

**Staff Advisory Council**

**Regular Meeting Minutes**

**Date: 6/16/2017**

**Location: Cohen Center 214**

**Time: 12:30PM-2 PM**

Call to Order – President Bigos

Time: 12:49pm

Record Attendance: 13 of 20

Secretary: S. DiStefano

<u>Council Members:</u>	<u>Present</u>	<u>Excused</u>	<u>Absent</u>
President Bigos	X		
Vice-President Bova	X		
Secretary DiStefano	X		
Treasurer Ziegler	X		
Linda Amos	X		
Tracie Beck	X		
Melissa Berkley	X		
Cori Bright-Kerrigan	X		
Lauren Cargo		X	
Chelsea Cicero	X		
Debra Harper		X	
Ashton Hartley		X	
Jason Ingraio		X	
Patricia Krupp	X		
Ysatiz Pinero	X		
Lisa Ray	X		
Robert Rojas	X		
Roseanne Stabile		X	
Lauren Strunk		X	
Kirsten Thompson		X	

**Liaison:** Dr. Michael Rollo

**Faculty Senate Liaison:** Dr. Michael McDonald

**Student Government Liaison:** Bradley Berry

**Invited Speakers:** None

**Attachments:**

One (1) page SAC Budget

One (1) page SAC roll call voting record for 6/16/2017

Agenda Item	Responsible	Discussion	Action/Vote	Follow-up
	Chairs Lisa Ray, Ysatis Pinero	<p><b>Finest of the Flock</b> (presented by Y. Pinero, Chair Employee Recognition Committee)</p> <p><b><u>May 2017 Nominees:</u></b></p> <p>Ruth Rodrigues (Campus Reservations)  Paige Martin (Campus Reservations)  Shane Pellegrine (Athletics)  Waneka McFarlane (HR)  Michael Rechkemmer (Univ. Advancement)  Angela Kunkle (Alumni Relations)  Anthony Rispoli (UPD)  Jim Slapp (UPD)  Heather Snapp (Library)  Kim Wallace (Alumni Relations)  Deborah Wilttrout (Univ. Advancement)  Frances Jones (Univ. Advancement)  Joann Haley (Univ. Advancement)  Lianet Escandell (Internships)  Jackie Toth (Student Affairs)  Maria Arroyave (Housing)</p> <p><b>Spotlight for June:</b>  Iris Perez (SBDC)</p>		
Approval of Minutes	President (Prez.), T. Bigos	<p><b>C. Cicero: I move that the Meeting Minutes of May 19, 2017, be approved.</b></p> <p>Y. Pinero seconded.</p> <p>Chair opened discussion.</p> <p>Chair closed discussion.</p>	<p>Motion to approve minutes.</p> <p>Minutes approved.</p> <p>(See attached voting record for roll call votes)</p>	<p>Final version of minutes will be posted to SAC site.</p>
Officer Reports	President (Prez.), T. Bigos	<ul style="list-style-type: none"> <li>• Update from the BOT meeting on Tuesday, June 13</li> <li>• Updates given with assistance by Dr. Rollo <ul style="list-style-type: none"> <li>○ Introduced the officers, Thanked Dr. Bradshaw for his service, noted that SAC was looking forward to fostering our relationships with the BOT this year</li> <li>○ BOG meeting next week June 20-22 at USF – Universities presenting work plans. Dr. Martin will present with BOT Chair Dudley Goodlette, Dr. Toll and others</li> <li>○ Governor Scott issued a letter to SUS Universities asking us to respond with information on how our degrees match top</li> </ul> </li> </ul>		

