

STAFF COUNCIL COMMUNICATION COMMITTEE

May 20th 2011

2pm, Brookhaven Center

Attendees: Brian Buckwald, Lesia Chandler, Angela Go, Pamela Lucas, John Medlock

Excused: Gretchen Cannon, Ann Claycombe

Absent: None

MINUTES

- 1) Staff Council Website – The committee discussed the need to routinely update the staff council website once the Red Dot conversion is done. The group decided it would be best if each member was given Red Dot access to the site and everyone volunteer to serve as a section editor. The rationale is to help train committee members that want to learn Red Dot and divide the work load.

John recommended the committee touch base with Mary Nell Stone about updating minutes on the website.

Gretchen will make a request for committee members to be given Red Dot access to the site.

Brian suggested created a page of short bios for members of the executive committee similar to the list of graduate students on the Department of Sociology website:
<http://www2.gsu.edu/~wwwsoc/981.html>

- 2) Staff Council Brochure – The committee brainstormed content and layout updates to the current brochure. The committee was tasked with thinking about other updates and preparing to divide up the editing work at the next committee meeting.

Notes:

- New brochure written for both new and current staff
- Update list of accomplishments
- Link to Staff Council Website
- Include Staff Council Mission
- Mention officer, representative, and staff senator roles

- Encourage non-voting members to attend meetings (needs to be restated in a more inclusive way)
 - Timeless quality (can last a couple of years without having to reprint)
- 3) Social Media– The committee discussed starting a facebook, twitter, and blog for staff council. Concerns about workload, privacy, posting permissions, and moderation led the committee to think a blog would be the best option. Committee members had concerns about how to structure the blog (i.e. who posts, how frequently, what gets posted) and made exploring the topic into a long term goal.
- 4) Staff Spotlight- Angela volunteered to do the October spotlight and John the November one. Ann was selected to do the December spotlight.

Updated List of Spotlight Responsibilities:

June '11: Gretchen
July '11: Brian
August '11: Pamela
September '11: Lesia
October '11: Angela
November '11: John
December '11: Ann
Jan-Apr '12: TBD

5) Upcoming Committee Meetings

- June 10th, 10am, Student Center Suite 310
- July 8th, 10am, Student Center Suite 310
- August 12th, 10am, Student Center Suite 310

Meeting adjourned 4:00pm

Retreat poster notes attached on next page

Minutes recorded by Brian Buckwald

Notes from Retreat Meeting

Communication Committee

Short-term goals

- Update staff council brochure

- focus on top accomplishments
- additional accomplishments highlighted on web
- spotlight (could be part of paragraph on SC website)
- Contact info add "list of officers and representatives on web"
- retool "Getting Involved" to encourage staff to follow meeting info, etc. on web
- need relationship with Senate ~~clarified~~ Clarified
- adapt to html format or pdf format for distribution
other option develop poster ~~with~~ with pdf version
- Consider sending out in conjunction with events like elections

- Update website

determine what needs frequent updating +

- move to new (Gretchen's office taking lead)
- Utilize Mary Nell for additional updates - Committee member lists, etc. in addition to calendar, minutes link
- idea to add under "Resources" FAQ/How do I get things done in the university? Example: show to order stationery
- training and access for committee members who currently don't
- can we solicit committees for news items?
- dividing review responsibilities among members (include Mary Nell)
- dividing maintenance work among members - section editors
- * consistently updating Staff Spotlight monthly
- stories on what committees are doing to benefit all employees
 - Benefits fair
 - Staff SE scholarship available
- Have Staff Council representative ~~availability~~ for New Employee orientation
- talking points developed with consistent message

Short-term goals (continued)

- Have Staff Council member available for
 - Conversation with HR for feasi
- Create a splashier presentation for staff benefits fair
 - Posters that highlight recent "spotlight"

Long-term goals

- ^{Investigate} ~~Develop~~ Staff Council blog
(Considered Twitter, Facebook)
 - Look at Pros/cons
 - Purpose
 - Models
 - Work on developing policies for next group to build on