

GEORGIA STATE UNIVERSITY STAFF COUNCIL COMMITTEE MINUTES Committee Name: Communication Committee Minutes	Date: Thursday 05/18/2017	Time: 3pm. AYS Conference telephone number provided in lieu of WebX
	Recorded by:	Cynthia A. Woods, Chair

Attending: Excused: Unexcused:	Attending: Bonita G King; Denise S Rixter; Aretha J Asberry; Fran Mohr; Lannetta M. Somerville; Falon Thacker; Anita J Webb; Linda P King; Kashira Baker, Cynthia A. Woods Unexcused Absence: Justin Patrick Lilly; Herb Molet, Jr
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Agenda item:	Approval of Previous Meeting Minutes:
Discussion Summary	Vice- Chair Anita Webb provided copies and overview of prior meeting minutes.
Action Items:	n/a

Agenda item 1:	Topic: Introduction & Team Meeting Attendance Policy
Discussion Summary	<ul style="list-style-type: none"> Each team member provided a brief introduction, the attendance policy was discussed. Kashira Baker reminded team of the new staff council attendance policy.
Action Items:	n/a

Agenda item 2:	Topic: Purpose of the Committee
Discussion Summary	<ul style="list-style-type: none"> Open discussion regarding the committee and the bylaws established by the staff council.
Action Items:	n/a

Agenda item 3:	Topic: 3 Committee Goals
Discussion Summary	<ul style="list-style-type: none"> Discussion regarding the staff council individual team's responsibility to create goals.
Action Items:	<ul style="list-style-type: none"> Each member will email three goals to Cynthia A. Woods, due to the board before the Retreat June 16, 2017

Agenda item 3:	Topic: Regular Meetings Discussion
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Discussion Summary	<ul style="list-style-type: none"> Establish the date and time of each monthly meeting – Fran Mohr suggested sending a Doodle link out to the entire team to vote on regular monthly meetings.
Action Items:	<ul style="list-style-type: none"> The team will select a date via the doodle link. Members will receive email notification regarding the monthly meeting on May 31, 2017.
Agenda item 4:	Topic: Communication Campus Notifications
Discussion Summary	<ul style="list-style-type: none"> Open discussion regarding the duties and role of the communications team. Cynthia A. Woods informed the team of her communication with both administrative committee members and staff council board members regarding prior communication team’s roles and responsibilities in regards to staff and campus events notifications. The team asked the Chair to seek clarification on the current communication resources and the purpose for creating a new staff and campus wide list- serve as a means to communicate.
Action Items:	<ul style="list-style-type: none"> Cynthia A. Woods will contact the staff council board directly for clarification regarding the spotlight, list serve, and other current communication resources and report back at the next monthly meeting.

	The meeting was adjourned at: 3:47PM
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