Agenda Item	Responsible	Discussion	Action/Vote	Follow-up
		<p>10 job opportunities, what the institution’s job placement rate for graduates is in 2 most popular degree programs, How institution is spending state funds, What the return on investment has been from state funds, what the institution has done to get students graduated in 4 years and has the institution implemented new internship programs.</p> <ul style="list-style-type: none"> <li>▪ BOT feels that this will be a very important letter to Governor Scott and may hire some outside consultation in communicating our message and our positives</li> <li>○ 3 Student Success Committees have concluded. All submitted reports. The reports were compiled and will be shared with Dr. Bradshaw and Dr. Martin and a response/recommendations will be brought forward to the BOT</li> <li>○ Performance based funding <ul style="list-style-type: none"> <li>▪ Not final but we will end up in the bottom 3 losing 8+ million. Budget was passed. We began planning for this loss last year so there is 4 million of carry forward money and 4 million that departments have cut to survive this year.</li> <li>▪ Ongoing things with metrics 9 &amp; 10</li> <li>▪ Metric 10 – BOT gets to put forward 3 possible metrics to be scored on and BOG will pick 1. Conversely BOG will give 3 possible metrics for #9 for which BOT will select 1. Lots of game play with excellence points and improvement points. <ul style="list-style-type: none"> <li>• 3 options BOT will propose to BOG for metric 10 in rank order are: Bachelor’s degrees awarded to minorities, Research expenditures, and Bachelor’s degrees awarded</li> </ul> </li> </ul> </li> </ul> <p>Share Drive access for Committee Chairs and officers. If anyone else feels as if they need access please let me know.</p>		
	Vice President	<ul style="list-style-type: none"> <li>• Committee Signups and housekeeping</li> </ul>		

Agenda Item	Responsible	Discussion	Action/Vote	Follow-up
	(VP), D.Bova	<ul style="list-style-type: none"> <li>• Elections Committee Chair: P. Krupp not eligible to chair committee due to re-election potential <ul style="list-style-type: none"> <li>○ R. Stabile showed interested in chairing at Retreat, will reach out to confirm</li> </ul> </li> <li>• 5 University Committees are presidential appointments.</li> <li>• We are going to open up signups to general staff for assistance with filling committees and encouraging engagement</li> <li>• Parking Appeals: 1 year open, and 2 year open <ul style="list-style-type: none"> <li>○ Amendment by. B. Dillingham approved at 7.17.17 meeting:</li> <li>○ This should be clarified to indicate that there is one 2-year SP position open. Carl Bleich is the AP representative and has 1-year remaining. There is no 1-year position open at this time.</li> </ul> </li> <li>• Committee chairs, send Diane information about your transition meetings</li> </ul>		
	Secretary (Sec'y) S. DiStefano	<ul style="list-style-type: none"> <li>• Reminder to send in Committee reports</li> <li>• Will be sending committee chairs the form and calendar invite for when reports are due</li> <li>• Absence for meetings, please email me and copy officers</li> <li>• July 14 meeting will be in SRHM 110</li> </ul>		
	Treasurer (Treas.) N. Zeigler	<ul style="list-style-type: none"> <li>• Committee Chairs, budget due by July 14 at next meeting.</li> <li>• Will approve budget at August meeting</li> </ul>		
Public Comment		<p><b>Comments.</b> The following comments were sent in anonymously via the online SAC Comment Box. The anonymous comments are managed by the Planning &amp; Staff Engagement Committee of SAC. Please note the responses:</p> <p><b>Comment:</b> Today(5/31), I spotted a white tent set up in the swamp/wood land between Garage 3 and Merwin Hall (closer to Garage 3), and was noticeable from the left-hand side of the boardwalk, walking towards Merwin. Are students, faculty, staff, and the public allowed to set up tents and stay on the property? Is FGCU liable for anything that may happen to the individual, such as a gator attack, while he or she is camping on the premises?</p> <p><b>Response:</b> Per Chief Moore, UPD..... Back on May 12th an officer reported: Officer located a tent like structure in the wooded area to the east of the walkway between Merwin and Garage 3. Tent was determined to be an experiment being conducted by a faculty member. There is no camping</p>		

