**Staff Advisory Committee**

**February 14, 2018**

**Attending:** John Allen, Justin Andrade, Donna Cassario, Shirley Czekanski, Gayle Duncombe, Dona Gaynor, Jason Griggs, Sarah Irizarry, Liz Kyle, Dominic Lombardi, John Meyer, Erika Moskowitz, Evan Olsen, Lisa Petrillo, Robin Run, Danielle Schukoske

The meeting was called to order at 9:30 a.m. by chairman Dona Gaynor. January minutes were reviewed and approved by the committee.

**New Members**

The committee welcomed two new members, Sarah Irizarry and Erika Moskowitz. Chairman Dona G. provided a brief overview of the SAC subcommittees, their functions and accomplishments.

**Committee Membership**

The membership subcommittee discussed the application process for the upcoming year. The subcommittee will create an email campaign to encourage interested staff members to apply online using the electronic form provided on the SAC website. The subcommittee will also determine what areas of the university are currently under-represented on SAC so more targeted outreach can be done to those departments. Their goal is to start the campaign in mid-March.

**Outreach Social**

The outreach committee is excited to implement FITRocks, which was inspired by the kindness project. The outreach committee will have supplies to allow staff members to get creative, decorate rocks and show their panther pride. Staff members will be encouraged to participate during the upcoming Market Day, March 14, 2018. In addition, staff members will have the opportunity to meet members of the SAC and provide anonymous suggestions to improve employee morale. The Market Day will also be an opportunity to identify potential new members to serve on SAC.

**Communications**

The communications subcommittee reviewed possible avenues to provide an anonymous online suggestions box for staff members. The communications sub-committee is in the process of writing up their proposal and submitting it to the President’s office for review.

**Guest Speaker**

Karen Gathercole, Associate Vice President of Human Resources requested to attend the March SAC meeting to discuss the leave policy.

The next SAC meeting is March 7th at 9:15 am in the Allen Henry Building conference room.

 Submitted by Danielle Schukoske