STAFF COUNCIL
COMMUNICATION COMMITTEE

June 10th 2011
10am, Student Center Suite 310

Attendees: Gretchen Cannon, Pam Lucas, Lesia Chandler, Angela Go
Excused: Ann Claycombe, John Medlock, Brian Buckwald
Absent: None

MINUTES:

1. **Staff Council Website:** Gretchen’s team in the Student Affairs office will facilitate the staff council website integration into RedDot. Broken links and content will be addressed. The committee will review and edit content as needed.

   John will compile a folder of all minutes, both past and present, and will move those to the new site.

2. **Staff Council Brochure:** The committee discussed the most efficient way to determine what content should be included in the brochure. The Executive Committee was determined to be the appropriate body to make the decision. Lesia will review the current website and compile a list of pertinent topics to be incorporated into the brochure. The committee will review, prioritize and condense the list which will be presented at the next Executive Committee meeting. Once the topics have been determined the staff council will be solicited for content.

   It was suggested that, once the email migration is complete, a dedicated email address be obtained to allow all staff to contribute to the staff spotlight etc.

3. **Long Range Goals:** The committee had a brief discussion on its social media direction. The members felt that a meeting with Theresa Coniglio, the university’s social media expert, would be the first step in understanding how best to approach implementation. Date and time to be determined at a later date.

UPCOMING COMMITTEE MEETINGS:

- July 8th, 10am, Student Center Suite 310
- August 12th, 10am, Student Center Suite 310
- September 9th, 10am, Student Center Suite 310

Meeting adjourned 11:00 am
Minutes recorded by Pam Lucas