

Staff Advisory Council

Regular Meeting Minutes

Date: 9/29/2017

Location: Cohen Center Ballroom

Time: 12:30PM-1 PM

Call to Order – President T. Bigos

Time: 12:37pm

Record Attendance: 18 of 23

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	
Theresa Aguiar	X		
Linda Amos	X		
Tracie Beck		X	
Melissa Berkley	X		
Charlotte Bingham	X		
Cori Bright-Kerrigan		X	
Lauren Cargo	X		
Chelsea Cicero	X		
Debra Harper	X		
Ashton Hartley	X		
Jason Ingraio	X		
Patricia Krupp	X		
Andre O'Leary-Fenwick	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, absent

Student Government Liaison: Bradley Berry

Invited Speakers:

Attachments:

One (1) page SAC roll call voting record for 9/29/2017

Agenda Item	Responsible	Discussion	Action/Vote	Follow-up
Approval of Minutes	President (Prez.), Teri Bigos	<p>L. Strunk: I move that the Meeting Minutes of August 25, 2017, be approved.</p> <p>C. Cicero second.</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>	Final version of minutes will be posted to SAC site.
Officer Reports	President (Prez.), Teri Bigos	<ul style="list-style-type: none"> BOT meeting rescheduled to Oct 10th Thanks for questions Welcome back from the hurricane, fared okay, thank you to all staff, faculty, and administrator, So many people came together and thank for all campus support 		
	Vice President (VP), Diane Bova	<ul style="list-style-type: none"> Anonymous Comment Box is down, actively working on getting it repaired 		
	Secretary (Sec'y) Sarah DiStefano	<ul style="list-style-type: none"> Everyone should have polos and nametags. 		
	Treasurer (Treas.) Natasha Zeigler	<ul style="list-style-type: none"> Absent 		
Public Comment				
SAC Liaison Reports	Dr. Michael Rollo	<ul style="list-style-type: none"> Absent for first part of meeting. 		
	Dr. Michael McDonald (Faculty Senate)	<ul style="list-style-type: none"> Absent Morgan Paine, UFF negotiations, offers more broadly, not met since before the hurricane, have not reach agreement on salary. Union is aware of budget cuts, but the union wants to prioritize the people of our community 		
	Bradley Berry (Student Government)	<ul style="list-style-type: none"> Mayor Henderson of Fort Myers Mental health awareness Speaking at each delegation meeting to speak on students behalf 		
Old Business				
New Business		<ul style="list-style-type: none"> L. Strunk: Personnel policies, support staff and create incentives to keep up staff spirits. Want to investigate the cost/benefits of having a Spring Break be a part of the holiday schedule Rosanne Seconds the motion <p>Chair Opens Discussion</p>		

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		<ul style="list-style-type: none"> • C. Bingham, FSW did have Spring Break which is nearby • FSW does shut down completely for Spring Break • K. Thompson, definite costs associated but without increases this year, could be a different benefit for staff • L. Strunk, professional development opportunities is what we typically • C. Cicero: busy week for events for outside organizations, might not work for all staff • J. Ingrao, students are still welcome to stay so staff would still be required during that week <p>Chair Closed Discussion</p>	<p>Motion to allow personnel policies to investigate cost.</p> <p>Motion approved.</p> <p>(See attached voting record for roll call votes)</p>	<p>Final version of minutes will be posted to SAC site.</p>
SAC Standing Committee Reports	Chair: Sarah DiStefano	<p>Planning & Staff Engagement – 2017-2018</p> <ul style="list-style-type: none"> • No Report 		
	Chair: Chelsea Cicero	<p>Special Events – 2017-2018</p> <ul style="list-style-type: none"> • HR Benefits for Oct 12. Looking for volunteers 		
	Chair: Lisa Ray	<p>Employee Recognition Program/Outstanding Staff Awards – 2017-2018</p> <ul style="list-style-type: none"> • Met with Exec Board to start discussion on fixing the PDP program. • Finest of Flock revamped for October • More information to come 		
	Chairs: Roseanne Stabile	<p>Elections</p> <ul style="list-style-type: none"> • No report until meeting in January 		
	Chair: Lauren Strunk	<p>Personnel Policies</p> <ul style="list-style-type: none"> • Planned for next SAC meeting, have a proposed Flextime policy 		
SAC Special Committee Reports	Chair: Kirsten Thompson	<p>SAC Bylaws and Charter Task Force</p> <ul style="list-style-type: none"> • Reviewed other organizational charters and bylaws, • Reviewing different articles 		
University Planning & Budget Council (UPBC)		<p>PBC – Represented by N. Ziegler, K. Thompson</p> <ul style="list-style-type: none"> • Updated on committees <p>Budget Committee (BC) – Represented by N. Ziegler;</p> <ul style="list-style-type: none"> • Meeting Sept 15 		

