

## **Staff Advisory Committee**

**April 10, 2019**

**Attending:** Arlo Del Rosario, Cheryl LeBlanc, Donna Cassario, Elizabeth Middleton, Erika Moskowitz, Evan Olsen, Gayle Duncombe, Jason Griggs, John Meyer, Lisa Petrillo, Rachel Carroll, Regine Diehl, Robin Run, Sarah Irizarry, Stephen Czagas, Tina Ellet

The meeting was called to order at 9:30am a.m. by Chairman Evan Olsen. March minutes were reviewed and approved by the committee.

### **Special Guest**

No special guest in attendance for April's meeting.

### **Subcommittees**

#### **Benefits Subcommittee:**

New Member Orientations should include a blurb about the SAC. New member orientation will be expanding training for new members. Every 3-4 weeks new members can attend more training to include navigation in Microsoft Office, Banner, Canvas, etc. WorkDay may change this process once implemented.

#### **Internal Communications Subcommittee:**

The Internal Communications Subcommittee met to discuss and agree on an action plan regarding incoming suggestions from staff at Florida Tech. The subcommittee recommends adding a suggestions section to the meeting minutes for SAC to openly discuss and determine an action plan, if necessary, for each response effective April 2019. The SAC website will be periodically updated under the Recommendations section.

#### **Membership Subcommittee:**

5 member terms ending this year, membership advertisement will need to be sent out to fill the 5 seats.

Membership Subcommittee will send out emails and discuss incoming applications.

#### **Outreach Subcommittee:**

Scavenger Hunt is being planned for late spring/summer time.

Further discussion on the Scavenger Hunt included:

- Get word or phrase from each location
- Make it fun and encourage staff to get to know each other
- Off campus staff can call if unable to visit
- Narrow the locations to 10 spots
- Word search phrase

The Outreach Subcommittee to meet separately and drill down on the specifics.

**Safety & Security Subcommittee:**

Online learning to be in place for EHS and OSHA. Launch date not announced yet.

The new Safety Director plans to meet with departments to set up training and work on compliance.

**Staff Suggestions:**

1. Buildings that have areas for student lounges, students are being loud/distracting around employee offices and leaving trash on tables: The SAC will pass a suggestion on to the department(s) in charge of the area and recommends more trash cans be added along with signage reminding all to be considerate of their surroundings.
2. Management needs to be trained on equality: The SAC agrees that this is an individual department or Human Resource matter. The SAC will not advise further.

**Other**

One member has observed vendor vehicles blocking areas in front of the Scott Center.

Another member has observed certain staff putting cones out to save spots when they leave to save their parking spots.

E-mail distribution lists are not being utilized properly. Some staff members are not using the employee dist list send staff specific emails to, instead e-mails are being sent to fitforum and facforum. General HR topics should be distributed to all staff and faculty.

Cleaning-contact the Facilities department for any cleaning requests.

The SAC appreciated the announcement from Dr. McCay during his Town Hall regarding communication needing to be improved on.

Advertise board approved capital projects (no money shown) so the campus knows what is coming up.  
To be updated on the Facilities website.

Meeting ended at 11:09am.

Submitted by Erika Moskowitz