

COMMUNICATION COMMITTEE MINUTES Staff Council – Georgia State University		Thursday, February 25, 2016
		Recorded by: Kenya Johnson
Attendees:	Kenya Johnson, John Medlock, Christopher Robertson, Emily Joyce Williams, Shelly Williams	

Agenda item:	Debrief - Staff Forum with President Becker
Summary of Discussion (e.g. key topics, presenter):	<ul style="list-style-type: none"> For next year, it was suggested to schedule the date further away from the first week of classes: team agreed February would likely be a better month for holding the event; during February, the forum might also garner greater attendance since staff won't be as occupied with "beginning of the semester" work and activities.
Action Items:	a. n/a

Agenda item:	Our Role in Staff Council Communications
Summary of Discussion (e.g. key topics, presenter):	<p>a. The committee discussed whether it is the role of the committee to proofread/edit communications sent on behalf of the Staff Council to campus. There was some agreement; however, there were concerns of whether individuals would have the capacity to fully commit to editing at the time the communication is needed. As alternative, it was decided that a review of the current communication would be done in advance and provided as a guide for future communication.</p>
Action Items	a. Kenya will identify past communication and initiative editing with committee members.

Agenda item:	Livestream of Staff Council Meetings
Summary of Discussion (e.g. key topics, presenter):	<p>b. Now the Staff Council has livestreamed several meetings, the ability for viewers to "raise their hand" during the livestream was discussed.</p>
Action Items	a. Kenya will check with multimedia services regarding this possibility and other technology services that might allow for interactivity.

Agenda item:	Annual Report/Accomplishments
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Summary of Discussion (e.g. key topics, presenter):	a. The committee briefly discussed compiling a list of accomplishments by all committees. It was mentioned that once in the past, as list of Staff Council accomplishments was sent to Becker. The committee agreed to see if this could be implemented again. It was suggested to ask each committee chair for a short bulleted list of 3 accomplishments thus far. The goal is the have this information by the March meeting.
Action Items	a. Kenya will have an email sent to chairs requesting the list.