

Staff Advisory Committee

April 13, 2022; Hartley Room - Denius Student Union Building

Attendees: Donna Cassario, Sarah Irizarry, Allie Biagioni, Sonny Cherrito, Jimmy Crook, Rebecca Crook, Susan Erickson, Chris Finn, Brittney Lamb, Amy Meyer, John Meyer, Elizabeth Middleton, Jeffrey Richardson, Angela Taylor, Rosalee Vega, and Dan Welch.

The meeting was called to order at 9:30am by Chair, Donna Cassario. March 9, 2022 minutes were approved. April meeting adjourned at 11:08 am. Minutes submitted by Brittney Lamb. Next meeting will be May 11th, 2022 at 9:30am.

Guest Speakers:

Dr. Marco Carvalho, Acting President

Dr. Carvalho shared his thoughts and ideas for the immediate future, following the resignation of President McCay. Dr. Carvalho spoke about the following topics:

- Search Committee timeline for new President - Dr. Carvalho will serve as Acting President for the next couple of months while the Board of Trustees searches for an Interim President. The Interim President would, ideally, serve for ~9-12 months following the appointment. The Committee hopes to have a new president for the 2023-2024 Academic Year.
- 5 Year Strategic Plan - Four pillars drive the Board of Trustees' plan. 1) Efficiency; 2) Stability; 3) Focus; 4) Visibility. Two examples of initiatives include departmental restructuring to apply an emphasis on cross-training and marketing promotion to apply an emphasis on both internal and external branding.
- Overarching goal - national recognition as a leading, technical university.

Mark Lumsden, Chief Information Officer

Mark Lumsden highlighted the recent restructuring of the Information Technology department and shared their focus of project management.

- IT is together in Shaw Hall as one Department, rather than being dispersed across campus. A complete Organizational Chart is available for reference and an Open House will be announced.
- A new ticketing system and knowledge base is a priority to replace Footprints. This will allow for an efficient, focused, and cross-trained team to handle technical issues across campus.
- Wireless networks, security sensors, and emergency systems across campus are being updated and re-installed.
- A new system for Asset Management is in the development phase.

Subcommittees - Members and Updates

Benefits Subcommittee - **Karen Hill, Dan Welch, John Meyer, and Rosalee Vega**

Committee members share their positive feedback on Ameriflex.

Communications Subcommittee - **Andy McIlwraith, Jimmy Crook, Chris Finn, and Brittney Lamb**

A second call for SAC applications was disseminated on Monday. It received 364 opens and 27 clicks.

Membership Subcommittee - **Elizabeth Middleton, Amy Meyer, Andy McIlwraith, Brittney Lamb, and Allie Biagioni**

Following the two e-mail blasts, we have received 5 official applications. A membership subcommittee meeting will be held prior to our next monthly SAC meeting.

Outreach Subcommittee - **Stevie Johnson, John Pay Seng, Jimmy Crook, and Elizabeth Middleton**

Rebecca Crook commented her support on behalf of the President's Office for the return of Staff Events in future semesters.

Safety/Security Subcommittee - **Amy Meyer, Susan Erickson, Sonny Cherrito, Jeff Richardson, John Pay Seng, and Angela Taylor**

A PRT meeting is being held later today to discuss requirements and protocols. Safety training is being provided for Florida Tech employees. This information should be shared on the Facebook page, so parents receive visibility!

Old Business and Follow Up

HR may be working on training relevant to administrative assistants and similar roles.