President’s Quality of Life Committee
Meeting Minutes for
Monday, March 31st, 2014
12:00 p.m. – 1:15 p.m.
Institutional Research Conference Room, Work Building

In Attendance: Monica Baloga (Chair), Catherine Cook, Carla Deras, Ulreen Jones, Jackie Lingner, Bill Macom, Vitalis Okafor, Daniel Otero, Dylan Polasko, Sharon Stanfield, Kristi Van Sickle

Absent: Chase Brown, Cat Carnley, Jessica Cushman, Cheryl Davis, Eric Kledzik, Mischa Maxwell, Cookie Young

I. Approval of February 24, 2014 meeting minutes
The minutes were unanimously approved by all in attendance.

II. and III. Discussion and Recommendations:
(3) Conference Center
The Chair opened discussion concerning the proposed Conference Center. The committee, again, responded favorably to the idea of building one, emphasizing that it needs to be more than just adequate in order to operate successfully. Because of the lack of large venues in the area, it could greatly benefit the surrounding community as well. No one had additional recommendations to the facilities/amenities list provided during the November 19, 2013 meeting, but stressed the importance of state-of-the-art facilities and technology. The committee did recommend the development of an academic program (a minor in Hospitality Management), using existing programs at FIU, Cornell University, and Michigan State University as benchmarks.

(4) Quality of Communication at FIT
Communication at FIT should be smarter and more effective. This does not necessarily mean inundating every inbox, listserv, mailbox, and wall space with announcements and information. Instead processes should be developed that govern effective communication of policies, announcements, staff changes, events, etc. Suggestions include
- The official source for all institutional news and information should be Florida Tech’s website
- Create communication flowcharts (personnel and procedures) to ensure we meet the Communication definition, “Right information to the right people at the right time.”
- Training for academic and administrative unit heads; accountability for lack of dissemination
- Mandatory communication of new (or changes to existing) policies and procedures
- Revise procedures for updating information on the web and in BANNER. For example
  - update information in “real time”, such as, changes in staff, titles, offices, phone numbers, etc.)
  - centralized mechanism for making information changes that effect every place it is published online
• Update antiquated methods with better use of technologies
• Promote more effective use of the Master Calendar
• For students, provide an event kiosk and/or allow advertisement of event in Panther Dining

When asked about what is considered the most effective means of communication, faculty, staff, and students on the committee had varied responses. The faculty and staff indicated that they liked telephone and email communication, but emphasized the need for better organization and display of information. Students need better ways to advertise events, claiming they have been banned from using digital signs in Panther Dining. This seemed counter-intuitive to committee members. Because students frequent the dining hall most often, posting of student events and information there makes sense.

IV. Action Items
The Chair asked committee members to be prepared to read and review the President’s Report. It will be submitted to them via email in April.

V. Next meeting: TBD
There will be no further committee meetings this academic year.

Respectfully submitted,

Monica H. Baloga, Chair

April 13, 2014