

Florida Tech Staff Advisory Council
Meeting Agenda
Wednesday, Oct. 1, 2025
9 a.m. – Folliard Alumni Center Conference Room

Attended: Pat Francois, Brian Darden, Sonny Cherrito, Norm Cole, Deanna Perez, Kyler Denk, Grace Gamage, Michelle Novak, Jessica Applewhite, Jeff Richardson, David Hirsch, Stephen Van Brunt, Jennifer McKillip, Xori Deans, Kimberly Ryan, Adam Palumbo, Kevin Boodoosingh, Madeline Taylor, Erin Alvarado, Angel Pesula, Ann Marie Kousari, Monika Parker

Not in Attendance: Kawanda Rembert, Tina Ellet, Yesenia Nahl, Jason Griggs, Rebecca Cobb, Claudia Velasquez

9:04 a.m. - Call to order by Chair Jeff Richardson

9:04 a.m. - Approval of Previous Minutes - APPROVED

9:05 am - Guest Speaker

- Overview of Registrar's Office (26 members):
 - What the office oversees - Transcripts, graduation audits, university catalog, class scheduling (including online), transfer credits, continuing education, student registration, diplomas, student records, commencement, grade input, academic dismissals, Dean's List, and education verification for loans.
- New Initiatives:
 - Transitioning to Degree Works for students in catalog years 2024 onward.
 - Improved viewing for master's and doctoral programs.
 - Transfer equivalency and financial aid verification collaboration.
 - New advising template for program plans.
- Policies & Clarifications
 - Academic dismissals vary by college; no universal rule.
 - Undergraduate forgiveness policy:
 - Failed classes can be removed from the GPA, but remain on the transcript.
 - Requires instructor signature and submission by Week 6.
 - Maximum of 5 uses.
- Questions Raised
 - Discount for continuing education for employees – referred to HR and Financial Aid.
 - Contacting Registrar's Office – use the "Contact Us" page for department-specific emails.
 - Tuition pricing – determined by Board of Trustees (May/June).
 - Catalog changes – must be approved by January via monthly committee meetings.

- SAC support – avoid scheduling events on key academic dates (e.g., grade submission deadlines).

9:29 a.m. – Subcommittees

- **Membership – Chair: Jennifer McKillip**
 - No updates: meetings begin in January.
- **Communications – Chair: Erin Alvarado**
 - SAC website updates underway.
 - Positive feedback on new internal email formatting separating HR communications.
- **Benefits – Chair: Jason Griggs (Report by Jeff Richardson)**
 - Alignment with the People of Excellence Tactical Team.
 - Spring Hank Hughes Award successful; will continue.
 - Sick bank launching this week (see HR email for important dates).
 - Continuing education (Edu to Go):
 - Staff may receive discounts or full coverage.
 - Suggest group-based benefits and internal training options.
 - Exploring LinkedIn Learning collaboration.
- **Safety & Security – Chair: Sonny Cherrito**
 - Micro mobility map updates in collaboration with Facilities.
 - No tickets issued yet; feedback encouraged.
 - Parking system concerns:
 - Registration confusion, second vehicle payment issues.
 - Appeals are handled by an anonymous committee (students, faculty, staff).
 - Guest pass scanning issues.
 - Ticketing system returning to paper and digital formats.
 - Subcommittee to meet with Parking and Mobility teams.
 - Direct deposit deductions should be verified with HR.
- **Outreach – Chair: Michelle Novak**
 - **Women's Council Event:** AI-focused event at the Evans Library – RSVP via email.
 - **Halloween Party (10/31, 3–5 p.m.):**
 - Volunteer sign-up circulated; Faculty Senate to be invited.
 - Contest categories: Best Overall, Most Unique, Scariest, Best Group.
 - Voting via QR code for all attendees; new numbering system for faster results.
 - Pumpkin decorating contest suggested.

- Prizes: \$10 campus perks.
- Food, beer, and wine provided.
- Posters available; Jeff to distribute digitally and in person.
- Service animals are allowed, but no pets.
- Event promotion via Florida Tech Weekly and President Nicklow's email.
- Faculty Senate is now involved in event planning; future outreach meetings will include its representative.

10:03 a.m.

- Other business
 - Online suggestion box:
 - Market Day feedback:
 - Vendor limitations due to insurance and licensing requirements.
 - Vendor suggestions should be sent to Rachel Carroll (UEP).
- Old Business and Follow Up:
 - Follow-up questions and comments from previous meetings
 - No follow-up items.
- New business and Other Items:
 - Performance Evaluation Review – announcements coming later this semester.
 - Upcoming Events:
 - Halloween Party – 10/31, 3–5 p.m.
 - Homecoming 2-Miler Run/Walk – 10/16, 5:30 p.m.
 - State of the University – 11/14, 2–4 p.m.
 - Parking requests for events – email UEP for closures/reservations.
 - Faculty Senate Updates:
 - New parking lot planned for All Faiths Center/Varsity Center.
 - SAC member to join new parking committee.
 - Job description updates must go through HR for merit-based evaluations.
 - Record-breaking Fall enrollment; graduate enrollment down.
 - Remaining Guest Speakers for 2025-2026
 - Dr. John Nicklow – President (Spring)
 - Proposed:
 - Faculty Senate Chair, Jessica Wildman
 - Evan Olsen (Dining – PDH swiping process)
 - Amanda Moske (Institutional Research)
 - Jessica Vincent (HR)
 - IT team member
 - Concerns were raised about the lack of Master Plan promotion after Wes's visit.

Adjourned at 10:18 a.m. by Chair Jeff Richardson

Next Staff Advisory Council Meeting is Scheduled 11/5/2025 – Hartley Room