**Staff Advisory Committee**

**December 5, 2018**

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

The meeting was called to order at 9:28 a.m. by Chairman Evan Olsen. November minutes were reviewed and approved by the committee.

**Special Guest**No Special Guest attended.

Dondi Kuennen will be attending January’s meeting.

**Subcommittees**

Benefits Subcommittee:
Possible topics to have a conversation with Dondi Kuennen about:

1. Structure of Employee Review Form
* Category Ratings feel subjective
* Add attendance section
* Comment section for employee to comment on their review
1. Healthcare package changes
2. Open Enrollment – sick bank benefits
* SAC can set up a table to provide more information
1. Clarification of FMLA/Leave of Absence
2. New Hire orientation – provide more details of the benefits and perks the University offers
3. Address the disconnection with off-site employees

Internal Communications Subcommittee:No matters to address.

Membership Subcommittee:Received two applications, both are virtual site employees. The subcommittee will review each application and make a decision for January’s meeting.

Outreach Subcommittee:SAC will have a sponsored gift basket at the President’s Picnic.

Spring Social - Target of April-June timeframe. Activities suggested for the Spring Social include a scavenger hunt, cocktails.

Service Day Incentive suggestions include 60 days of volunteering using Panther Prowl to keep track of volunteer hours, employee connection where employees shadow each other and learn more on what everyone does. End with a Volunteer Awards Ceremony.

Safety & Security Subcommittee:
It was suggested the campus add more Electric Vehicle Spots.

Facilities approved their employees using the Reserved Service Vehicle spots for their personal cars while the Florida Tech vehicles are in use.

**Other**No additional matters to address.

Meeting ended at 10:28am.

Submitted by Erika Moskowitz