

**JCU Staff Council  
Communications Committee Meeting  
Tuesday, October 24, 2017 10:00 am Murphy Hall Conference Room**

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Attendees | Dan Fotoples, Amita Frawley, Beth Pierce, Megan Wilson-Reitz  
Absent |

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#### Minutes

- The committee reviewed and approved the minutes from the 9/15 committee meeting.

#### Updates: Staff Council projects

- Brief update from Megan on activities happening in other SC committees

#### Custodial Staff Appreciation Week

- Our committee has been asked to participate in Custodial Staff Appreciation Week (Nov 12-17) by producing a postcard to mail to all staff (have this in campus mail by Friday, November 9 so that it can arrive Monday, 11/13) that can be left with a note of gratitude for the staff member who cleans each person's office.

#### Debrief: All-staff 9/28; community forum 9/27

- The committee expressed support of Staff Council reaching out to Dennis Hareza to ask clarifying questions as expressed by other staff members after the 9/27 community forum. Other topics to discuss with Dennis, as our SC liaison, can be raised at the next SC meeting (he will be invited to attend).

#### University Committee Reports

- Discussion: what is our committee's role in communicating back to the entire staff the information contained in the committee reports from Staff Council representatives to University Committees?
- In addition to a rep or two speaking at each All-Staff meeting, as planned, we agreed that it made sense to also publish some of the information from these reports for staff, to show that we are closing the information loop.
- The committee agreed to sort these committees by type and to write up a brief summary each month of reports from that committee group (with attention to discretion, of course, where sensitive topics are concerned).
- Focus of these reports: what did the staff members a) learn from, and b) communicate to, these committees on behalf of the staff as a whole? What is of particular interest to staff? Focus on high-level patterns that can be summarized easily.
  - o November newsletter: reports from representatives to the Board committees (reporting on September Board meeting)
  - o December newsletter: reports from UCCG committees
  - o January newsletter: reports from HLC committees
  - o February newsletter: reports from all other committees

- Committee members will review these reports (Megan will send in spreadsheet form) and make note of any patterns, details, or specific areas that require our focus.

Next all-staff email newsletter- aim for Oct. 31, do a Halloween theme

- 'Question of the month': "What was your favorite Halloween costume as a child?"
  - Promote First Friday social 11/3; other events from Community Building Committee
  - Announce Nov. 16 Thanksgiving Dinner in Schott Dining Hall
  - Custodial Staff Recognition Week events
  - Next all-staff meeting – save the date
  - Amita will reach out to Vice Chairs today to ask for other content to include.
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- We may also need to send a brief update late this week to remind people about Homecoming – apparently not everyone received the last newsletter. Megan will look into this with IT to find out what mailing list(s) we should use to reach the entire staff.

Other topics of interest:

- We are aware that the Faculty Council and the Faculty Handbook Committee report directly to the President. If that is the reporting structure for Faculty, why is Staff Council lower on the structural chart of committees? Should we be pursuing equity in reporting structure?

Designing assessment for spring 2018

- We ran out of time to discuss assessments, but Dan has some ideas that he is going to send to the rest of the community members. He will also reach out to Eric to discuss assessment plans for the ERG's.
- Megan will send the committee the Assessment results from 2016-17 so we can begin to consider what we will assess this year.

Adjourned 11:00 am.

Approved 11/20/2017