

Communication COMMITTEE MINUTES		July 10, 2015
Staff Council – Georgia State University		Recorded by: Kenya Johnson
Attending:	Kike Ehigiator, Kenya Johnson, Michelle Lacoss, Emily Williams, Shelly-Ann Williams	

Agenda item:	Staff Spotlight
Summary of Discussion (e.g. key topics, presenter):	<ul style="list-style-type: none"> ○ Staff Spotlight Assignments Aug – Kenya Johnson Sep – Michelle Lacoss Oct – Emily Williams Nov – Kenya Johnson Dec – Keke Ehigiator Jan – TBD Feb – TBD Mar – Shelly Ann Williams Apr –TBD May - TBD June - TBD ○ Staff Spotlight Photos - Have professional photo taken of spotlight person; inquire with Public Relations and Marketing Communications Office to take photo for complimentary.
Action Items	<ul style="list-style-type: none"> ○ Kenya will complete and submit the Aug. Staff Spotlight By July 20. ○ Kenya will inquire with PRMarCom about taking the monthly spotlight photo ○ Individuals will complete spotlight feature as noted above

Agenda item:	Follow up on previous meeting action items.
Summary of Discussion (e.g. key topics, presenter):	<ul style="list-style-type: none"> ○ Get on agenda for New Employee Orientation (NEO) and/or have council brochure included in the employee packet ○ E-newsletter to all staff about committee accomplishments ○ Including an “in remembrance” section for staff who have passed away in newsletter ○ Update Council brochure ○ Ask the Staff Council Link on website

Action Items:	<ul style="list-style-type: none"> ○ Michelle will follow up on brochure ○ Kenya will touch base with Angela to follow up with Human Resources about Staff Council inclusion in NEO ○ Kike will follow up with HR regarding any concerns or restrictions of including notice about deceased staff in newsletter ○ Will have John Medlock to include link for “Ask the Staff Council”
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Agenda item:	Timeline for Communication Goals
Summary of Discussion (e.g. key topics, presenter):	<ul style="list-style-type: none"> ○ Campuswide staff newsletter – will publish in late fall – Week of Nov. 30 after Thanksgiving ○ Draft proposal for e-newsletter for approval ○ Staff spotlight feature is due by the 20th of each month
Action Items:	<ul style="list-style-type: none"> ○ Kenya will draft a creative brief for the staff newsletter to explain the purpose, etc. It will be submitted for approval to the executive committee.