

Staff Council Communications Committee

Meeting Minutes

May 22, 2015

Call to order

Kevin Hatgas called to order the regular meeting of the Staff Council Communications Committee at 9:00 AM on May 18, 2015 in the Alumni Lounge in Rodman Hall.

Roll call

The following persons were present: Kevin Hatgas, Connie Brooks, Michael Pasquale, Troy Field, Samantha Guarnieri (Guest)

Opening Discussion

- a) Meeting Dates Proposal
 - i. Due to varied schedules communications committee will not set a reoccurring meeting at this time. Each meeting date and time will be scheduled based off of a Doodle Poll sent to committee members and posted to Staff Council website once confirmed.

- b) Due to Jerry DeSanto leaving the university Staff Council will now be directly under Rich Mausser.

New Business

- a) Website Enhancements
 - i. Will include a Q&A section on the Staff Council website once we gather enough questions to fill a section.
 - ii. Google Calendar to be added to site to allow staff to easily view and add meetings to their calendars.
 - iii. Highlighting staff benefits in a way that is easier to understand and access
 - iv. Potentially add a section of videos that highlight departments around campus.
 - v. Add all members at large on committees of Staff Council. Will eventually add photos of the members so staff know who is who.

b) Quarterly Newsletter Discussion

i. Sections to include in first newsletter

- Staff Spotlight (Promotions, Moves around campus, accomplishments, staff members attending conferences, and other)
- Division Notes (Programs/Events happening, important updates)
- Editorial by Staff members (Communications Committee will choose topics and find author for first edition of newsletter)
- Video of the month
- Photo of the Month (Provided by staff members, will be able to submit through Staff Council website)
- Feedback section linking to a form on the Staff Council website to allow staff members to request new sections of the newsletter
- QnA section included recent questions that came out the previous quarter

Action Items

- a) Troy Field and Kevin Hatgas to compile a list of potential newsletter templates to be used. Will provide to communications committee for review and final decision

Meeting Adjourned

Kevin Hatgas adjourned the meeting at 10:30 AM.

Minutes submitted by: Troy Field

Minutes approved by: -----