

**JCU Staff Council  
Communication Committee Meeting  
Thursday, December 1, 2016**

---

Attendees | Troy Field, Connie Brooks, Samantha Cocco, Megan Wilson-Reitz

---

1. Opening Remarks
2. Third Staff Quarterly
  - a. First Staff Quarterly of 2016-2017 went out on July 28.
  - b. Second Staff Quarterly went out on November 8.
  - c. Third Staff Quarterly will go out between January and February.
    - i. Staff Council news section will feature Campus Colleagues program of the Mission and Advocacy committee per Brian Hurd's request. **Megan will write.**
    - ii. Clarissa of Aramark will be featured as a separate article. Name of section TBD – 'around the quad'? **Connie will write.**
    - iii. Staff Highlight will be Dan Fotoples from Residence Life. **Megan will write.**
    - iv. **Megan will** include a special article and photos of the North Coast 99 celebration.
    - v. Main article will include Ignatian Heritage Week, Campus Ministry department, opportunities for staff like retreat days, immersion experiences, etc. **Troy will write.**
    - vi. Drafts due in Basecamp by January 30 if possible.
  - d. Other newsletter ideas – space committee.
3. Staff Council Events
  - a. Communication committee will continue to draft and send all-staff emails (1-2 per month) in addition to the Staff Quarterly.
  - b. Each committee will be responsible for its own Inside JCU posts.
  - c. Each committee should assign a person to communicate with Connie about upcoming events to post on the web calendar as soon as dates are set.
4. Constitution
  - a. 6.a.i. add "...with the exception of the Executive Committee."
  - b. REMOVE 6.a.ii and 6.a.iii
  - c. ADD to 6.a. "Two members-at-large will be assigned to record and prepare minutes for Staff Council meetings and will determine between them who will record each meeting."
  - d. ADD to 6.a. "Meeting minutes will be sent to the Vice Chair for Communication and posted to the website within one month of any meeting."
  - e. 6.b.ii. add "...via direct email to the whole staff and on the Staff Council website."
  - f. 6.b.iii add "...via direct email to the whole staff."
  - g. ADD to 6.c. "Meeting dates and times of the Staff Council will be posted on the website."
  - h. ADD to 6.c. "Agendas will be sent one week prior to Staff Council meetings."
  - i. ADD to 6.d. add "Meetings of the Executive Committee will be closed to other staff members due to sensitive information."
  - j. ADD to 6.d. "Two members-at-large will be assigned to record and prepare minutes for Executive committee meetings and will determine between them who will record each meeting."
  - k. ADD to 6.e. "Contact information will be provided on the website for committee Vice Chairs. Staff members may contact Vice Chairs to determine next committee meeting and are welcome to attend."
  - l. ADD to 6.e. "Each Vice Chair will be responsible for recording and preparing minutes for committee meetings and sending to the Vice Chair for Communication within one month."

- m. CHANGE 6.e.ii. "Each committee will meet as often as deemed necessary by the Vice Chair for the work of the committee, at a minimum of twice per semester."
  - n. REMOVE 6.e.iv.
  - o. Appendix B: The Standing Committees
    - i. a.iii and a.iv. Recommendation to remove the word 'staff' from two committees and just name them 'Development' and 'Community Building and Recognition'.
    - ii. a.i. Add the name of the newsletter "Staff Quarterly"; add 'electronic assessment instruments'; add 'direct emails to all staff.'
    - iii. Recommendation to do a search of the document to ensure the Communication committee does not have an 's' anywhere.
5. Assessment
- a. Reviewed results and decided that full set of results should be shared with the full Council.
  - b. Troy will do an analysis on the results and compile a document for the full Council, and present on it in January.
6. Future Meetings
- a. Next meeting will likely be January or February, at 10 am on a MWR – **Sam will schedule.**