

Staff Advisory Committee

March 12, 2014

The meeting was called to order at 9:18 a.m. by chairman Dona Gaynor.

Attending: Carla Howell , Shirley Czekanski, Dona Gaynor, , John Meyer, Liz Kyle, Christopher Whitman, Chris Finn, Karen Brown, Lisa Petrillo, Vanay Syme, Jason Griggs, Evan Olsen, Leslie Savoie, Rupert Pattison, Gayle Duncombe

Minutes from the February 13, 2014 meeting were read and approved. The Chair advised the various sub-committees to begin developing recommendations that can be presented to the President.

The committee reviewed the parking recommendations made by the Faculty Senate and will incorporate those recommendations into our final parking and safety recommendations. The communications sub-committee provided a report from their last meeting on February 28 that included an example of an internal communication plan from another university that seemed to be a good example of a best practice that could be adopted at Florida Tech. They also presented an idea to utilize video technology to make important announcements. The suggestion would be to have the President (or a designee) tape a video podcast with important updates or announcements that would be broadcast on a regular basis. The committee also discussed the challenges of improving channels of communication as well as ensuring that staff members are receiving important information in a method that is most effective for them. It was noted that improving communication is listed in the university's Strategic Plan so it is an important issue at the highest levels of the university. The committee will invite Wes Sumner, Vice President of Marketing and Communication to attend the next meeting to gain more insight into what is currently being done to improve communication and to discuss our ideas with him.

The membership sub-committee asked the committee for feedback on the many suggestions they provided at the last meeting. There was discussion on the best way to solicit applications, especially from under-represented departments. It was also determined that the current method of applying to the committee is not optimal and needs work to make it more user friendly for both applicants and those that review the applications. The public relations and membership sub-committee will work on improving the process for the upcoming application period. The committee decided that one recommendation that should be implemented is to thank the department heads who support the involvement of current members and the President's Office will be asked to send a thank you note to those departments.

The outreach sub-committee suggested that we plan an outreach event at Florida Tech Commons since many of those employees don't attend the large events held on the main campus. The event will be planned for mid-April.

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