**Staff Advisory Committee**

**August 9, 2017**

**Attending:** Justin Andrade, Rachel Carroll, Donna Cassario, Shirley Czekanski, Gayle Duncombe, Denise Flutie, Dona Gaynor, Kristie Kwong, Liz Kyle, Dominic Lombardi, Lisa McKendree, John Meyer, Evan Olsen, Lisa Petrillo, Danielle Schukoske

The meeting was called to order at 9:00 a.m. by chairman Dona Gaynor. May minutes were reviewed and approved by the committee.

**Committee Structure**

The committee reviewed the proposed committee bylaws, which outline the SAC mission, application process and membership requirements. Recommended subcommittees and service term agreements are also outlined in the bylaws. Titles and responsibilities of leadership have been appointed.

Chairman Dona Gaynor congratulated:

* Evan Olsen appointed Vice Chair position
* Gayle Duncombe appointed communications subcommittee chair
* Donna Cassario appointed membership subcommittee chair
* Danielle Schukoske appointed secretary

Other subcommittees created for this year included benefits, outreach, safety and security. Subcommittee chairs and committee members will be noted on the SAC website and topics to be considered for each subcommittee will be discussed in future meetings.

**Special Guest**

President McCay joined the August Staff Advisory Committee meeting. The committee discussed the proposed committee structure and bylaws. President McCay expressed full support with the Staff Advisory Committee. President McCay and executive assistant Rebecca Crook will be attending multiple SAC meetings throughout the year. President McCay also offered to meet directly with the Chair and Vice Chair as needed.

In addition, discussions regarding employee morale were discussed. In efforts to improve employee morale, President McCay declared Spirit Friday where members of the Florida Tech community are encouraged to wear university colors/gear.

The committee discussed future guest speakers for the year of 2017-2018.

The next SAC meeting is Wednesday, October 18 at 9:30 am in Room 276 Olin Engineering Building.

Submitted by Danielle Schukoske