Agenda Item	Responsible	Discussion	Action/Vote	Follow-up
		taking place on campus and as a result, there are no liability concerns.		
SAC Liaison Reports	Dr. Michael Rollo	<ul style="list-style-type: none"> <li>• BOT meeting report along with T. Bigos above</li> </ul>		
	Dr. Michael McDonald (Faculty Senate)	<ul style="list-style-type: none"> <li>• Absent</li> </ul>		
	Bradley Berry (Student Government)	<ul style="list-style-type: none"> <li>• Attended</li> <li>• Meeting with Mayor Simmons</li> <li>• Student Success showcase at BOT meeting</li> </ul>		
		<ul style="list-style-type: none"> <li>• Reminder to solicit participant nominations for SAC Committees</li> <li>• Handwritten note cards will be sent to people who we want to participate in Committee meetings and events. Officers and SAC Representatives will sign.</li> <li>• Representatives should come to each meeting with names of people they would like to include</li> </ul>		
New Business		<ul style="list-style-type: none"> <li>• Re-cap of SAC Retreat</li> <li>• Committee signups beforehand was a positive. Pick what you want without pressure of joining a committee. Wally's food was excellent. New members appreciated the transition documents being sent in advance and it was easy to read. Icebreakers were entertaining and fun.</li> <li>• Things to consider for next year: <ul style="list-style-type: none"> <li>○ Being in housing meant difficulties with internal wifi system.</li> <li>○ Building was also locked.</li> </ul> </li> <li>• Committee sign-ups</li> <li>• New representatives still needed for University committees</li> <li>• Reach out to chair of the university committee to get information and meeting times</li> <li>○ Rebranding of SAC. Creating a new committee for emerging issues to encourage all staff discussion or using already standing committees? Should it be a completely new special committee</li> </ul>	Motion to approve minutes. Minutes approved. (See attached voting record for roll call votes)	Final version of minutes will be posted to SAC site.

Agenda Item	Responsible	Discussion	Action/Vote	Follow-up
		<ul style="list-style-type: none"> <li>○ <b>Action Item:</b> L. Amos motions to establish a special committee to manage emergent issues impacting staff.</li> <li>○ L. Ray seconded</li> <li>○ Chair opened discussion</li> </ul> <p>L. Amos willing to chair this committee. Work with Personnel Policies and Planning and Staff Engagement. Concerns regarding if this committee will be useful. If not, what will happen? Since it's a special committee, it can be dissolved with a motion in a future meeting.</p> <ul style="list-style-type: none"> <li>○ Chair closed discussion</li> </ul>		
SAC Standing Committee Reports	Chair: Sarah DiStefano	Planning & Staff Engagement – 2017-2018 (Members: N. Ziegler) <ul style="list-style-type: none"> <li>● Transition meeting on Wed June 21<sup>st</sup> at 1pm</li> </ul>		
	Chair: Chelsea Cicero	Special Events – 2017-2018 (Members: M. Berkley, C. Bright-Kerrigan, J. Ingrao) <ul style="list-style-type: none"> <li>● Planning transition meeting</li> </ul>		
	Chair: Ysatis Pinero and Lisa Ray	Employee Recognition Program/Outstanding Staff Awards – 2017-2018 (Members: P. Krupp, D. Bova, R. Rojas) <ul style="list-style-type: none"> <li>● Met with Tiffany this morning. Looking to partner with social media outlets and increase staff recognition.</li> </ul>		
	Co-Chairs: Patty Krupp	Elections –2017-2018 (Members: R. Stabile, R Rojas, T. Beck) <ul style="list-style-type: none"> <li>● Set meeting</li> </ul>		
	Chair: Lauren Strunk	Personnel Policies –2017-2018 (Members: K. Thompson, L. Amos, P. Krupp, D. Harper) <ul style="list-style-type: none"> <li>● No Report</li> </ul>		

Agenda Item	Responsible	Discussion	Action/Vote	Follow-up
SAC Special Committee Reports	Chair: TBA	<p>SAC Bylaws Task Force (Members: K. Thompson, L. Amos)</p> <ul style="list-style-type: none"> <li>• Need additional members. Solicit past SAC members and additional staff</li> </ul>		
University Planning & Budget Council (UPBC)		<p><b>PBC</b> – Represented by TBA</p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>Budget Committee (BC)</b> – Represented by TBA; Back-up: TBA</p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>Enrollment/Retention Management Committee (ERMC)</b> – Represented by TBA; Back-up: TBA</p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>Environmental Sustainability Committee (ESC)</b> – Represented by TBA; Back-up: TBA</p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>Information Resources Committee (IRC)</b> – Represented by TBA; Back-up TBA</p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>Safety &amp; Facilities Committee (SFC)</b> – Represented by TBA</p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>Strategic Planning &amp; Institutional Effectiveness Committee (SPIEC)</b> – Represented by TBA; Back-up: TBA</p> <ul style="list-style-type: none"> <li>• No Report</li> </ul>		
University Committee Reports		<p><b>ADA</b> – Represented by TBA; Back-up: TBA</p> <ul style="list-style-type: none"> <li>• No Report</li> </ul>		

