

Staff Advisory Committee

October 13, 2021

Attendees: Sarah Ayers, Allie Biagioni, Donna Cassario, Sonny Cherrito, Jimmy Crook, Susan Erickson, Karen Hill, Stevie Johnson, Brittney Lamb, Kayla Marshall, Amy Meyer, John Meyer, Elizabeth Middleton, Andy McIlwraith, John Pay Seng, Jeffrey Richardson, Angela Taylor, Rosalee Vega, Dan Welch, Chris Finn

The meeting was called to order at 9:30am by Chair, Donna Cassario. September 08, 2021 minutes were approved.

Discussion

- Thank you to Community Credit Union for their support!
- SAC meetings will no longer be held in the Allen S. Henry building. Future locating TBD.
- Amy Meyer has volunteered to be the primary website editor for SAC.

Subcommittees - Members and Updates

All subcommittees have been updated with new membership.

Benefits Subcommittee - **Dan Welch, John Meyer, Karen Hill, Rosalee Vega, and Kayla Marshall**

They have not met as a subcommittee.

Communications Subcommittee - **Andy McIlwraith, Jimmy Crook, Chris Finn, Sarah Ayers, and Brittney Lamb**

Andy shared information regarding internal branding and internal communications. The University is planning to enhance interior and exterior design, as well as add more interactive elements which make FL Tech unique. The marketing department is looking to partner with human resources and/or SAC as future focus groups for internal communications.

Membership Subcommittee - **Amy Meyer, Andy McIlwraith, Brittney Lamb, Allie Biagioni, and Elizabeth Middleton**

Donna shared that Lee Karnbach, Laura Danner, and Stacy Reeder have left the University. We have 21 active members.

Outreach Subcommittee - **Stevie Johnson, John Pay Seng, Jimmy Crook, Sarah Ayers, Kayla Marshall, Elizabeth Middleton**

The subcommittee met to plan Reverse Trick-or-Treat, which will take place on October 29 from 9:00 a.m. until 12:00 p.m. They reviewed details from last year (500 bags were prepared with candy and raffle tickets for 10, \$25 gift cards for those who submit photos of themselves in costumes). Donna will clear the funding with the President's office. An e-mail request was approved with the photo used from last year. Departments will need to respond to the e-mail to participate by the deadline of October 28. Please e-mail Elizabeth to volunteer to stuff bags, assemble baskets, and distribute candy/raffle tickets.

Safety/Security Subcommittee - **Amy Meyer, Susan Erickson, Sonny Cherrito, Jeff Richardson, John Pay-Seng, and Angela Taylor**

They have not met as a subcommittee.

Old Business and Follow Up

Donna shared that all online suggestions discussed last month were promptly addressed. An additional suggestion was made to create a scholarship award of sick time where an individual could donate sick time to someone who is not eligible for the sick bank. Karen Hill from HR shared that this is not something the University does.

New Business and Other Items

- Congratulations to the 5 baby girls born in September! Karen Hill shared this milestone.
- Contacted by the Institutional Effectiveness Analyst regarding regular employee surveys to be conducted. We would like to submit questions to be included (ex. What support do employees expect SAC to provide; are you aware that there is a Staff Advisory Committee?)
- Reviewed online suggestions:

- Request for stronger enforcement of parking regulations.
 - Students were sent an e-mail which outlined proper parking procedures.
 - Regulations apply to employees as well as students.
- Request for trainings for a better understanding of gender identity and inclusivity. SAC agrees that this is an excellent request. There are a couple of relevant Vivid LMS trainings that could be required or suggested. Rosalee volunteered to review these trainings, and Karen offered to do research on the Employee Assistance Program website. It was noted that the University is hiring a Diversity and Inclusion Officer.
- Request for maps to include locations of automated external defibrillators. AEDs are a huge cost to the University. It was noted that the security officers are all equipped with AEDs on-hand and receive yearly trainings for AED, CPR, and choking.
- Request for more meaningful and better-quality employee anniversary gifts. Karen will look into how the vendor is chosen and discuss other options with human resources. Discussion included alternatives included days off or company rings. HR says that they have not received any other complaints about this recognition process.
- Juneteenth is now a federal holiday. We discussed the importance of educating our peers on the holiday's meaning and history.

Next Meeting, Nov 10th 2021, 9:30am, Adjourned 11:00am, Submitted by Donna Cassario