

## **Staff Advisory Committee**

**November 10<sup>th</sup> 2015**

**Attending:** Justin Andrade, Rachell Caroll, Donna Cassario, Shirley Czekanzki, Gayle Duncombe, Chris Finn, Denise Flutie, Dona Gaynor, Jason Griggs, Kristie Kwong, Liz Kyle, Dominic Lombardi, Lee Martucci, John Meyer, Lisa McKendree, Lisa Petrilla, Robin Run, Danielle Schukoske

The meeting was called to order at 9:17 a.m. by chairman Dona Gaynor

The minutes from the Oct. 14, 2015 meeting were reviewed and approved.

### **Engagement Sub-committee**

A rough draft of the civic engagement proposal has been written and reviewed by the committee. The subcommittee chair, Chris Finn plans to contact the office of Human Resources to setup a time to discuss the proposal. The committee will then have a chance to ask questions and make any adjustments to the proposal as needed.

### **SAC Halloween Social**

The committee was thrilled that so many staff members were able to attend the social. Subcommittee chair Liz Kyle thanked the subcommittee for helping with logistics, setup, prizes, and ensuring all staff members had a great time.

Staff members anonymously submitted over 30 suggestions via the suggestion box! The committee categorized and prioritized specific suggestions. Due to the nature of some suggestions, the committee feels it would be best reviewed by other committees on campus. These specific suggestions will be given to other committees such as Student Government and The Quality of Life committees. Thank you notes were written by some staff members and shared with the committee. It was evident that everyone had a great time.

### **Day of Giving**

Florida Tech will be participating in the national movement, The Day of Giving on 12/01/2015. Committee member, Donna Cassario presented to the committee and explained that a lot would not be possible without the support from the community. Marketing and communications will be advertising the day on campus, at the football game, direct mail, and through electronic communication. Donors will be able to give to 5 different colleges and other teams including Evans Library. To help promote awareness use the #ParticipationMatters. Participation will be measured and the teams with the highest participation levels will have the funds matched by the board of trustees.

### **Quality of Life**

The QOL committee discussed the importance of diversity and making others aware of religious holy days. The QOL plans to have a representative attend the next Faculty Senate Meeting to discuss ways to promote awareness on campus.

### **Benefits Sub-committee**

The subcommittee is in the process of reviewing topics such as vacation, flex schedules etc. and will be getting back to subcommittee chair, Evan Olsen regarding top priority items.

### **Next Meeting**

The next SAC meeting will be held on Thursday December 10<sup>th</sup> at 9:15 am in the President's Conference Room located in the Miller Building.

Submitted by Danielle Schukoske