

## **Staff Advisory Committee**

**Oct. 14, 2015**

**Attending:** John Allen, Justin Andrade, Rachel Carroll, Donna Cassario, Mary Cromer, Shirley Czekanzki, Donna Duhaime, Gayle Duncombe, Chris Finn, Denise Flutie, Dona Gaynor, Jason Griggs, Kristie Kwong, Liz Kyle, Dominic Lombardi, Lee Martucci, Lisa McKendree, John Meyer, Evan Olsen, Robin Run, Dan Parnell, Danielle Schukoske

The meeting was called to order at 9:16 a.m. by chairman Dona Gaynor.

The minutes from the Sept. 9, 2015 meeting were reviewed and approved.

### **Engagement Sub-committee**

The Engagement subcommittee passed out the revised rough draft regarding civic engagement. The committee discussed possible concerns that departments may have regarding the proposal. The committee felt that it is important to not limit the volunteer event to one day. Instead, it was suggested that employees be allowed to volunteer up to 4 hours during the month of December at times that are best for them and their department. This will help to allow flexibility for departments and take into consideration of department size, high work volume times etc.

The committee discussed the importance of volunteering and how this event can help to bring awareness of Florida Tech's Civic Engagement, including how to log community service hours through the fit.edu/civic website.

### **Quality of Life**

Chairman Dona Gaynor attended the Quality of Life (QOL) Meeting. The QOL committee is welcoming suggestions for the holiday calendar. Florida Tech supports family and religious values. It may be in the best interest for the university to provide an additional day(s) to accommodate religious holy days for staff members. The committee plans to extend an invite to the Director of Human Resources, Karen Gathercole to discuss personal and floating holidays. The SAC is encouraged to brainstorm and provide feedback to chairman Dona Gaynor. These suggestions will be communicated to QOL committee Chair Dr. Baloga.

Flex schedules were also brought up in the QOL meeting. The benefits sub-committee plan to discuss this more in detail. Other items announced included enhance training for communication and the efforts to support safety on campus.

### **SAC Halloween Social**

SAC Halloween Social flyer was created by committee member Kristie Kwong. SAC members will make flyer visible to various departments to help raise awareness. In addition, Chairman Dona will send flyer out via the staff distribution list to help promote the Halloween staff social.

The Outreach Sub-Committee explained the primary purpose of the event, to encourage staff to provide suggestions for improving employee morale at Florida Tech. A suggestion box will be provided at the social for attendees to provide anonymous suggestions.

The event will be held from 2-4pm in the academic quad. The Outreach Sub-Committee under leadership of chair Liz Kyle arranged for games, light refreshments and a costume contest. Volunteers from the committee offered to help setup, take pictures and judge the costume contest.

In the case of inclement weather, Sub-Committee Chair Liz Kyle has reserved the 2<sup>nd</sup> Floor of the Denius Student Center.

### **Safety and Security**

With the fall semester in full gear, the committee had concerns about safety. The sub-committee will discuss further suggestions such as the possible need for crossing guards and solutions regarding to parking issues.

### **Florida Tech Day of Giving**

Committee member Donna Cassario explained the national movement towards Giving Tuesday. This will provide an opportunity for individuals along with the University and departments to get together and support causes that are important to them. More information will follow in future SAC meetings.

### **Next Meeting**

The next SAC meeting will be held on Tuesday, November 10<sup>th</sup> 2015 in 7<sup>th</sup> Floor Crawford at 9:15 am.

Submitted by Danielle Schukoske