

Staff Advisory Committee

May 14, 2014

Several committee members met at 9:00 am to receive training on Google Docs so members can more work more effectively together by sharing documents and providing feedback on recommendations.

The regular meeting was called to order at 9:35 a.m. by chairman Dona Gaynor.

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

Special guest: Dr. Monica Baloga, Vice President for Institutional Effectiveness and International Programs

Minutes from the April 9 meeting were read and approved. The Chair noted that since our recommendations have not been finalized, the committee will need to meet again in June.

The safety sub-committee reported that their final recommendations will focus on pedestrian safety, lighting and an echo of the faculty senate recommendations on parking which includes having designated areas to buy parking spots.

The communication sub-committee reported that they are trying to focus their final recommendations in the following areas:

- Recommending new methods of communicating important information such as video broadcasts or podcasts from the President as a way to better engage employees.
- Recommending the creation of a plan to improve internal communication that would tie into the University's Strategic Plan and incorporate feedback from other committees such as the Quality of Life Committee.

For next year this sub-committee would like to focus on a way to measure and improve staff engagement.

The outreach sub-committee reported that the outreach event at Florida Tech Commons was a great success with many employees attending and several provided suggestions for areas that the committee should address including several safety issues and staff recognition.

The committee welcomed special guest Dr. Monica Baloga, Vice President for Institutional Effectiveness and International Programs. Dr. Baloga requested to attend this meeting to update the committee on the SACSOC accreditation renewal that the university is currently working on and provided some details on the process and how it might affect staff members. She stressed the importance of this accreditation to the university and the need to support the efforts of her office in completing the process.

The next meeting will be held on Wednesday, June 11th at 9:15 am in Crawford 7th Floor.