

## Staff Advisory Committee

May 8, 2019

**Attending:** Arlo Del Rosario, Donna Cassario, Donna Sewell, Elizabeth Middleton, Erika Moskowitz, Evan Olsen, Gayle Duncombe, Jennifer Nessmith, John Meyer, Lisa Petrillo, Lisa McKendree, Patty Sellers, Rachel Carroll, Regine Diehl, Robin Run, Sarah Irizarry, Stephen Czagas, Tina Ellet

The meeting was called to order at 9:30am a.m. by Chairman Evan Olsen. April minutes were reviewed and approved by the committee.

### **Special Guest**

No special guest in attendance for May's meeting.

### **Subcommittees**

#### **Benefits Subcommittee:**

No topics discussed.

#### **Internal Communications Subcommittee:**

No topics discussed.

#### **Membership Subcommittee:**

SAC received fifteen applications. The Membership Subcommittee narrowed the selection down to eight applicants and submitted their recommendations to the President's office for review and final selection.

#### **Outreach Subcommittee:**

The scavenger hunt is being planned for the full month of July. Winners will be announced the first week of August during the Scavenger Hunt Party. Prizes will be included. Location of party potentially to be held at The Ruth Funk Center.

Ideas discussed regarding promoting the scavenger hunt included e-mails and posters for offices.

Tentative locations for scavenger hunt:

Controller's Office	Facilities	Human Resources
Keuper Building	Clemente	Security
Scott Center	Ruth Funk Center	Library
Commons Building	IT Building	

The Outreach Subcommittee to meet separately and drill down on the specifics. The subcommittee will also plan for a beta test within the SAC group.

Gatorade-SAC would like to hand Gatorade out to Facility and Security staff as a thanks for all you do. Evan will meet with the President's Office for approval. Thank you notes were suggested to be tied on the bottle.

### Safety & Security Subcommittee:

SAC would like for the new Director of Security to be our special guest in August.

Security officers are doing interior building checks in addition to their exterior checks.

### Staff Suggestions:

1. A firm policy should be created regarding personal phone use having to be used for work purposes. Employees should have a work phone provided instead of the employee using their own personal plan.
  - The SAC feels this matter should be brought up to the individual department head. It was also discussed that a campus wide policy be recommended to the President's Office.
2. Staff need to be reminded that we are here for the students and should be helping them as much as possible.
  - The SAC will make a suggestion for the President's Office to make an announcement.
3. Can the reserved Panther Plate parking, such as the lot on Country Club Rd, be replicated at other parking locations?
  - The SAC will bring this up to the President's Office for a decision.
4. Pedestrian Bridge over Babcock St.-Leadership needs to figure out how to make it happen.
  - The SAC recommends that staff address this with the City of Melbourne as this area is their responsibility, not Florida Tech. The City of Melbourne recently held a town hall meeting on this that was open to the public.
5. At the President's Town Hall, it is difficult for staff to ask questions without feeling belittled.
  - The SAC will bring this up with the President's Office so they are aware of this concern.

### Other/Open Discussion

SAC lunch is tentatively scheduled for July.

Human Resources should send out monthly newsletters announcing new hires, promotions, retirement announcements, etc. so the campus has an awareness of changes.

Exit interviews should be done for anyone leaving the University.

Meeting ended at 11:30am.

Submitted by Erika Moskowitz