

COMMUNICATION COMMITTEE MINUTES Staff Council – Georgia State University		Friday, October 16, 2015
		Recorded by: Kenya Johnson
Attendees:	Harley Granville, Kenya Johnson, Christopher Robertson, Emily Williams, Shelly-Ann Williams	

Agenda item:	Staff Survey
Summary of Discussion (e.g. key topics, presenter):	<ul style="list-style-type: none"> • The 2015 results showed an improved staff climate over 2013 in the areas of environment, job functions, performance and communication. • Major findings can be found online at: http://staffcouncil.gsu.edu/resources/staff-survey/2015-survey/
Action Items:	a. No action items.

Agenda item:	Employee Information and Benefits Fair
Summary of Discussion (e.g. key topics, presenter):	<p>a. The 2015 Employee Benefits and Information Fair will be held Monday, November 2, from 10 a.m. – 2 p.m. in Student Center East Ballroom. The Staff Council will have a table at the event. Members of the staff council can sign up to work shifts at the fair. The Community Engagement Committee is looking for volunteers. Cynthia Wilson (cwilson38@gsu.edu) is the contact for volunteers.</p> <p>The Staff Council will have brochures to distribute at the event. The brochure is in the process of being updated. It was previously suggested to have a few break-out sessions that would give staff an overview of the staff survey in a location near the fair. John Medlock is checking on Teresa Ward’s availability. However, since the Benefits Fair tends to be a “drop-in” type event, it was suggested that the team not have break-out sessions, but instead have a presentation running on a laptop at the table and perhaps have a small handout with key points from the survey. We also are considering a displaying sign that says “Ask Staff Council.”</p>
Action Items:	a. Follow up with John Medlock concerning brochure status and ask about possibility of having a presentation running and a handout instead of sessions.

Agenda item:	Staff Council January 2016 Meeting
Summary of Discussion (e.g. key topics, presenter):	a. President Becker is the guest speaker for the January 2016 Staff Council meeting. To enhance communication to all staff, the idea of opening up the meeting to all staff and promoting it as a Staff Council forum with the university president was discussed.

Action Items:	a. Obtain approval to promote January 2016 meeting to all staff from President Becker. Confirm that President Becker is available to speaker to staff for an extended time frame during the meeting.
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Agenda item:	Staff Council News
Summary of Discussion (e.g. key topics, presenter):	a. Information was recently submitted to University PR & Marketing Communications about the Staff Council initiatives for consideration to go in the Our Community Newsletter. Items submitted include: Staff Spotlight – Denita Hampton (Oct), Staff Survey Findings, Ask the Staff Council, Panther PERQs, Staff Council website address.
Action Items:	a. No action items.