

Communications Committee Meeting Minutes June 7, 2012

The Communications Committee reviewed its action items for the year, and made plans to address specific aspects of each of them. The items are as follows:

Staff Spotlight

- The committee briefly reviewed the staff spotlight, and created a production schedule stretching through December.
- The committee also agreed to send an e-mail out to staff council when a new item is posted, letting everyone know and encouraging them to submit names for future spotlights.

Web Site

- The web site, like all other university sites, will soon be moving from RedDot into Wordpress. The new Wordpress templates are scheduled to be ready in June, though it's not clear when the SC site will be moved over.
- In the meantime, committees agreed to look through the current site and check for things that need to be added, removed, updated or changed.

Blog

- The committee looked at the blog, which currently runs the Staff Spotlights and weekly announcements of upcoming workshops and trainings from EDWS. John Medlock gave the members a brief lesson on how to use WordPress to update the blog.
- The members agreed to each take on a "beat" and post items in their area:
 - Chris Connelly: Auxiliary Services
 - Rhonda Williams: Facilities
 - Colleen Blanchard: Human Resources
 - Ann Claycombe: University Relations
 - John Medlock: other Staff Council committees
 - Angela Go: BOO announcements
- Medlock agreed to set up a shared ID and password for committee members to use.
- The blog cannot be opened up for comments until the committee gets a legal disclaimer about commenting to post on the site. The committee agreed to discuss its comments policy once they have the disclaimer.

Brochure

- Pam Lucas, a former member of the communications committee, has a nearly-done draft of a new Staff Council brochure. Angela agreed to contact Pam and get the document so that the committee could finish the brochure and have it printed.