Agenda Item	Responsible	Discussion	Action/Vote	Follow-up
		<p><b>Campus Communicators</b> – Represented by TBA; Back-up: TBA</p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>Food Service Advisory Committee</b> – Represented by A. Masse; Back-up: TBA</p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>Grant-In-Aid</b> - Represented by TBA; Back-up: TBA</p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>Intercollegiate Athletic Committee (IAC)</b> – Represented by TBA</p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>Parking Advisory</b> – Represented by TBA; Back-up: TBA</p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>Parking Citations Appeals Board</b> – Represented by TBA</p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>One Book One Campus (OBOC)</b> – TBA</p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>Faculty Senate</b> – Represented by TBA</p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>Faculty Senate Institutional Affairs</b> – Represented by TBA; Back-up: TBA</p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>Title IX</b> – Represented by P. Krupp</p> <ul style="list-style-type: none"> <li>• Meeting in July</li> </ul>		



Agenda Item	Responsible	Discussion	Action/Vote	Follow-up
		<p><b>Diversity and Inclusion Committee</b> – Represented by D. Bova</p> <ul style="list-style-type: none"> <li>• Meeting in July</li> </ul> <p><b>Sick Leave Pool Committee</b> – Represented by TBA</p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>20<sup>th</sup> Anniversary Committee</b> – Represented by TBA</p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>Eagle Family Weekend Committee</b>---Represented by C. Cicero 180 people registered. Registration open at Eagle View Orientation.</p>		

1. **Next Meeting:** Friday, July 14, 2017, 12:30pm.-2:00p.m., in SRHM 110.

President adjourned the meeting at 1:38p.m.

**Minutes approved 7-14-2017**

      Sarah DiStefano       *(not final unless signed by Secretary)*

# Staff Advisory Council

## LEGEND

SE = Special Events  
 PSE = Planning & Staff Engagement  
 ER = Employee Recognition

