## GEORGIA STATE UNIVERSITY
### STAFF COUNCIL COMMITTEE MINUTES
#### Committee Name: Communications

**Date:**
05/07/2018
2pm

**WebEx:** N/A – Conference Calling Option provided

**Recorded by:**
Cynthia A. Woods

### Attending:
Janice Byrd, Samantha Gray Jakobeit, Kimberly Lawrence, Brian Mitchell, Kimberly Lawrence, Ashley Davis, Cynthia A. Woods, Aimee Ahmed

### Excused:
Falon Thacker, Lannetta Somerville

### Unexcused:
Tonya Daye

### Agenda item:
**Call to Order – Attendance –**

<table>
<thead>
<tr>
<th>Discussion Summary</th>
<th>In person – phone and excused absence acknowledge</th>
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| Action Items: | Record of Attendance Posted in Meeting Minutes and Forwarded to Mary Nell |

### Agenda item 1:
**Topic: Vote for Chair and Vice Chair**

| Discussion Summary | • Duties of both Chair and Vice Chair covered before voting. Full understanding if Chair can no longer serve, Vice-Chair will assume the responsibility.  
• Voting of both Chair and Vice Chair |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------|

| Action Items: | • Janice Byrd, reminded team of duties. Team members voted - Cynthia A. Woods Chair, Brian Mitchell Vice-Chair accepted the 2018-2019 roles |

### Agenda item 2:
**Topic: Staff Council By-laws – Team Duties and responsibilities**

| Discussion Summary | • Review of Staff Council By-laws and Team Duties. Discussion including what other staff council teams and executive team expect of Communication Staff and  
• Open discussion of team duties. |
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| Action Items: | • Team decided to continue the discussion at the 5/22/2018 Annual Retreat. |
**Agenda item 3:**  
**Topic:** Staff Retreat – Communications Team Goals  

| Discussion Summary | • Discussion included: Best channels for communications, who should have access, social media consideration, ways to best support other teams, and team’s 2018 goals. |
| Action Items: | • Continue discussion at Annual Retreat in Group Session |

**Agenda item 4:**  
**Topic:** Selection of Staff Council Signatures  

| Discussion Summary | • Reviewed options for staff council members official signatures  
• Voted on the Staff Council Signatures |
| Action Items: | • Selection will be offered to entire staff council members at the next Staff Council Meeting |

**Agenda item 4:**  
**Topic:** Spotlight on Campus  

| Discussion Summary | • Discussed the Pros and Cons, Historical reasons for supporting, needs to improve. |
| Action Items: | • Continue discussion at Annual Retreat in Group Session |

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**The meeting was adjourned at:** 4:02pm