

Communication COMMITTEE MINUTES		June 12, 2015
Staff Council – Georgia State University		Recorded by: Christopher Robertson
Attending:	Angela Crowder, Kike Ehigiator, Harley Granville, Kenya Johnson, Michelle Lacoss, John Medlock, Christopher Robertson, Emily Williams, Shelly-Ann Williams	

Agenda item:	Recap of Retreat
Summary of Discussion (e.g. key topics, presenter):	<ul style="list-style-type: none"> ○ Staff Spotlight ○ E-letter ○ Brochure ○ Pitching University Relations to feature staff on homepage ○ Speak to athletics about staff recognition at games ○ Staff survey
Action Items:	n/a

Agenda item:	Process for Monthly Spotlight
Summary of Discussion (e.g. key topics, presenter):	<ul style="list-style-type: none"> ○ Deadline – June 20 ○ Interview form on Staff Council website ○ Members take responsibility for a month to spotlight ○ Up to individual to complete form ○ Others can nominate someone else or themselves ○ Terry Ward for June ○ Send to John to post ○ Ask Leah Supersaud to include link to nominate for Spotlight in newsletter ○ Try to get staff spotlight in GSU magazine ○ Invite Leah Supersaud to meeting as guest presenter or ex-officio member ○ Invite Kizzy from HR to attend meeting as well ○ Need to determine who will take which months <ul style="list-style-type: none"> ▪ Go in Basecamp to reserve month under To-do list ▪ Kenya will put months out on Basecamp
Action Items:	Terry Ward will be interviewed for June – assigned to John Medlock Add months in Basecamp for committee members to select – assigned to Kenya Johnson

Agenda item:	Process for Quarterly e-News Update to all Staff
Summary of Discussion (e.g. key topics, presenter):	<ul style="list-style-type: none"> ○ Information Bullet points about things committees are doing

<p>topics, presenter):</p>	<ul style="list-style-type: none"> ○ Once a semester ○ Difficult to get content ○ HTML banner with photo through campus broadcast ○ Solicit committee chairs for content ○ Pull information from committee minutes ○ Access to all Basecamps for Kenya to extract information ○ Executive committee talk about how they will follow up on what's going on and if committees are meeting ○ Other areas to recognize staff <ul style="list-style-type: none"> ▪ Ask Recognition committee ○ State benefits and perks could be highlighted ○ "Ask Staff Council" page on website to hear from population ○ Launch in September ○ John will create a folder in Basecamp for newsletter material accumulation
<p>Action Items:</p>	<p>Create a folder in Basecamp for newsletter material submission – assigned to John Medlock</p>

<p>Agenda item:</p>	<p>Timeline for Accomplishing Goals</p>
<p>Summary of Discussion (e.g. key topics, presenter):</p>	<p>Will discuss at future meeting.</p>
<p>Action Items:</p>	<p>n/a</p>