

**STAFF COUNCIL  
COMMUNICATION COMMITTEE**

January 18<sup>th</sup>, 2012  
12pm, Student Center Suite 310

Attendees: Gretchen Cannon, Brian Buckwald, Lesia Chandler, John Medlock, Pam Lucas  
Excused: Ann Claycombe, Angela Go

**MINUTES:**

1. **Staff Spotlight:** The January update is now up (both website and blog). Lesia will do the February interview. The full interview schedule is in the December minutes.
2. **Staff Council Brochure:** Pamela shared a final draft with the committee. Pending some small revisions, specifically with font tracking and small gaps in front panel boxes, the brochure will be sent to the executive committee for final review.
3. **Staff Council Blog:** The committee felt the blog is ready to go public pending a couple of small outstanding issues to resolve:
  - A. Adding a comment disclaimer (Brian will investigate)
  - B. Replace the logo with the newer version (done)Most committee members have had a chance to create their own post. Currently the blog has 9 posts (1 unpublished post is scheduled for release Mar 11<sup>th</sup>) and is maintaining the goal of posting once per two weeks.
4. **Spring 2012 Meetings:** During Spring 2012 the committee will meet the 2<sup>nd</sup> Wednesday of each month at 10am.

**UPCOMING COMMITTEE MEETINGS:**

- February 8<sup>th</sup>, 2012 – 10am, Student Center Suite 310
- March 14<sup>th</sup>, 2012 – 10am, Student Center Suite 310
- April 11<sup>th</sup>, 2012 – 10am, Student Center Suite 310

Meeting adjourned 1pm  
Minutes recorded by Brian Buckwald