Staff Advisory Council

Regular Meeting Minutes

Date:1/14/20

Location: TEAMS

Time: 12:30PM-2 PM

Call to Order: President Andi Clemons

Time: 12:31 pm

Record Attendance: 19 out of 23

Secretary: Jessi Drummond

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Council Members: | Present | Excused | Absent | Minutes | Open Seat |
| 1 | President Andi Clemons | x |  |  | x | x |
| 2 | Vice President Carolyn Greene | x |  |  | x | x |
| 3 | Secretary Jessi Drummond | x |  |  | x | x |
| 4 | Treasurer Andrew Blatter | x |  |  | x | x |
| 5 | Susan Baurer | x |  |  | - | x |
| 6 | Tracie Beck | x |  |  | x | x |
| 7 | Charlotte Bingham | x |  |  | x | x |
| 8 | Alison Bryant | x |  |  | x | x |
| 9 | Jaclyn Chastain | x |  |  | x | x |
| 10 | Amy Craig | x |  |  | x | x |
| 11 | Katarina Danks | x |  |  | x | x |
| 12 | Jennifer Denike | x |  |  | x | x |
| 13 | Miki Domjan | x |  |  | x | x |
| 14 | Jessica Evers | x |  |  | x | x |
| 15 | Myles Kittleson | x |  |  | x | x |
| 16 | Mary Larkin | x |  |  | - | x |
| 17 | Aisha Lewis |  | x |  | - | - |
| 18 | Holly Mathews |  | x |  | - | - |
| 19 | Dakendo Michel | x |  |  | x | x |
| 20 | Lauren Pugh |  |  | x | - | - |
| 21 | Nick Reeves |  |  | x | - | - |
| 22 | Lauren Strunk | x |  | x | - | - |
| 23 | Georgia Willis | x |  |  | x | x |

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

Liaison: Dr. Aysegul Timur

Faculty Senate Liaison: Dr. James MacDonald

Student Government Liaison: Nathan Campbell

Black Faculty Staff Alliance (BFSA) Liaison: Dakendo Michel

| Agenda Item | Responsible | Discussion |
| --- | --- | --- |
| Approval of Minutes  | Chairs |  Approval of December Minutes* + Motion to approve: Danks
	+ Second: Greene
	+ Any discussion: None
	+ Approve: 14
	+ Dissent:
* Abstain:9
 |
| Officer Reports | President, Andi Clemons | Board of Trustee Meeting update* Revising the Soar in Four Program
	+ Students will have the option to get awards and payments each year instead of waiting till graduation.
* President Martin will retire in June 2022
* The interviews are underway for the VP of Admin Services & Finance. We are hopeful to have someone named in February.
* Chief Moore is retiring and his position will be posted soon.
* Shared projections on our metrics
	+ There is an emphasis on metric five, we could be doing better on our academic progress rate concerning our FTIC students moving from first year to second year.
	+ We all could be doing something to help impact these metrics in our day to day jobs, please make sure to review them.
* We are potentially looking at a budget cut next year. All of the hiring freezes and travel freezes will help us next year.
* President Martin will fund our Professional Development Program!
* The new email policy has received a lot of feedback. The Presidents Cabinet is asking for two SAC representatives to help revise the language.
	+ Georgia and Dakendo would like to volunteer
 |
|  | Vice President, Carolyn Greene | No Report  |
|  | Secretary, Jessi Drummond | Happy first week back. Please send your committee minutes two weeks before the meeting so I can add them to the agenda.  |
|  | Treasurer,Andrew Blatter | Bookstore Scholarship/Survey * Thank you Tracie for your feedback.
* We will move forward with both initiates.
* If anyone has anything they want to add please contact Andrew.
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| Finest of the Flock | Chairs | Finest of the Flock nominees:* Rhonda Holtzclaw (Environmental Health & Safety)
* Farida Sheikh (Vester Field Station)

