

## Staff Advisory Committee

September 08, 2021

**Attending:** Sara Ayers, Allie Biagioni, Donna Cassario, Sonny Cherrito, Jimmy Crook, Susan Erickson, Karen Hill, Brittney Lamb, Amy Meyer, Elizabeth Middleton, Andy McIlwraith, Stacy Reeder, Jeffrey Richardson, Rosalee Vega, Dan Welch

The meeting was called to order at 9:32am by Chair, Donna Cassario. May 12, 2021 minutes have been approved to be added to the website.

### Discussion

- Welcome again to our new members and thank you for attending the transitional lunch on Wednesday, July 21.
- The Office of Development is moving out of the Allen S. Henry building. Donna will remain here until, at least, November 1. There are roughly 27 moves happening across campus, currently.
- Brittney Lamb volunteered to take meeting minutes for Donna and Sara to review each month.

### Subcommittees - Members and Updates

Donna described the main functions of each subcommittee and requested that each member send sac@fit.edu a list of their top three subcommittee choices. Each member should expect to serve on at least one subcommittee.

- Benefits Subcommittee - addresses concerns related to employee benefits, proposes new types of benefits or changes to existing benefits, and supports the mission to boost employee morale.
- Communications Subcommittee - coordinates anything that needs to be communicated to all staff members from the Staff Advisory Committee, posts on the website, shares photographs and announcements, and creates occasional newsletters.
- Membership Subcommittee - mostly active during the 2<sup>nd</sup> part of the year. Members assist the Co-Chairs in managing incoming/outgoing members, reviewing applications, and evaluating the member pool to be sure it represents a broad cross-section of campus.
- Outreach Subcommittee - manages events sponsored by SAC. We have a nice flow of events that occur seasonally, which include a summer scavenger hunt, a welcome back event, a Halloween event, and tabling during spring Open Enrollment and Market Day(s). The main goal is to create awareness that SAC exists and are here to support the staff of this campus.
- Safety/Security Subcommittee - many suggestions to SAC are related to safety and security (ex. implementation of cross-walks on campus). This will now include issues handled by the Pandemic Response and Environmental Health teams.

### Old Business and Follow Up

This is our first meeting of the year.

### New Business and Other Items

Discussion of items from the online suggestion box. Most, if not all, are coming in anonymously.

- Frustration with the new directory system.
  - Were the changes made in order to protect individuals' privacy?
  - In order to use Workday to search, you must know the individual's name.
  - Individuals are not updating their own contact information or location on campus. Can administrative staff do this for their departments?
  - People are resorting to using alternatives to Workday to find contact information, such as the Outlook address book and even old handheld address books.
  - The online directory links to department websites, which are not all set up the same and do not all include

- contact information for department heads or professors.
  - Facilities is still working on the correct mapping of the campus, which is still actively changing.
  - **Action Item:** Donna is going to e-mail [workday@fit.edu](mailto:workday@fit.edu) with the concerns discussed.
- Thank you to the Administration for instituting a vaccine mandate for employees!
  - Monetary incentive for employees to get vaccinated. HR and the Pandemic Response Team monitor vaccine uploads and records.
  - Some employees left the University once the mandate was announced.
  - We are unable to mandate students to get vaccinated, as it could be considered impeding on their access to education.
  - Consider financial incentive for students as well. The incentive now is the ability to participate in on-campus events.
  - As of last week, about 50% of employees were vaccinated. This week is the first week employees are required to upload proof of testing or vaccination.
- Request to clarify employee rights regarding working with people who have not been vaccinated. This submission was entered before the new mandate. Hopefully the mandate allowed for individuals to feel more comfortable in their working environments.
- Harassment complaint that has been expressed by multiple groups of people across campus over an extended period (at least 1 month).
  - Donna reported the complaint to the appropriate departments upon receipt.
  - **Action Item:** Due to additional reports, Donna will follow up with Human Resources. SAC is unable to take any disciplinary action ourselves.
- Complaint of a voicemail not returned from HR for a week. This was a singular complaint which was followed up and remedied.
- Request for recognition of essential employees that are unable to work from home.
  - These groups include, but are not limited to, dining hall staff, facilities, security...etc.
  - SAC had planned for this recognition from the President to take place during the Welcome Back Event; however, the event had to be cancelled. SAC will continue to plan for a future event. There is a meeting on October 1 to evaluate COVID protocols.
  - Discussed potentially recording something or holding a virtual event.
- Inquiry on whether the Administration would ever consider allowing employees who are financially struggling as a result of COVID to 'cash out' their accrued vacation time.
  - Talk about this more next month, but in the meantime, Donna and Karen can discuss together.

**Next Meeting, Oct 13<sup>th</sup> 2021, 9:30am, Adjourned 11:06am, Submitted by Donna Cassario**