

Staff Council Communications Committee
Meeting Minutes
June 17, 2015

Call to Order

Kevin Hatgas called to order the regular meeting of the Staff Council Communications Committee at 9:28 a.m. on June 17, 2015 in the Dean's of Students Conference Room.

Roll Call

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

New Business

- a) Troy investigated options for an email template for the staff newsletter. She presented 5 different options and the staff unanimously chose the template (called Savvi). We will now purchase the template and get it ready for our first newsletter which is scheduled to go out in September.
- b) Kevin asked the committee if anyone was interested in being trained in our Content Management system, WordPress. Connie and Mike both showed interest. Kevin will get in touch with IMC to get them both started with training.
- c) In a previous meeting discussion, we talked about adding a "benefits" section to the Staff Council site. We've decided that is not the purpose of our site and we should not be duplicating information that is already posted on the Human Resources web site- especially since we are not the experts in that field.
- d) Brief announcement that one of the suggestions that came from the first Staff Council meeting (adding office locations to the staff/faculty directory) will be implemented by the end of the week.

Open Discussion

- a) Discussed how staff members can best get their voices heard. We encouraged staff members to remind their coworkers that there is a form on the Staff Council web site that they can anonymously submit with their questions/comments/concerns. Committee members can also email Kevin if coworkers approach them about their concerns. Kevin will take any concerns to the Executive Committee.
- b) Talked about how people know we are taking their questions seriously, and Kevin pointed to the Q&A section of the Staff Council web site.

Action Items

- a) Kevin will purchase Savvi email templates
- b) Kevin and Troy will start configuring template to fit our needs
- c) Kevin will get Mike and Connie in touch with IMC for WordPress training

Meeting Adjourned

Kevin Hatgas adjourned the meeting at 10:02 a.m.
Minutes submitted by: Kevin Hatgas