

**Florida Tech Staff Advisory Council**  
**Meeting Agenda**  
**Wednesday Nov. 5, 2025**  
**9:00 a.m. – Board of Trustees Room**

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

**Not in Attendance:** Pat F., Christine H., Kimberly R.

9:02 a.m. Call to order by Chair Jeff Richardson

9:02 a.m. Approval of Previous Minutes - APPROVED

9:03 a.m. **Guest Speaker:** Lee Myers, Associate Vice President of Facilities

- Presentation: *“Behind the Scenes: How Facilities Keeps Florida Tech Running”*
- Lee has been with Florida Tech for a few months and oversees a team of 83 members.
- **Focus Areas:**
  - Student-centered support and university growth.
  - Divisions include maintenance, grounds, environmental health & safety.
  - Responsibilities: building repairs, landscaping, event logistics, energy management.
  - Master Plan implementation: housing, infrastructure, classroom upgrades.
  - Sustainability efforts: recycling, energy conservation, EV charging stations, green goals.
- **Current/Upcoming Projects:**
  - Crimson Crossing, VTC Parking Lot, Vertex, HVAC updates, utilities, ADA improvements, campus beautification and safety.
- **Challenges & Opportunities:**
  - Aging infrastructure, budget constraints, balancing daily and capital projects.
  - Emphasis on teamwork and forward progress.
- **How SAC Can Help:**
  - Submit work orders/service requests properly.
  - Report issues early.
  - Promote energy conservation and recycling.
  - Share updates within departments.
- **Did You Know:**
  - Enterprise Building repainted in-house.
  - 100 LED bulbs changed weekly.
  - 152 work orders in a week.
  - 14,296 service requests last fiscal year.
- **Contact Info:**

- Email: [facilities@fit.edu](mailto:facilities@fit.edu)
- Phone: 321-674-8038
- <https://www.fit.edu/facilities/>
- **Q&A Highlights:**
  - **Work Order vs. Service Request:** Work orders = large projects; service requests = smaller tasks.
  - **Athletics Viewing Center:** Fundraising underway; no design yet; estimated timeline ~5 years.
  - **Project Brainstorming:** Can be initiated via work order; higher-level staff should be involved.
  - **Beautification & Native Plants:** Custodial team considers native plants; focus is on aesthetics.
  - **Gardening Society Collaboration:** Submit a service request; team coordinates with the Pattersons.
  - **Allen Henry Building AC Units:** Replacement decisions based on life expectancy, cost, and repair frequency.

#### 9:31 a.m. President's Updates

- Enrollment surpassed **10,000** students for the first time.
- **Summer Camps:** UEP encourages new academic camp proposals.
  - Contact: Brylee Castillo Suarez, [bsuarez@fit.edu](mailto:bsuarez@fit.edu)
  - Deadline to submit your camp ideas: **Nov. 14**
  - Pricing flexibility proposed: discounts for faculty/staff and alumni children discussed.
- **Computer Buy-Back Program:** Launched Monday, 11/03; managed by Zen Campbell (IT).
  - Currently limited to used computers, purchasing site coming soon.

#### 9:41 a.m. Subcommittee Reports

- **Membership – Jennifer McKillip**
  - Welcomed new members: Christina Hardman and Cheryl LeBlanc (Facilities).
- **Communications – Erin Alvarado**
  - Halloween photo gallery posted; older galleries removed.
  - New SAC roster and subcommittees are live.
  - Updated group photo is pending approval.
  - Halloween party winners to be featured in this week's *Florida Tech Weekly*.
- **Benefits – Jason Griggs**
  - **Name Change Approved:** Subcommittee renamed to *People of Excellence Advisory Subcommittee* to align with the Master Plan.
  - Jason serves on the Pillar Advisory Group Council.
  - Meeting Friday to finalize Hank Hughes Award logistics, including distribution of funds.
- **Safety & Security – Sonny Cherrito**
  - Currently missing a security representative.

- Concerns are being directed to President Nicklow for relay to the appropriate team.
- Jeff and Jessica met with President Nicklow to discuss this process.
- **Outreach – Michelle Novak**
  - **Halloween Party Recap:**
    - Positive feedback: new TVs appreciated.
    - Thanks to setup/cleanup volunteers and Dory for decorations.
    - Suggestions: more help for night-before setup, ensure no class in event space prior.
    - Next year's Halloween is on a Saturday; consider Thursday/Friday event.
    - Attendance lower; early departures due to contest timing.
    - Electronic voting well received; QR code placement needs improvement.
    - Avoid displaying low-vote entries.
    - Shoutout to Jason for excellent MCing.
    - Dining pumpkins were a hit.
  - **Upcoming Event:** Staff/Faculty Picnic tentatively scheduled for **Feb. 18, 2026**.

10:01 a.m.

● **Other Business**

**Online Suggestion Box:**

- Tuition remission for Burrell: Not available.
- Direct deposit for dining: Will be discussed at next meeting with Evan.

● **Old Business and Follow Up:**

- Follow up questions and comments from previous meeting - None

● **New Business and Other Items:**

- Global Kitchen Japan – 11/12, 5 – 8 p.m.
- State of the University – 11/14, 2 - 4 p.m.
- Thanksgiving Lunch in PDH – 11/20

○ **Remaining Guest Speakers for 2025-2026**

- Dr. John Nicklow – President
  - Spring
- Evan Olsen – Dining
- Amanda Moske – Data
- Jessica Vinson – HR
- Jessica Wildman – Faculty Senate
- Bryson Noble - SGA President
  - Met with Jeff; SGA has a facilities improvement budget and seeks collaboration.

10:08 a.m. – **Adjourn**

**Next Full Staff Advisory Council Meeting is Scheduled 12/3/2025 – Board of Trustees Room**