Finest of the Flock SPOTLIGHT for this month was a tie:* Robert Rojas (Network Security)
* Robert’s nominator wrote: “Robert is a superhero. Our key database was down for a couple weeks. Robert worked tirelessly with the vendor to get the system up and running again. This is our lifeline for keys and we were really struggling without it. Robert called me each day, sometimes multiple times per day, to keep us posted on the progress. He really went above and beyond for us.”
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| Public Comment |  | None |
| SAC Liaison Reports |  Dr. Aysegul Timur(SAC Liaison) | * Congratulations on a successful, safe, and healthy Fall semester! Thank you all for your hard work.
* President’s Cabinet is working on reviewing the strategic plan that ends in 2022. First plan was created in 2017 with five pillars. They have been updating each pillar and identifying areas we need to focus on more. They have finished the review at the cabinet level and will give the present at the Board of Trustees.
* Rebalancing Resources Committee has been working hard to pull together ideas and hope to report back at the end of the term with recommendations.
 |
|  |  Dr. Jamie MacDonald (Faculty Senate)AndCharlotte Bingham | * Performance Metrics- there is not an immediate finical burden if you fall in the bottom three. Instead if you fall in the bottom three in the 12 state university systems two years in a row you have to come up with an improvement plan.
* Discussion among the senators about faculty accountability on student success.
	+ They want to better connect to the student success office, increasing the conversation to move forward together for students.
* Provost Dr. Mark Rieger introduced himself and spoke about change overall to course delivery. There was also conversation around tenure at the university.
* Presentation given by Joel Hoover about the fast track for students. They will allow faculty members to submit an alert if they are concerned about a student (attendance, course work, change in engagement).
* Martin Luther King Jr. quote “Out of the mountain of despair, a stone of hope.”
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|  | Nathan Campbell (Student Government) | * A Capital Conversation on January 19th in Cohen 201 from 1-2 PM
	+ SG is working in collaboration with different departments to provide a space for students to talk about what happened at the Capital and allow them to voice their concerns.
* Menstrual Product Dispenser in Cohen Center
	+ It is located on the first floor of the Cohen Center in the women’s bathroom. It is the only bathroom on campus that is offering it. SG has an agreement with the physical plant that if they see students using it that they will work on adding dispensers to other bathrooms on campus. SG is working on ways to advertise this.
* Pizza with the Presidents
	+ Social distance gathering with the Presidents (SG, SG Senate, President Martin, SAC President, Faculty Senate President). They are still working on logistics but will be sending out more information soon.
* Clear Face Masks
	+ There are 50 for SAC and they are working on ordering more. Nathan will drop them off to Andi.
 |
|  | BFSA (Dakendo Michel) |  |
|  Old Business |  | * They had a meeting last Friday. Everyone can attend their meetings.
* Email Policy
	+ They will be submitting a revision.
* Campus Climate
	+ They talked about the overall campus climate and how to promote mutual respect. They are working on a statement.
* Community Partnerships
	+ Working on rescheduling the block party.
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| New Business |  | **Guest Speaker- Monique McKay, Charlotte Bingham, Kristen Vanselow, Shane Talbott, Lisa Banks, & Carol Sweeney*** Continuous Improvement Plan
	+ Continue improvement is a methodology as a way to improve system and looking at root problems to make lasting change. Data is critically important to this methodology. How can we support students during their FGCU journey?
* They believe (copied from the presentation):
	+ That we should embrace and promote fairness, equity, diversity, inclusion and anti-racism in all that we do
	+ That each and every student should have an equitable access and an opportunity to be successful in college
	+ That students are the heartbeat of FGCU
	+ In working collaboratively to improve processes and systems for improved outcomes
	+ That we can do better
	+ That we are capable of change, no matter how difficult it may seem
	+ That we can be a force for systems change
	+ That we can inspire others
* They set up three different action teams and projects.
	+ D, F, Withdraw (DFW) Action Team
		- “Establish formal pre / post diagnostic testing and identify interventions to reduce the DFW rate in multiple sections of introductory courses (Principles of Microeconomics / Macroeconomics) during the 2020-2021 academic year. Assess reduction in DFW rate that results from these interventions expand use of most productive interventions is subsequent semester.”
	+ Graduation Action Team
		- Each semester on average 5-7% of students apply for graduation but do not meet the requirements for graduation.
		- “By June 2021 raise the graduation percentage of students who applied to graduate to 97%.”
	+ Atop Out Students with Debt Action Team
		- “The Stop Out with Debt Action Team will recruit 50 stop out students with debt back to FGCU by July 1st 2021.”
* In each area they apply data driven changes, evaluate the change and then continue that path or apply a new data driven change that they call interventions.
* “Organizations don’t change, people do. Organizational Excellence is a shared commitment by leaders to improve outcomes, align behavior, and shift culture… to succeed long-term.”

Discussion followed. **Open Seat*** + Motion to approve: Bingham
	+ Second: Blatter
	+ Any discussion: None
	+ Approve: 14
	+ Dissent: 0
	+ Abstain:5

**Increasing Visibility Taskforce; Represented by (Carolyn Greene)*** Give Where You Live Collier County is moving forward.
* They are working on the 5-Star presentation.

**D&I Taskforce; Represented by (Jessi Drummond)*** In follow up to recent events that happened at the Capital SAC will have a townhall meeting via Zoom on January 19th to talk about ways we can become more civically engaged.
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| SAC Standing Committee Reports | Chair- Tracie Beck | **Elections:*** No report
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|  | Chairs- Jaclyn Chastain & Georgia Willis | **Employee Recognition:*** Reviewed and voted on Finest of the Flock nominees.
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|  | Chair- Miki Domjan | **Policies:*** No report at this time
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|  | Chair- Katarina Danks | **SAC Professional Development Program:*** Meeting Tuesday 1/19 for the second round of PDP applications. To this date this year we’ve received 7 applications totaling $6,000. We’ve awarded $1,400 so far from our $2,500 budget. Only one application in for the second round for a $150 request.
* We’ve also officially organized some internal FGCU Professional Development virtual workshops.
* January 25th – Conan Griffin “Effective Emails”
* February 11th – Russ Sabella “Tech tips, tricks, and shortcuts for increasing productivity and enjoyment”
* TBD – FGCU Writing Lab “Resources for Staff”
* A flyer and a form to submit your interest for presenting will be available via SAC email and distributed in the Weekly AA newsletter.
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|  | Chairs- Amy Craig | **Special Events:*** Plan Spring Meet & Greets
* Narrowed topics for March’s SOAR into Spring
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| University Committee Reports  |  | **ADA –Represented by Chair Katarina Danks*** No report

