

Staff Advisory Committee

September 22, 2016

Attending: John Allen, Justin Andrade, Shirley Czekanski, Gayle Duncombe, Denise Flutie, Dona Gaynor, Jason Griggs, Liz Kyle, Kristie Kwong, Dominic Lombardi, Lee Martucci, Lisa McKendree, John Meyer, Evan Olsen, Lisa Petrillo, Robin Run, Danielle Schukoske

The meeting was called to order at 10:00a.m. by chairman Dona Gaynor.

Welcome

As the first meeting of the new academic year, Dona welcomed the Staff Advisory committee back. Dona briefed the committee on leadership changes within Florida Tech. The staff advisory committee discussed optimal times to meet due to scheduling conflicts.

New Roles

Chairman, Dona announced changes within the Staff Advisory Committee structure. Gayle Duncombe was promoted to Vice Chair of the Staff Advisory Committee. Members congratulated Gayle on her new position.

Outreach

The 5th annual Halloween Social will be hosted by the Staff Advisory Committee on Friday, October 28th from 2-4pm. Liz Kyle, Chair of sub-committee is working diligently with outreach committee members: Donna, Rachel, Jason, Evan, Lisa, Robin and Shirley to ensure the social is a success.

The social is designed to allow staff members the opportunity to meet with the Staff Advisory Committee, discuss ongoing efforts to enhance Florida Tech, and to offer suggestions to improve the work environment and morale. Staff will be encouraged to enter suggestions in the suggestion box, which will be reviewed thoroughly at a later date and shared with departments as appropriate.

The social will have several games and raffles where staff members may win several prizes. Staff members may also enter to win a Halloween costume contest. Gayle has offered to take pictures at the Halloween social, which will be shared via the Staff Advisory Committee website. Light refreshments will be provided.

Kristie will be assisting with promotion for the event. She is working on a new promotional email which will be sent out to the staff distribution list.

Safety / Security

Lee Martucci, chair of the Safety/Security sub-committee provided a handout regarding previous topics and outcomes that have been addressed with the assistance of the Staff Advisory Committee.

With safety as a top priority, the committee looks forward to inviting Director of Security, Kevin back to address the committee on ongoing efforts.

Benefits

Chairman, Dona has arranged for the Human Resources Director, Karen Gathercole to the October SAC meeting. We will be discussing suggestions regarding how to make Florida Tech a great place to work. She will also be addressing new regulations that affect the university staff such as FLSA. The benefits sub-committee will meet to determine what areas they would like to revisit.

The next SAC meeting will be held on Wednesday, October 19th 2016 in 7th Floor Crawford at 9:15 am.

Submitted by Danielle Schukoske