

**JCU Staff Council
Communication & Assessment Committee Meeting
Friday, September 15, 2017**

Attendees | Dan Fotoples, Amita Frawley, Beth Pierce, Megan Wilson-Reitz

1. Minutes:
 - approved committee minutes from 8/10.
 - Staff Council minutes from 9/7 are not quite finished - we will vote to approve via email once they are complete.

2. Feedback and follow-up to Sept. 7 Staff Council meeting
 - Two Staff Council positions will be coming open soon (M. Dzurec is leaving the university and A. Fronczek is scheduled to retire in December) - the committee briefly discussed and came up with four names to submit to SC Executive Board to be considered as potential nominees for appointment to these positions.
 - We determined that this committee does not have any budget needs to submit to the MGF committee this academic year (beyond incidentals such as printing occasional documents).
 - Suggestion: can we come up with some "JCU swag" to raffle off at all-staff meetings? This might be a fun morale booster.

3. Calendar: all-staff communications and web updates
 - We have decided to plan for one large all-staff email about once a month, with a rough target of sometime close to the third Thursday of each month. This will replace the quarterly Staff Council newsletter and will include any announcements and updates SC needs to communicate to full staff.
 - September 21: all-staff email
 - Reminder and agenda for 9/28 all-staff meeting;
 - Announcement of 10/6 First Friday social.
 - Web links to create on website and include in email:
 - Update on staff transitions (Megan will ask HR for this list) -- the goal of keeping this updated is to improve transparency.
 - "Campus Questions" article (this will be a regular - each month we'll choose a question and go out asking people for answers to that question. This month's question is "What are you looking forward to this fall?") -- the goal of this web segment is to boost morale.
 - Amita will reach out to the rest of the Vice Chairs to ask for other items/announcements to go out in the all-staff email.
 - *Note [MTWR] - as I was typing these minutes I also thought about adding a reminder to the staff email that people can ask questions to be brought up in the all-staff forum (or to SLT) by way of our website and/or email address.*

- September 28: all-staff meeting
- October 19: next all-staff email (that month's question might be "What's your favorite \$5 Friday lunch station?" or "What's your favorite spot on campus?")

5. Assessment

- The committee examined the Staff Council Priorities list and some of the goals drafted by the Executive Board. Our plan is to identify which priorities will have measurable goals attached to them that can be measured in our assessments at year-end.
- We would like to be able to incorporate our Staff Council assessments into next year's report to the Higher Learning Commission - this will likely be helpful in Criteria 4 and 5.
- Our year-end assessment will be sent out in April, with results reported out to Staff Council by May. Plan a one-week turnaround for this assessment (notice sent on Monday, reminder on Friday, close at EOD the following Monday).
- Megan will send the assessment tool and results from last year's assessment to the committee members so that everyone can see what we did last year.
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6. Committee responsibilities for all-staff meeting 9/28

- Megan will work with IT to get a webcam set up in advance for the livestream of the meeting.
- It is our job to publish the agenda in advance and to take notes during the meeting. Since most of the all-staff meetings are mostly presentation, this is a fairly easy job.