**Campus Communicator- Represented by Chair Mary Larkin*** No report

**Faculty Senate – Represented by Chair Charlotte Bingham*** No report

**Grant-In-Aid – Represented by Chair Carolyn Greene*** Have not met yet

**Institutional Affairs - Represented by Chair Jennifer Denike*** No report

**Parking Advisory – Represented by Chair Myles Kittleson*** No report

**Sustainability and Resiliency Council- Represented by Chair Katarina Danks*** No report
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| University Special Committees |  | **ACE iLab– Represented by Chair Andi Clemons*** No report and this committee is ending.

**Rebalancing Resources Represented by Andrew Blatter*** The Resource Rebalancing Taskforce met on Jan 5th.  The discussion has moved from reviewing the data provided by the prior Taskforce (thank you Lauren for representing us), to each College looking at rebalancing resources internally.  After reviewing relevant research articles, Taskforce members are beginning to draft initial thoughts for guiding recommendations.  In our next meeting, members will present what they have learned from looking at resource allocation within their respective units, and we plan to craft a survey to be distributed across units for the purpose of gathering consistent data points.  As Dr. Timur mentioned, the Taskforce is preparing to submit recommendations toward the end of this semester.
* Here is the list of Taskforce members.  I encourage FGCU staff to contact these members (or you can contact me) if you have any questions or concerns.  The next meeting is Jan 19th at 3:30pm.

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| --- |
| Tom Roberts, Chair |
| Sim Komisar |
| Win Everham |
| Peter Meso |
| Rachel Cooke |
| Colleen Robb |
| Arie van Duijn |
| Chris Westley |
| Su Coticone |
| Lisa Zidek |
| Andrew Blatter |
| Carolyn Culbertson |
| Aysegul Timur (ex-officio) |

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| Presidential Appointed Committees |  | **FGCU Values and Actions; Represented by (Charlotte Bingham)*** No new meeting for the FGCU Values and Actions Team, President Martin sent an email yesterday about this, which included an attachment with the FGCU Values.

**Diversity and Inclusion; Represented by (Charlotte Bingham)*** Student Government held a Town Hall, wellness check Tuesday January 19th at 12PM in CC 201
* Heather MacQueen, HR meeting about the V.P. for Administrative Services and Finance position with OIEC next week. Internal position because we have a strong pool of internal applicants (4 candidates). Open forums, to make sure D&I taken into consideration.
* Have members from D&I committee get Equity training to be on hiring panels. Have equity minded people on all committees.
* Language about diversity and inclusion to be added in job postings, committee to review
* Will be on Canvas Feb 1st, language in evaluations being updated to show trainings mandatory. March 25th deadline for mid-year evaluations, will match trainings deadline.

**Intercollegiate Athletic; Represented by (Lauren Strunk)*** Student government update
	+ Newly elected students will take office April 1st
* Life Skills group
	+ Speaker coming to discuss social justice with student athletes and staff
	+ Academic Honors luncheon scheduled for 2/9/21
	+ Senior athletes will be participating in interview workshop
* Eagles Council
	+ Laces of love event is coming up to collect donations of shoes for local children
	+ Athletes are running a can food drive
	+ The athletes will be wearing a Unity patch on their uniforms in line with NCAA unity initiative
		- From the NCAA website: “The logo includes three different colored hands holding one another’s wrists inside a circle with “United As One” at the bottom. The mark was sent to all NCAA schools in the form of a patch to consider placing on uniforms.”
	+ The NCAA is on the cusp of finalizing legislation to allow athletes to be compensated for their name, image and likeness (NIL), information about the legislation can be found at: <https://www.ncaa.org/questions-and-answers-name-image-and-likeness>
* Director updates
	+ Basketball teams may travel by bus and did not play anyone that required plane travel
	+ Student athletes have a 3.5 record gpa for fall
	+ Sustaining flight initiative raised $450K
	+ New Compliance coordinator Kyle Lucas has started at FGCU
* Choices Grant
	+ Athletes are encouraged to take TIPS training
* The next meeting is Friday, February 12th @ 11am

**Parking Citations Appeals; Represented by (Georgia Willis)*** No report

**Sick Leave Pool; Represented by (Jennifer Denike, Jennifer Fulwider, Allison Bryant)*** No report

**Title IX; Represented by (Myles Kittleson)*** No report
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| Campus Updates | All Reps when applicable | * Provost Dr. Mark Rieger will be on-campus starting next week, let’s all give him a big welcome!
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Next Meeting: February 12th, 2021 12:30 pm on TEAMS.

President adjourned the meeting at 2:02 pm

Second: Bingham