**Staff Advisory Committee**

**October 18, 2017**

**Attending:** Justin Andrade, Rachel Carroll, Donna Cassario, Shirley Czekanski, Gayle Duncombe, Dona Gaynor, Liz Kyle, Dominic Lombardi, Lisa McKendree, John Meyer, Evan Olsen, Lisa Petrillo, Robin Run, Danielle Schukoske

The meeting was called to order at 9:30 a.m. by chairman Dona Gaynor. May minutes were reviewed and approved by the committee.

**Committee Structure**

The committee reviewed the declared subcommittees including benefits, outreach, membership, safety and security. The committee clarified each subcommittee’s purview and responsibilities. Membership of each subcommittee is noted on the SAC website.

**Committee Membership**

The committee discussed the SAC current membership status. Subcommittee Chair, Donna C. gave an update on inquiries and number of new applications received. With the New Year approaching, several new committee members may be appointed a position pending approval from the President’s office.

**Outreach Social**

The SAC discussed the annual Halloween social. The outreach subcommittee met to discuss details including advertisement, refreshments, set-up, costume contest and pictures.

The social is a great way to encourage and provide an avenue for staff members to get involved and provide suggestions on how to improve morale at Florida Tech. A suggestion box is provided at the event for participants to provide anonymous suggestions.

The subcommittee shared additional ideas on how the committee can reach out to staff members in the near future.

The next SAC meeting is November 8th at 9:30 am in room 276, Olin Engineering

Submitted by Danielle Schukoske