

**JCU Staff Council
Communication & Assessment Committee Meeting
Thursday, August 10, 2017**

Attendees | Megan Wilson-Reitz, Dan Fotoples, Beth Pierce

1. Introductions
 - Megan presented the scope of the committee work to committee members:
 - o Recording minutes at SC and all-staff meetings
 - o Sending out all-staff emails and announcements
 - o Conducting year-end assessment of Staff Council's work
 - o Maintaining SC website and web forms
 - o Staff Newsletter
 - o Occasionally helping prepare meeting agenda items/documents
 - o Livestreaming All-Staff meetings
 - We should be getting one additional member to this committee, once all appointed SC seats have been filled.
2. Discussion: Should we continue to send a quarterly newsletter?
 - The committee consensus was that periodic updates to the SC website, with headlines and updates linked as teasers in regular all-staff emails, would be less time-intensive than a quarterly newsletter.
 - Megan will contact IMC about adding all committee members as editors on the website.
3. Discussion: How do we communicate about staff transitions?
 - How best to tell staff about changes to staff roles and responsibilities?
 - Ideas floated included: newsletters, separate email listserv, postings on website.
 - Conclusion: use the infrastructure we have (all-staff emails + website) to promote transparency about staffing changes. Post and refer to an org chart once SLT provides it.
4. Other tasks for the committee?
 - The committee recommended that table tents be prepared for all council members in advance of the Sept. 7 staff council meeting, for ease of identification for those taking minutes at the meeting. Megan agreed to do this.
5. Future Meetings
 - We will schedule next committee meeting after schedules settle in for fall semester – lots of moving parts at present – and once we have our 4th committee member assigned.
 - All-staff email dates:
 - o August 24 (announce priorities for year, Sept 7 staff council meeting, save-the-date for other meetings, new members)
 - o September 21 (announce all-staff meeting, any other updates since 8/24)
 - Full staff council meeting: September 7, 2:00 pm, Murphy Room.