**Staff Advisory Committee**

**October 17, 2018**

**Attending:** Arlo Del Rosario, Cheryl LeBlanc, Donna Cassario, Donna Sewell, Erika Moskowitz, Evan Olsen, Gayle Duncombe, Jennifer Nessmith, John Meyer, Lisa Petrillo, Patty Sellers, Rachel Carroll, Robin Run, Sarah Irizarry, Stephen Czagas, Tina Ellet

The meeting was called to order at 9:25 a.m. by Chairman Evan Olsen. September minutes were reviewed and approved by the committee.

**Special Guest**No Special Guest attended

**Communications**Discussion to rename the Communications Subcommittee to a different name. Suggested name is Internal Communications.

A SAC Facebook page was discussed to share events and other SAC topics along with who would run it.

No set schedule regarding recommendation updates for the President’s Office. It is agreed that recommendations will be given as needed.

**Committee Membership**One new member needs to be recruited to replace a member who left.

**Outreach Social**Halloween Social will be led by the Outreach Subcommittee. The Social will be on October 31 from 2-4pm. Dining Services will provide food and drinks. For candy, it was suggested to use a p-card to buy from Amazon along with other small Halloween themed handouts. A SAC member’s office is storing decorations left by a former member. Other members said they have additional decorations that can be used. Activities to include: Props for pictures including selfie sticks and games. There was discussion on tent layout and additional tents for shade.

Suggestions for the Flyer: remove contest and replace with prizes for costumes. Add the United Way logo. It was also suggested to add pictures from the prior year.

There will also be a raffle with the United Way campaign at the Halloween Social.

**Other**The online suggestion box has received 47 responses since Dr. McCay’s announcement. Majority of suggestions pertain to parking problems. SAC lightly discussed a few options and will address more in a future meeting to see if there is a recommendation to make to the President. Other suggestions made are on-going training campus wide, leave of absence/maternity leave, painting building numbers on the Quad buildings, 360 review from employee to management. It was suggested that training topics should be in a centralized location on the FIT web page.

Meeting ended at 11:15am

Submitted by Erika Moskowitz