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		<p>Enrollment/Retention Management Committee (ERMC) – Represented by J. Ingrao, N. Ziegler Bill – 9/20/17 will be the Lucas Center Symposium. It will be an all-day event open to the university and to the community. Keynote speaker will be at 9:00am.</p> <p>Jason-invited everyone to the SAC meeting on 9/29/17, Dr. Martin will be speaking.</p> <p>Brian – 97.5% occupancy rate in housing.</p> <p>Peter-they will be conducting a showcase on 10/6/17 in the Cohen Center from 9:00-1:00. There will be an announcement sent out next week. They will also be having their big event in the Cohen Center on 1/30/18.</p> <p>Susan-several students have asked about the 3/2 withdrawal rule.</p> <p>J. Webb-9/28/17 will be their next lecture series featuring Jessica Rhea. The next scheduled lecture series is on 11/9/17 and may turn into a discussion event in the ballroom. The next Attain to Retain event will be on 2/4/18.</p> <p>Francisco-they have had a successful fall campaign. There has been a 1% increase in enrollment for a total of 1,017 graduate students.</p> <p>Dawn-advised that the “One book One Campus” campaign has now been changed to the name “Eagles Read” and this year the book that has been chosen is “March” (book one) by John Lewis, et al.</p> <p>Another meeting on Oct 3rd</p> <p>Environmental Sustainability Committee (ESC) – Represented by R. Villamil; Back-up: S. Smith</p> <ul style="list-style-type: none"> • No Report <p>Information Resources Committee (IRC) – Represented by Robert Rojas</p> <ul style="list-style-type: none"> • No Report <p>Safety & Facilities Committee (SFC) – Represented by C. Bright-Kerrigan, Backup: C. Trisler</p> <ul style="list-style-type: none"> • Meet next month 		

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		<p>Strategic Planning & Institutional Effectiveness Committee (SPIEC) – Represented by L. Amos; Back-up: T. Beck</p> <ul style="list-style-type: none"> • No Report 		
University Committee Reports		<p>ADA – Represented by C. Cicero; Back-up: H. Bullock</p> <ul style="list-style-type: none"> • No Report <p>Campus Communicators – Represented by Lisa Ray</p> <ul style="list-style-type: none"> • No Report <p>Food Service Advisory Committee – Represented by A. Masse</p> <ul style="list-style-type: none"> • No Report <p>Grant-In-Aid - Represented by L. Cargo; Back-up: R. Rojas</p> <ul style="list-style-type: none"> • No Report <p>Intercollegiate Athletic Committee (IAC) – Represented by M. Berkley, Back-up: Y. Pinero</p> <ul style="list-style-type: none"> • Baseball stadium had <p>Parking Advisory – Represented by R. Stabile; Back-up: A. Peeples</p> <ul style="list-style-type: none"> • No Report <p>Parking Citations Appeals Board – Represented by C. Bleich, D. Harper</p> <ul style="list-style-type: none"> • No Report <p>One Book One Campus (OBOC) – D. Bova</p> <ul style="list-style-type: none"> • No Report <p>Faculty Senate – Represented by T. Bigos, L. Strunk</p> <ul style="list-style-type: none"> • Not meeting until the fall <p>Faculty Senate Institutional Affairs – Represented by L. Amos; Back-up: P. Krupp</p> <ul style="list-style-type: none"> • Team met to review the December schedule proposed by the Registrar’s Office to make up the 9 instructional days lost to Hurricane Irma. The proposed schedule changes the last day of classes from December 6th, to December 19th. Currently 3 exam days are scheduled running through December 22nd. Susan Byars also sent a request to all department chairs to survey whether faculty members plans to give a final exam on the proposed dates indicating the amount of time needed for the exam. The survey is due to the Registrar’s office by 5 pm on Thursday, September 28th. This will provide them with the information to create a schedule and determine the number of days needed for exams. The team voted to recommend the schedule proposed by the Registrar to the faculty senate. The faculty senate meets on Friday, September 29th. • The issue still pending is the due date for grades. This date will be determined after surveys are 		

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		<p>returned and the final exams dates are finalized. Typically, grades are due 2 days after finals.</p> <p>Title IX – Represented by P. Krupp, A. Hartley</p> <ul style="list-style-type: none"> • No Report <p>Diversity and Inclusion Committee – Represented by S. DiStefano, D. Bova</p> <ul style="list-style-type: none"> • No Report <p>Sick Leave Pool Committee – Represented by C. Niemeyer</p> <ul style="list-style-type: none"> • No Report <p>Eagle Family Weekend Committee---Represented by C. Cicero, L. Ray</p> <ul style="list-style-type: none"> • Met yesterday, cookout is Oct 28, all faculty and staff will be free attendance <p>Y. Pinero motions to end the meeting. K. Thompson seconds.</p>		

1. **Next Meeting:** Friday, October 27, 2017, 12:30pm.-2:00p.m., in CC 213.

President adjourned the meeting at 12:53.p.m.

Minutes approved 10/27/17 (date)

 Sarah DiStefano (not final unless signed by Secretary)

<u>Council Members:</u>	Roll	Minutes	Motion: person- nel policies charge		
Aguiar, Theresa	X	X	X		
Amos, Linda	X	X	X		
Beck, Tracie	—	—	—		
Berkley, Melissa	X	X	X		
Bigos, Teri	X	X	A		
Bingham, Charlotte	X	X	X		
Bova, Diane	X	X	X		
Bright-Kerrigan, Cori	—	—	—		
Cargo, Lauren	X	X	X		
Cicero, Chelsea	X	X	X		
DiStefano, Sarah	X	X	X		
Harper, Debra	X	X	X		
Hartley, Ashton	X	X	X		
Ingrao, Jason	X	X	X		
Krupp, Patricia	X	X	X		
O’Leary-Fenwick, Andre	X	X	X		
Pinero, Ysatiz	X	X	X		
Ray, Lisa	—	—	—		
Rojas, Robert	—	—	—		
Stabile, Roseanne	X	X	X		
Strunk, Lauren	X	X	X		
Thompson, Kirsten	X	X	X		
Ziegler, Natasha	—	—	—		

X: Attended/ Approve Motion

—: Absent

O: Deny Motion

A: Abstain