

STAFF COUNCIL COMMUNICATION COMMITTEE

April 21st 2011

3:30pm, Student Center Sinclair Suite

Attendees: Brian Buckwald, Gretchen Cannon, Lesia Chandler, Angela Go, Pamela Lucas

Absent:

Excused: Ann Claycombe, John Medlock

MINUTES

- 1) *Welcome* - Gretchen Cannon welcomed new members to the committee and requested for someone to serve as Vice-Chair. Brian Buckwald volunteered and is responsible for recording meeting minutes.
- 2) *Staff Council Website* – Gretchen Cannon updated new committee members about the website and updating the site to the new university Red Dot template. Gretchen reports her office will provide support to do the initial conversion. Following conversion, the Communication Committee will review the site and recommend updates to content and function.
- 3) *Staff Spotlight* - Gretchen Cannon discussed the Staff Spotlight and asked committee members to take turns identifying and interviewing an exemplary under-recognized staff member. A volunteer is needed to write the June spotlight.
- 4) *Ask Me Stickers* - Gretchen Cannon passed out “Ask me about Staff Council” stickers for committee members to place in their office. The sticker was created to raise awareness of Staff Council. The sticker is safe to put on most surfaces without creating peel damage.
- 5) *Future Meetings* - The next meeting will be held on Thursday, May 12th at 10am in Student Center Suite 310 (Dean of Students Office). Subsequent meetings will be held the 2nd Friday of each month at 10am in the same room.

Meeting adjourned 4:05pm.

Minutes recorded by Brian Buckwald.