meeting.
* Bylaw changes will be added to New Business for next meeting to discuss changes such as removing the time-worked requirement to joining SAC.
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|  | **SAC Taskforce reports** | **Employee Retention and Morale: (Co-Chairs Kelly Boyd & Catherine Hoggs-Perez)** Committee meetings have not been held yet. **SAC Strategic Planning: (Chair Lisa Banks)** Not met yet. |
|  | Chair- Dayna Harpster & Nadia Payne | **Elections:** Committee meeting have not been held yet. |
|  | Chair- Maggie Hohn & Caroline Vives-Vietri | **Employee Recognition:** No official committee meetings have been held yet. The officers plan to discuss the following at the next meeting, along with regular items (such as Finest of the Flock):The committee is creating new engagement initiatives to engage the smaller departments on campus and new employees that join FGCU.  |
|  | Chair- Kelly | **Policies:**Attendees: K. Boyd, J. Chastain, H. Sanabria, K. Vanselow, T. Zicht, A. Arnow, M. Domjan, D. HarpsterHighlights:**5.001- Policy- Social Media**- No feedback submitted- 7.10.2023**Policy TBD- Approval of course substitutions and other exceptions to degree requirements**- Submitted the following feedback:In number 5 of procedures, I would like to see clarity between the language of “Exception” versus “Equivalency Request.” I think these requests are better aligned with determining appropriate application of a transfer course that does not initially transfer as a direct equivalent or in a discipline coded to fulfill General Education Requirements. This is a reevaluation of transfer work, not a substitution, waiver or modification (except in the transactional definition of a modification to a student audit). I think this would be better to include in a transfer credit policy.In my experiences at FGCU, I have also seen instances where courses are reevaluated as “equivalent” through the review process, but do not retain the level of the course (i.e. a course taken as an upper-division class at another institution is reviewed and changed to a 1000-2000 level course at FGCU). This has other potential implications for graduation requirements.There are additional staff members outside of UAS who review student records and initiate inquiries about reevaluation of general education (and other) courses to include transfer admissions counselors, faculty, FGCU Navigators and Student Success Counselors who currently initiate requests for transfer courses to be reviewed on behalf of the student(s). On occasion, they are working with students outside of the UAS reporting structure. Again, this is probably better suited to be included in a transfer credit review policy.I also think it is important to be sure courses “waived” due to student achievement of higher level content are aligned with award of credit practices. At times, it may make sense to award student credit for the course (i.e. a student is waived from a math prerequisite based on higher level ability, but could still need general elective credit toward degree completion). This would align with the challenge examination language in the Credit for Prior Learning policy. |
|  | Chair- Santiago | **Professional Development**:Date of Meeting: 8/21/2023**Attendees:** Santiago Luaces, Jaclyn Chastain, Zachry Gelow, Trudi-Ann Dyer, Mary Larkin, Stephanie Cobb, Lisa BanksHighlights* 8 applications since our last meeting,
	+ 6 were approved
	+ Awarded a total of $7,000
* PDP met in July as well to review 4 application
	+ 3 applications approved
	+ Awarded a total of $4,900
* Total awarded this year so far: $11,900
* PDP Committee plans to continue thinking through how to best utilize funding in future years with increasing demand
 |
|  | Chair- N/A | **Special Events:** No committee meetings have been held yet. |
| University Committee Reports |  | No reports as no meetings have been held for these committees.**ADA – Nadia Payne****Campus Communicator-** **Faculty Senate** – **Jena Padilla****Grant in Aid – Catherine Hoggs-Perez****Institutional Affairs – Caroline Vives-Vietri****Parking Advisory – Susie Wentworth****Sustainability and Resiliency Council- Santiago Luaces****Space – Troy Bolivar****Food Advisory –**  |
| University Special Committees |  | None active |
| Presidential Appointed Committees |  | No reports at this time.**Diversity and Inclusion –** **Intercollegiate Athletic – Zac Gelow & Susie Wentworth****Parking Citations Appeals – Kelly Boyd****Title IX – Gail Mishler Murray & Amanda Simat** |
| Announcements | All Reps when applicable | Dr. Eileen DeLuca: September 7th @ 12pm there will be a student-focused workshop related to the development of FGCU’s Strategic Plan – email will go out soon about it.* Also, this upcoming Monday President Timur is hosting a webinar at 8am to kickoff the next phase of the Strategic Plan development.

Volleyball game tonight – FGCU vs. Arizona State on 8/25 @ 7pmAlianza meeting – Sept. 27th @ 9am in Merwin 110! |

Next Meeting: September 22nd, 2023 at 12:30 on CC214

Motion to adjourn: Zac

Second: Jaclyn

President adjourned the meeting at 2:00 pm