**Staff Advisory Council**

**Regular Meeting Minutes**

**Date:5/13/2022**

**Location: Cohen Student Union CC213**

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

Call to Order: President Mary Larkin

Time: 12:32

Record Attendance:

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: TBD

Black Faculty Staff Association (BFSA) Liaison: Aisha Lewis

| Agenda Item | Responsible | Discussion |
| --- | --- | --- |
| Approval of Minutes | Representatives | Approval of May Minutes   * + Motion to approve: Georgia   + Second: Kelly   + Any discussion: None   + Approve: 13 in the room,   + Dissent: * Abstain: |
| Officer Reports | President,  Aisha Lewis | Working on University committees to find out how many reps needed, then a call will go out to members to volunteer |
|  | Vice President, Kristen Vanselow | Plan to have refreshments at future in-person meetings since we cut into lunchtime  Shirts for new members planned to order, reach out to Kristen for size  Anonymous comments not yet posted:  Energy for TVs on when no one around, and answered that they’ll look into it  Bringing football to FGCU, extensive response from Ken Kavanaugh will be posted  Pest control in SoVi and Cohen, Facilities looking into it  Paygrade and job posting with actual salaries, awaiting HR response  Juneteenth and D&I certificate, shared with Precious Gunter  Additional duties for staff don’t get stipends, shared with Sara Stensurd |
|  | Secretary,  Amy Craig | Will be working with Kiley when returns from leave to organize the new Communications position  Anonymous comment Formstack not working, will be looking into a fix next week  Committee rosters will be sent as of now, but |
|  | Treasurer, Amy Hall | SAC TREASURY NOTES  • For those who are new to Staff Advisory Council, there are five different funds at our disposal – two from the University and three at the Foundation.  o The University funds are an annual allocation and both are use-it-or-lose-it.  1. The E&G allocation for Professional Development is currently $35,000.  • In the 2021-22 fiscal year, $11,484.23 was disbursed, leaving an unused balance of $23,515.77.  2. The Concessions allocation for all Committee and general expenses is currently $14,400.00.  • In the 2021-22 fiscal year, $11,498.88 was disbursed, leaving an unused balance of $2,901.12.  o The Foundation accounts are rolling balances.  1. Staff Advisory Council (05057) = $6,661.04  • Can be used for any SAC expenses  2. SAC Scholarship Fund (70184) = $8,187.99  • Currently two (2) $500 scholarships are awarded annually.  • If you currently donate to the Foundation or are considering doing so, you may designate your donation towards the SAC Scholarship Fund.  3. Gabor Employee Award Fund (01121) = $5,525.92  • Historically funded by the Gabor Agency, hence the name.  • This is the source of funding for the two (2) annual SAC Outstanding Employee awards of $1,000 each.  • I will email each of the SAC Committee Chairs an itemization of last year’s budget and expenses for review ahead of this year’s budget planning.  • 2022-23 fund balances:  o E&G (Professional Development): $35,000.00  o Concessions: $14,400.00  o Scholarship Fund $ 8,187.99  o SAC (Foundation) $ 6,661.04  o Gabor Employee Awards $ 5,525.92  $69,774.95  • At the June retreat, a request was made for SAC to acquire a University P-card so that SAC members don’t have to use their own funds to purchase supplies for events. The SAC Board agreed that the Treasurer’s role should be responsible for this. Upon inquiry with Procurement, an application has been secured and the process is underway. The P-card will be assigned to the Treasurer but available for SAC members to use. The Treasurer is responsible for reconciling all P-card charges in Workday. When the current Treasurer’s term ends, the P-card will be canceled and the next (and future) Treasurer(s) will apply for a new card. |
|  | Communications, Kiley Barnett |  |
| Finest of the Flock | Chair, | None submitted, they are submitted to the SAC general mailbox and then they are forwarded to the Chair |
| Public Comment |  | Look in “other” folder for invitation to Town Hall sessions for strategic planning |
| SAC Liaison Reports | Dr. Aysegul Timur  (SAC Liaison) | Reiterate to participate in strategic planning Town Hall opportunities |
|  | Anna Carlin (Faculty Senate) | Faculty Senate done meeting for the year  Presidential search next meets the end of July; posting closes August 15; in the Fall candidates start coming to campus and open to; busy implementing legislative changes from last year; discussion about posting syllabus for courses that may have content that falls under new legislation so students more aware about what they’re signing up for |
|  | TBD  (Student Government) | Will return in the Fall |
|  | Aisha Lewis (Black Faculty Staff Association) | Elections this month so new liaison announced after those elections |
