

**JCU Staff Council
Communications Committee Meeting
Monday, September 23, 2016**

Attendees | Connie Brooks, Samantha Cocco, Megan Wilson-Reitz
Absent | Troy Field

1. Opening Remarks
 - a. Sam gave an update on what was discussed at the most recent Executive committee meeting, including HLC and budget updates.
 - b. The Communications committee will meet in late October, December, February, and April.

2. October Newsletter
 - a. Last newsletter was sent out on July 28.
 - b. October's newsletter will start Volume 2 / year 2 of Staff Council
 - i. Committee Highlight will be on the Communication committee – highlighting our role in keeping up the website, typing and posting minutes, web events, the recent assessment, communication with staff, etc. **Sam will write.**
 - ii. Staff Highlight will be of new staff members Dan Fotoples and Katherine Montgomery. **Megan will write.**
 - iii. **Megan will** include a special article and photos of the North Coast 99 celebration.
 - iv. Main article will feature Sustainability and Housekeeping, pursuant to Rory's comments at the upcoming All-Staff meeting. Will link to the sustainability pledge. Will interview Andrew, Rory, Trevor and Mike from Housekeeping. **Connie will write.**
 - v. David Wong has been posting 'who's new' and 'onward and upward' in the Staff Council Basecamp, so we can use that. **Sam will update the website.**
 - vi. Idea to feature the 'buttons' differently with teasers, for example: 'did you know x new staff members have been hired since the beginning of the school year? Click here to see who they are!' or 'we have a new answer to x question! Click here to see the answer!' **Troy will work on this.**
 - vii. Drafts due in Basecamp by October 12.
 - viii. Scheduled send date of October 17 or earlier.
 - c. Next newsletter could feature the work of the space committee and the Staff Council MAO committee.

3. Web Calendar and Updates
 - a. Sam is looking at updating the look of the website and adding side 'tots' – information areas on the right. Events will be more prominent and there will be a space for news.
 - b. **Connie will continue to work** on the 'teasers' for archived newsletter articles.
 - c. We need to work on getting events for the web pages more consistently. **Sam will talk with** Eric, Mary Ann, and Brian about this.

4. Taking minutes – Communication, Executive, Staff Council, All Staff
 - a. **Megan and Troy will take turns** taking minutes for full Staff Council meetings.
 - b. **Megan is working on** a solution to recording All-Staff meetings.
 - c. **Sam will continue to** take minutes for Communication and Executive committees.

5. Future Meetings
 - a. Should be scheduled 10 am Monday, Wednesday, or Thursday – **Sam will schedule.**