

Staff Advisory Committee

February 17th 2016

Attending: John Allen, Rachel Carroll, Donna Cassario, Mary Cromer, Shirley Czekanski, Donna Duhaime, Gayle Duncombe, Evan Olsen, Denise Flutie, Dona Gaynor, Liz Kyle, Dominic Lombardi, John Meyer, Lisa McKendree, Lisa Petrillo, Danielle Schukoske

The meeting was called to order at 9:16 a.m. by chairman Dona Gaynor.

The minutes from the Jan 13, 2016 meeting were reviewed and approved.

Benefits

Prior to the meeting, Benefits subcommittee arranged for the Director of HR, Karen Gathercole to attend the SAC meeting to discuss employee benefits including sick leave, holiday leave and 9 month employee vacation time. Karen addressed several questions about sick leave and holiday leave and clarified those policies for the committee. She also clarified the leave policies granted to 9 month employees.

The Staff Advisory Committee was pleased to hear that Open Enrollment went well. Karen announced that 98% of employees took action to either accept or decline their benefits. Karen also indicated that adding the Sick Leave Bank to Open Enrollment was a large success. Due to the large influx in Sick Leave members, the Staff Advisory Committee recommends sending out targeted emails to members to help explain the protocol and member benefits.

Outreach

The Outreach Subcommittee is planning an outreach event on March 17th from 11am – 1pm outside the SUB. Members of the committee will be available to meet, greet, and discuss ongoing efforts with staff members of the university. The goal of the event is to promote awareness of the Staff Advisory Committee and provide an opportunity for staff to suggest improvements to employee morale at Florida Tech. Liz Kyle, chair of outreach sub-committee is working with Robin Run regarding logistics and members of the committee are asked to set aside some time that day to help out with the event.

Quality Of Life

Dona plans to attend the March Quality of Life Committee meeting that is designated to discuss continued improvements with communication on campus. She will share pertinent information from the Staff Advisory Committee's work on this issue over the past few years.

Next Meeting

The next SAC meeting will be held on Wednesday, March 9th 2016 in 7th Floor Crawford at 9:15 am.

Submitted by Danielle Schukoske