| Old Business |  | Retreat Notes:  Committee chairs are as follows:   * Elections – Herbert Sanabria * Employee Recognition – Diane Bova * Policies – Kelly Boyd * Professional Development – Zachry Gelow & Suzy Ponicsan * Special Events – Trudi-Ann Dyer   Ad-hoc Committees:   * Retention and Morale – Nadia Payne and Mirielle Jackueux * Strategic Planning – Lisa Banks     Many of the visibility and outreach tasks will be absorbed into Employee Recognition committee  Retention and Morale will continue to work on the issues identified last year, continue to focus on the results of the survey last year  Staff social events beyond Meet & Greets (like mini golf, bowling, etc off campus after hours)  Promotion of all benefits (requires HR collaboration)   * + Rec center   + Mental health   Departmental “Finest of Flock” type award  HR liaison position is we will start an email conversation between Retention and Morale and the Communications officer to organize the plan; |
| New Business |  | Alice Wheelwright from Marketing and Communications (joined FGCU in January)  Plans to redesign the FGCU logo  Why?   * Designed before digital presence, doesn’t work well with current media, scalability   Three finalists 8/22 – 9/2 short survey to give input on the three options  Don’t order a lot of swag since look of logo and branding will change  Where does branded signage need to be on campus? Mostly in public facing spaces, not needed everywhere  Where will funding come from for internal signs, like Whittaker Center? Won’t know until after pricing quotes come in for overall signage. There may be historical components to the old “bird” logo, like in the tile in the Library/CAA entrance  The survey has all three options and is an opportunity to offer feedback, then the final decision is at the cabinet level using all the input (be syre to check all your Outlook folders)  Graduation for Fall 2022 will not be impacted by a logo change, but Spring graduation may be depending on how supply chains work out when new logo is finalized  Athletics logo will remain the same, but they may decide to modernize it  Taskforce reports  Nothing yet |
| SAC Standing Committee Reports | Chair- Herb Sanabria | **Elections:** |
|  | Chair- Diane | **SAC Employee Recognition Development Program:** |
|  | Chair- Kelly | **Policies:**  Met 6/20/22  Policy 2.014 Export Control- No feedback submitted |
|  | Chair- Zach and Suzy | **Professional Development**:  Some applications, will review starting next week |
|  | Chair- Trudi-Ann | **Special Events:**  First meeting last week of July |
| 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 –**  Clearer signage for CAPS parking spaces is in the works  **Sustainability and Resiliency Council- Georgia Willis**  Met June 30th and apologized for not inviting us previously!   * Reviewed current initiatives in housing for recycling, water conservation, and voluntary Residents Curriculum which includes sustainability. * Litter pick-up activities by housing students and other organizations on campus. * Housing item swaps during move-in, move-out to lessen waste. * Goals for 2022-2023 * Decrease contamination of recycling (so more items are recyclable and not garbage) * More student-focused Service Learning opportunities for sustainability efforts * Decrease food and other waste * Maintain successful initiatives   Increase awareness of Food Pantry which is underutilized for various reasons  **Space – Susan**  Met last week about using some rooms at ETI on Alico Rd to convert to storage for archives held out at Buckingham, discussion about it but no final vote  **Food Advisory – Miki** |
| University Special Committees |  | None active |
| Presidential Appointed Committees |  | **Diversity and Inclusion; Represented by Aisha**  Met and discussed HB7, the “Stop Woke” bill, and many departments will have meetings to decide how to move forward when it goes into effect July 1 to ensure FGCU is in compliance  **Intercollegiate Athletic; Represented by Kristen & Kiley**  No report  **Parking Citations Appeals; Represented by Georgia & Kelly**  May 13, 2022   * Reviewed and made decisions re: student parking appeals.   Minutes   * No meetings until further notice due to summer sessions unless circumstances require one.   **Title IX; TBD 2022-23** |
|  | All Reps when applicable |  |
| Announcements |  | Water School opening event in November, exact date TBD  Veteran luncheon that happens around Veterans Day being planned by Troy, how can SAC help with that to insure staff involvement? We will start a conversation with the Special Events committee  This is always a good time to promote campus-wide events and benefits  Reminder that Lee county residents can take advantage of this <https://www.fgcu.edu/strategyandinnovation/leecountyresidents> ; these are non-credit programs that cannot be used with our 6-credit tuition benefit, but it may fall under professional development funds from SAC if the course fits your job duties |
|  |  |  |

Next Meeting: August 26 will be an abbreviated SAC General meeting from 12:30-1:00 followed by a staff-centric Town Hall to discuss FGCU’s Strategic Planning process.

President adjourned the meeting at 1:32pm