**Staff Advisory Committee**

**November 14, 2018**

**Attending:** Arlo Del Rosario, Donna Sewell, Erika Moskowitz, Evan Olsen, Gayle Duncombe, Jennifer Nessmith, Lisa McKendree, Rachel Carroll, Regine Diehl, Robin Run, Sarah Irizarry, Tina Ellet

The meeting was called to order at 9:39 a.m. by Chairman Evan Olsen. October minutes were reviewed and approved by the committee.

**Special Guest**No Special Guest attended.

SAC would like to invite Dondi Kuennen to john in January’s meeting

**Subcommittees**

Benefits Subcommittee:
Propose for Human Resources to hold an educational seminar on FMLA and provide better clarification to staff who are at a Supervisor or higher level.

Internal Communications Subcommittee:The Communication Subcommittee has approved the change to be called Internal Communications Subcommittee.

The 2018 Halloween Social pictures have been added to the SAC website.

Membership Subcommittee:One new member needs to be recruited to replace a member who left. Target timeframe for the replacement is January. Candidate suggestions are to re-visit previous applications or an offsite candidate.

Outreach Subcommittee:The 2018 Halloween Social generated a nice turnout. No report of paper suggestions being completed during the Social.

Would prefer to have more representation and support from department Managers, Directors, and AVP/VP along with the President’s Office for future events.

Ideas for the 2019 Halloween Social:
Adding a game show
Pumpkin carving contest by department
Costume Contest with a set time frame for participants to be present
Start Promoting the event earlier

Ideas for Picnic/Holiday Party:
50/50 raffle – Holiday Donation for Toys for Tots
Gift Basket that includes hand-made items made by Fl. Tech staff
Staff Talent show

Safety & Security Subcommittee:
To create more parking it was asked if Facilities Staff could use the service parking spots, instead of regular spots, if the service vehicle is in use. Facilities staff would need an identifier such as a hanging tag so Security is aware.

A turn lane for River’s Edge was brought due to safety concerns. It was determined that this subject would be out of FL Tech’s control and would need to go through the City of Melbourne.

**Other**The President’s Office approved SAC’s recommendation to offer 2 free parking stickers during the Holiday Party raffle giveaways.

Staff reviews are due mid-December. These reviews will be the base review for comparison for next year. Merit raises should return in Fall 2019.

Flex money can be used at dining and vending machine locations. Panther Cash can be used at different locations.

SAC will not ask anonymous questions on behalf of stall at town hall meetings. SAC will instead continue to provide recommendations to the President’s Office as necessary.

Meeting ended at 11:02am

Submitted by Erika Moskowitz