

## **Staff Advisory Committee**

**January 13th 2016**

**Attending:** John Allen, Rachell Carroll, Donna Cassario, Mary Cromer, Shirley Czekanzki, Donna Duhaime, Gayle Duncombe, Evan Olsen, Chris Finn, Denise Flutie, Dona Gaynor, Jason Griggs, Kristie Kwong, Liz Kyle, Dominic Lombardi, Lee Martucci, Lisa McKendree, Lisa Petrilla, Kathy Villegas, Danielle Schukoske

The meeting was called to order at 9:22 a.m. by chairman Dona Gaynor.

The minutes from the Dec. 10, 2015 meeting were reviewed and approved.

### **Benefits**

Prior to the meeting, Benefits subcommittee arranged for HR director, Karen Gathercole to attend the February Staff Advisory Committee meeting to discuss employee benefits including: sick leave, volunteer leave, and 9 mo. employee vacation time.

The benefits committee confirmed that sick leave has been approved to be an option during open enrollment.

### **Recruiting/Membership Subcommittee**

The Staff Advisory Committee currently has a strong membership. The committee is pleased to have representatives from numerous departments. Committee member, Gayle Duncombe has volunteered to review the Staff Advisory Committee website to ensure members, and subcommittee lists are up to date. In addition, the subcommittee will review options to enhance visuals such as the banner on the website. In regards to new membership, the application is available via the website. Due to the high membership level, the committee will not be sending out blast emails regarding membership until further notice.

### **Outreach**

To allow staff members the opportunity to meet with the Staff Advisory Committee, members of the committee will be available to meet, greet, and discuss ongoing efforts outside the sub on March 17<sup>th</sup> from 11am – 1pm. The committee hopes to promote awareness, in addition to provide an opportunity for staff to suggest improvements to employee morale at Florida Tech. Liz Kyle, chair of outreach subcommittee is working avidly with Robin Run regarding logistics. In addition, a raffle will be held with several prizes. Committee member, Kristie Kwong has volunteered to review brochures. These brochures will be handed out at the event.

### **Next Meeting**

The next SAC meeting will be held on Tuesday, February 17<sup>th</sup> 2015 in 7<sup>th</sup> Floor Crawford at 9:15 am.

Submitted by Danielle Schukoske