EL = Elections  
 MS = Miscellaneous  
 PY = Previous Year

## CURRENT BALANCE

\$5,085.65

## Other Accounts

Gabor Employee Award Fund \$4,427.00  
 SAC Scholarship Fund \$2,483.77

CHECK/CODE	DATE	TRANSACTION	DESCRIPTION	WITHDRAWAL	DEPOSIT	BALANCE	Column1
	7/1/2016	15-16 Rollover	Opening Balance		\$5,242.17	\$5,242.17	Cleared
	7/1/2016	16-17 Allocated Budget	deposit		\$14,400.00	\$19,642.17	Cleared
PY	7/11/2016	Diane Peguese	15-16 PDP award winner	\$125.00		\$19,517.17	Cleared
Pending	7/1/2016	Mike Forbes	15-16 PDP award winner (never up	\$500.00		\$19,017.17	forfeited
MS	8/17/2016	Pride Enterprises	Name badges	\$60.75		\$18,956.42	Cleared
MS	8/26/2017	Brooke Niarohos	Flowers - Nick Garcia	\$158.69		\$18,797.73	Cleared
ER	8/26/2017	Tiffany Reynolds	2 giftcards - FOF	\$40.00		\$18,757.73	cleared
MS	9/15/2016	Nike	Polos	\$358.04		\$18,399.69	Cleared
PY	10/21/2017	Transfer to Admin Svcs	End of Year luncheon 15-16	\$1,000.00		\$17,399.69	cleared
MS	10/14/2016	Nike	Additional polos/credit	\$128.18		\$17,271.51	cleared
PSE	11/14/2017	Diane Bova	Coffee/Donuts	\$57.09		\$17,214.42	Cleared
SE	11/14/2017	Chartwells	Drinks provided at Benefits Fair	\$184.86		\$17,029.56	Cleared
ER	11/21/2017	Tiffany Reynolds	\$20 GC to First Watch (FOF)	\$20.00		\$17,009.56	Cleared
MS	12/5/2016	Nike	Additional polos	\$103.55		\$16,906.01	Cleared
ER	1/3/2017	Tiffany Reynolds	\$20 GC to Starbucks (FOF)	\$20.00		\$16,886.01	Cleared
SE	1/6/2017	Chartwells	Hot Cocoa and Cookies Event	\$171.95		\$16,714.06	Cleared
PSE	1/13/2017	Brooke Niarohos	Coffee for Coffee Break	\$33.90		\$16,680.16	Cleared
ER	1/19/2017	Tiffany Reynolds	\$20 GC to Panera Bread	\$20.00		\$16,660.16	Cleared
PSE	2/1/2017	Diane Bova	Munchkins for FRC/GC	\$25.03		\$16,635.13	Cleared
ER	2/23/2017	Tiffany Reynolds	\$20 GC for FOF	\$20.00		\$16,615.13	Cleared
PSE	2/28/2017	Chartwells	SAC Coffee Break	\$71.96		\$16,543.17	Cleared
SE	3/16/2017	FGCU	IOG session	\$1,500.00		\$15,043.17	Cleared
SE	3/24/2017	Lauren Cargo	Mints/centerpieces - SIS	\$52.60		\$14,990.57	Cleared
PSE	3/24/2017	Diane Bova	Basket/giftcard - winner of pictur	\$20.57		\$14,970.00	Cleared
MS	3/28/2017	Nike	Addl polos	\$92.57		\$14,877.43	Cleared
ER	3/28/2017	Tiffany Reynolds	\$20 GC for FOF	\$20.00		\$14,857.43	cleared
SE	3/30/2017	Mission BBQ	Catering Soar into Spring	\$6,270.00		\$8,587.43	Cleared
ER	3/30/2017	Angela Kunkle	PDP Winner (Hold)	\$1,000.00		\$7,587.43	
ER	3/30/2017	Suzanna Specht	PDP Winner (Hold)	\$1,000.00		\$7,587.43	
SE	4/6/2017	Creative Event	Chairs for Soar into Spring	\$498.68		\$8,088.75	Cleared
ER	4/6/2017	Tiffany Reynolds	\$20 Giftcard Pei Wei - FOF	\$20.00		\$8,068.75	Cleared
ER	4/25/2017	Tiffany Reynolds	Employee of the year awards	\$117.00		\$7,951.75	Cleared
SE	5/3/2017	Chartwells	Refreshments for SAC Assembly	\$319.87		\$7,631.88	
MS	5/5/2017	Pride Enterprises	Name badges	\$23.25		\$7,608.63	Cleared
SE	5/5/2017	End of Year Luncheon	Help with oost	\$1,000.00		\$6,608.63	
ER	5/5/2017	Mike Forbes	Unused PDP Award		\$500.00	\$7,108.63	Cleared
PSE	5/16/2017	Diane Bova	Donuts/Gift card	\$22.98		\$7,085.65	
Totals		Transaction count: 37		\$15,056.52	\$20,142.17	\$5,085.65	

6/16/17 Motion

C. Cicero: I move that the meeting minutes of 5-19-17 be approved

Y. Pinero seconded.

No objections.

Minutes approved.

Motion

Yes: 13

No: 0

Abstain:

7

Absent at the time of vote: 7

<u>Council Members:</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Amos, Linda	X		
Beck, Tracie	X		
Berkley, Melissa	X		
President Bigos, Teri	X		
Vice President Bova, Diane	X		
Bright-Kerrigan, Cori	X		
Cargo, Lauren			X
Cicero, Chelsea	X		
Secretary DiStefano, Sarah	X		
Harper, Debra			X
Hartley, Ashton			X
Ingrao, Jason			X
Krupp, Patricia	X		
Pinero, Ysatiz	X		
Ray, Lisa	X		
Rojas, Robert	X		
Stabile, Roseanne			X
Strunk, Lauren			X
Thompson, Kirsten			X
Treasurer Ziegler, Natasha	X		

6/16/17 Motion

L. Amos: I move to establish a special committee to manage emergent issues impacting staff.

L. Ray seconded.

No objections.

Motion approved.

Motion

Yes: 13

No: 0

Abstain:

7

Absent at the time of  
vote: 7

<u>Council Members:</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Amos, Linda	X		
Beck, Tracie	X		
Berkley, Melissa	X		
President Bigos, Teri	X		
Vice President Bova, Diane	X		
Bright-Kerrigan, Cori	X		
Cargo, Lauren			X
Cicero, Chelsea	X		
Secretary DiStefano, Sarah	X		
Harper, Debra			X
Hartley, Ashton			X
Ingrao, Jason			X
Krupp, Patricia	X		
Pinero, Ysatiz	X		
Ray, Lisa	X		
Rojas, Robert	X		
Stabile, Roseanne			X
Strunk, Lauren			X
Thompson, Kirsten			X
Treasurer Ziegler, Natasha	X		