**Staff Advisory Committee**

**November 8, 2017**

**Attending:** John Allen, Rachel Carroll, Donna Cassario, Shirley Czekanski, Gayle Duncombe, Dona Gaynor, Jason Griggs, Liz Kyle, Dominic Lombardi, Lisa McKendree, John Meyer, Evan Olsen, Lisa Petrillo, Robin Run, Danielle Schukoske

The meeting was called to order at 9:30 a.m. by chairman Dona Gaynor. October minutes were reviewed and approved by the committee.

**Committee Structure**

The committee is pleased to announce that the proposed bylaws have been sent to the President’s office for review and approval.

**Committee Membership**

The membership subcommittee recently reviewed applications and will recommend two candidates to the President’s Office for approval. In addition, the membership subcommittee has reached out to departments that are not yet represented on Staff Advisory to discuss the opportunity.

**Outreach Social**

SAC declared the Halloween social a success! Staff members provided several suggestions on ways to improve employee morale. There were several suggestions regarding employee benefits, professional development and employee training. The Outreach committee shared each suggestion with the appropriate subcommittee.

The outreach committee discussed other opportunities to get staff members involved. The next outreach event will be held on November 15th at Market Day. Staff members will be encouraged to visit the SAC table from 11 – 2pm. All staff members that submit their SAC Bingo during the event will be entered to win a prize. To help ensure that suggestions remain anonymous a suggestion box will be provided at the SAC table.

**Communications**

The topic of an online suggestion box was brought up in the President’s Town Hall and there is some confusion if there really is an online suggestion box and where it is located on the FIT website. It has been suggested that the SAC website would be a good location for staff to submit suggestions and this will be a topic for further discussion in the future.

The next SAC meeting is December 6th at 9:30 am in the Allen Henry Building conference room.

 Submitted by Danielle Schukoske