

Staff Advisory Committee

April 9, 2014

The meeting was called to order at 9:15 a.m. by chairman Dona Gaynor.

Attending: Dona Gaynor, Leslie Savoie, Liz Kyle, Dan Parnell, Christopher Whitman, Margie Smith, Mary Cromer, John Meyer, Chris Finn, Vanay Syme, Gayle Duncombe, Karen Brown, Jason Griggs, Lisa Petrillo, Rupert Pattison, Carla Howell, Shirley Czekanski, Sharon Carnohan
Special guest: Wes Sumner, Vice President for Marketing & Communications

Minutes from the March 12 meeting were read and approved.

The safety sub-committee reported that at the end of the current contract on paid parking spaces, individuals will no longer be able to buy a parking space in any location and there will be a set block of spaces that can be purchased in designated locations. The sustenance assistance sub-committee reported that there is a food drive currently underway on campus and committee members should support it. The committee will try to incorporate a food drive into the Fall Halloween Social.

The membership sub-committee reported that the membership application changes were complete and the form is ready to disseminate to the campus community to solicit applications. A message will be sent to the StaffDist list and applications will be uploaded to SAC Google Drive for review. The Chair noted that a more effective method to solicit and receive applications needs to be developed for next year.

The outreach sub-committee has an outreach activity planned for Tuesday, April 15th in Florida Tech Commons to engage employees who work in that building. There will be a spring theme and all members are asked to attend for a short time, if possible.

The committee welcomed special guest Wes Sumner, Vice President for Marketing & Communications to the meeting. Mr. Sumner updated the committee on staff changes in his office and on updates to Access Florida Tech. The Chair provided Mr. Sumner with background on internal communication issues that the committee has been discussing throughout the year. Some of the areas include:

- Best methods to communicate important information such as policy updates and university news that might include new technologies and more interesting delivery methods such as video podcasts.
- Encouraging a culture of sharing and communication across the campus.
- Examining current communication tools and processes and focusing on what works well and continuing good practices.
- Creating an internal communication strategic plan that would include best practices and resources to improve communication.

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