

Staff Advisory Committee

Sept. 9, 2015

Attending: John Allen, Rachel Carroll, Donna Cassario, Shirley Czekanski, Donna Duhaime, Chris Finn, Denise Flutie, Dona Gaynor, Jason Griggs, Liz Kyle, Dominic Lombardi, John Meyer, Lisa Petrillo, Robin Run, Danielle Schukoske, Kathy Villegas, Chris Whitman,

The meeting was called to order at 9:28 a.m. by chairman Dona Gaynor.

The meeting began with introductions and welcome to the new members. The minutes from the June 10, 2015 meeting were reviewed and approved.

Engagement Sub-committee

The committee reviewed the Engagement subcommittee rough draft and had several recommendations for the Florida Tech Civic Engagement event idea and the expansion of Always Give 5 Star Service training.

Summary Florida Tech Civic Engagement Event: This event will incorporate Civic Engagement into an existing event such as the Annual Holiday Party (Presidents Picnic or Spring Break as alternative options). In the morning, staff would be allowed to participate in Service/Volunteer opportunities with organizations such as Keep Brevard Beautiful, Brevard Children's Hunger Project, Daily Bread, etc. Another possible component of this event is to promote participation in Toys for Tots and the Food Drive on campus. The Holiday Party would continue at the usual time in the afternoon with the highlight being an announcement of estimated service hours by Florida Tech employees. The intent of this event would be to give employees the opportunity to interact with each other while contributing to a worthy community cause.

The following suggestions were provided:

- To broaden dates, consider multiple days and shifts to permit flexibility.
- Add in competition aspect between departments or teams. Winner would receive recognition and bragging rights.
- Determine if civic engagement is reported by the university and by which department. If this information is reported encourage employees to report logged community service hours.

Summary of Expansion of Always Give 5 Star Service Training: The Always Give 5 Star Service training program has been very successful with several departments in the Harris Commons building and other departments on campus. The values instilled in this program promote good customer service amongst staff that will encourage unity and oneness within each department and benefit the cultivation of positive relationships and better communication. The committee recommends that the program should be expanded to all departments on campus.

The following suggestions were provided:

- Review 5- Star Service Website <http://www.fit.edu/5-star/>
 - Review process to help prepare for university wide training

The Engagement sub-committee will revise the draft accord to the suggestions provided above.

Chairman, Dona Gaynor explained the different subcommittees that have been established by the committee members. Some committees are operational by nature, while others focus on staff recommendations and concerns.

Communication:

- Accomplishments:
 - Podcasts
- Goals:
 - Inform staff on Institutional Research data

Parking/safety:

- Accomplishments:
 - Safety mirror placement
- Goals:
 - Education on Be On The Lookout (BOLOS)

Benefits:

- Accomplishments:
 - Sick Leave Bank
 - Increased vacation accrual rate for non-exempt hourly employees beginning 10 years of service
 - Faculty/Staff discounts for campus dining venues
- Notes:
 - Due to the complexity and diversity of benefits, the subcommittee feels it may be best to branch off and focus on specific areas.

Outreach/socials:

- Accomplishments:
 - Successful Socials
- Goals:
 - Continue to promote awareness
 - Encourage suggestions and feedback from staff members

Recruiting/Membership:

- Accomplishments:
 - Diversity - Representatives from a wide range of departments
- Goals
 - Increase applications
 - Improve application process
 - Include Public Relations sub-committee

Public Relations/Website:

- Accomplishments:
 - Website, brochures, emails, photos
- Notes:
 - Subcommittee chair and secretary will gain website access
 - Monthly minutes posted to website
 - Provide schedule and event information

Engagement:

- Goals:
 - Provide opportunities where staff members can interact promoting team building
 - Opportunities for training and development

New members joined the subcommittees of their interest. Dona explained that often guest speakers will come to educate the committee on various topics.

Outreach Sub-committee:

Halloween Social – Tentative date of Friday, October 30th 2-4pm Sub-committee Chair, Liz Kyle will serve as P.O.C. Sub-committee will be responsible for approvals, ordering catering, decorations and setup.

Spring Social - Date TBD

Next Meeting:

The meeting will be held on Wednesday, October 14th, 2015 in 7th Floor Crawford at 9:15am.

Submitted by Danielle Schukoske