

COMMUNICATION COMMITTEE MINUTES Staff Council – Georgia State University		Friday, September 11, 2015
		Recorded by: Kenya Johnson
Attendees:	Kike Ehigiator, Harley Granville, Kenya Johnson, John Medlock, Christopher Robertson and Emily Williams	

Agenda item:	Staff Spotlight
Summary of Discussion (e.g. key topics, presenter):	<p>a. Staff Spotlight Feature <i>Spotlight facilitators for the remaining months for the fiscal year (FY16) have been determined. Completed spotlights along with their headshot are due by the 20th of the month prior.</i></p> <ul style="list-style-type: none"> • October – Emily Williams • November – John Medlock • December – Kike Ehigiator • January – Boyd Beckwith • February – Kenya Johnson • March – Shelly Williams • April – Christopher Robertson • May – Harley Granville • June – Yolanda Travis
Action Items:	a. No action.

Agenda item:	Staff Spotlight Question
Summary of Discussion (e.g. key topics, presenter):	<p>a. <i>Discussed the need to include a question in the Spotlight feature that pertains to Georgia State’s mission or strategic plan. It was noted that tailoring the question to the strategic plan might pose confusion considering individuals may feel uncertain as to which specific goal to mention from the strategic plan. It was decided to keep the question more simplified with a reference to the university’s mission. The team reviewed two questions submitted and revised the question to read as follows:</i></p> <p style="padding-left: 40px;">How do you think your job supports the university’s mission?</p>
Action Items:	a. The new question will be added to the Spotlight questionnaire and the file will be uploaded to Basecamp.

Agenda item:	Ask the Staff Council Online Form
Summary of Discussion (e.g. key topics, presenter):	<p>a. <i>The idea was suggested in the Executive Meeting to more broadly promote the “Ask the Staff Council” link and to also publicize the link to GPC staff.</i></p> <p>b. <i>Mary Nell Stone receives the questions automatically when someone submits a question. Kenya was recently added to the list to receive these messages as they arrive.</i></p>

Action Items:	<ul style="list-style-type: none"> a. <i>PR & Marketing will be sent information and link to the form for inclusion in GSU's Our Community newsletter. The link will also be promoted at the Faculty and Staff Benefits and Information Fair on Nov. 2.</i> b. <i>Kenya will share any questions received with Communication Team at monthly" meeting.</i>
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Agenda item:	Announcements of GSU Staff Who Pass Away
Summary of Discussion (e.g. key topics, presenter):	<ul style="list-style-type: none"> a. <i>Kike followed up with Human Resources about the idea of announcing when a GSU staff member passes away. HR said that when an individual passes, each family is different in how they want their loved-one acknowledged or not. For some, it will be a celebration of the life and service of the individual while others might view it as a potential invasion of the privacy as the family goes through the grieving process. Therefore before considering this, HR's Employee Development and Wellness Services (EDWS) would like to follow up with other institution to see if they have implemented anything similar for feedback.</i>
Action Items:	<ul style="list-style-type: none"> a. No action

Agenda item:	Other Team Initiatives – Staff Council Town Hall/Information Sessions
Summary of Discussion (e.g. key topics, presenter):	<ul style="list-style-type: none"> a. <i>The team discussed possibly hosting a Staff Council Town hall to get feedback from staff, provide results from the staff survey, and to give the council more visibility. Other ideas were presented including hosting info sessions on Nov. 2 as part the Faculty/Staff Benefits and Information Fair; presentations to the individual colleges on at one of their scheduled college meetings for their faculty and staff. A formal town hall would need to be approved by the executive council. However, hosting sessions during the Benefit's Fair when staff are already there might be possible.</i>
Action Items:	<ul style="list-style-type: none"> a. John Medlock is going to check with Teresa Ward to see if the information will be ready to share by Nov. 2.