

**Florida Tech Staff Advisory Council**  
**Meeting Agenda**  
**Wednesday, Dec. 3, 2025**  
**9:00 a.m. – Hartley Room**

**Attended:** Jeff R., Ann Marie K., Deanna P., Kawanda R., Yesenia N., Adam P., Sonny C., David H., Grace G., Jess A., Jason G., Kevin B., Kyler D., Kimberly R., Norm C., Michelle N., Rebecca C., Stephen V., Madeline T., Xori D., Christina H., Cheryl L., Erin A.

**Not in Attendance:** Angel P., Monika P., Pat F., Jennifer M.

9:01 a.m. – Meeting called to order by Jeffrey Richardson.

- Apology extended to anyone not included on the monthly meeting invites.
- The scheduled speaker has been postponed to spring due to scheduling oversight.

9:01 a.m. – Approval of Previous Minutes

- Previous meeting minutes approved.

9:02 a.m. – Dr. Nicklow Minute

- Questions from the State of the University address can be directed to Dr. Nicklow.
- Highlights
  - Newsweek: Florida Tech ranked Top Online College in Florida and 10th in the Nation in 2026 rankings.
  - Florida Tech is named a “Green College” in the Princeton Review’s 2026 Annual Guide.
  - Appreciation is expressed for staff contributions.
- Upcoming President’s Holiday Party: December 16.
- Dr. Nicklow will attend the February meeting for Q&A and a presentation.

9:04 a.m. – Subcommittees

- **Membership Subcommittee** – Jennifer McKillip (absent)
  - Jeff: Reported that a meeting will be scheduled soon to discuss spring recruitment.
- **Communications Subcommittee** – Erin Alvarado
  - No report.
- **People of Excellence Advisory Subcommittee** – Jason Griggs
  - Met with the President’s Office regarding the Hank Hughes Award.
    - Nominations are open; the communications push will begin in January.
    - Include in the Florida Tech Weekly newsletter before winter break.

- Summer Camp Discounts:
  - Updates received; no discounts will be offered as camps are community-focused, not revenue-generating.
  - Further questions should be directed to UEP.
- **Safety & Security Subcommittee** – Sonny Cherrito
  - Reviewed responses from Security facilitated by the President.
  - Concerns:
    - Responses felt generic; suggestion to reword questions for actionable answers.
    - Positive student safety reports noted; clarification requested on whether reports include faculty/staff.
    - Crosswalk safety remains a concern; Melbourne PD may assist during events, but permits are likely required.
    - Dismount zones enforcement: warnings issued, no tickets yet; discussion on banning scooters like other universities.
    - Future concern: new dorms will open before the pedestrian bridge completion.
  - Members are encouraged to share additional concerns with Jeff for escalation.
- **Outreach Subcommittee** – Michelle Novak
  - **Spring Picnic 2/18**
    - 11:00 a.m.–1:00 p.m.
    - Theme suggestions requested; likely to keep “Island Vibes” for cost savings.
    - Faculty Senate and the President’s Office will assist with planning.
    - Backup date planned for inclement weather.

9:25 a.m.

- **Other Business-**
  - **Online Suggestion Box:**
    - No new online suggestions
    - In-person/email question:
      - Explore alternatives for the anniversary points program; current items are overpriced and lack Florida Tech branding.
      - Suggestions: bookstore credit, Panther Cash, or other reward programs.
      - Pat F. (absent) will review, group to research options.
- **Old Business and Follow Up:**
  - **Buyback Program:**
    - Adam P. reported issues with order confirmation; Grace G. clarified the process:

- Computers are wiped and not networked.
- Price analysis based on market value.
- No tech support after purchase.
- Adam P. will follow up and report back.
- Available items are listed on the IT website.
- **New Business and Other Items:**
  - President's Holiday Party: December 16 (3:00–5:00 p.m.)
  - Staff & Faculty Picnic: February 18, 2026 (11:00 a.m.–1:00 p.m.)
  - State of the University: March 3 at 9:00 a.m.
  - No holiday lunch at PDH this year (too close to the Thanksgiving event).
  - Market Day Vendors:
    - Concerns about vendor quality; suggestions to Rachel Carroll (UEP).
    - Vendors must be City-insured.
    - Last Market Day focused on fundraising and United Way campaign visibility.
  - **Remaining Guest Speakers for 2025-2026**
    - February:
      - Dr. John Nicklow – President
      - Evan Olson – Dining
    - Dates Pending:
      - Amanda Moske – Data
      - Jessica Vinson – HR
      - Jessica Wildman – Faculty Senate
      - Bryson Noble – SGA President

9:48 a.m. – **Adjourn**

**Next Full Staff Advisory Council Meeting is Scheduled 1/7/2026 – Location: Hartley Room.**