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Staff Council Communications Committee Meeting, 4/14/2011

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Staff Council Standing Committee Minutes



Committee Name: Communications Committee

Regular Meeting time: 2nd Thursday of each month, noon to 1:00 p.m.

Meeting Date and Place: Thursday, April 14, 2011, Faculty Staff Club, Room 101

Members Present: Annabeth Fieck, Suzanne McConaghy, Mark Reynolds, Andra McClung, Greg Molecke

Members Excused: Bob Christner, Maria Daw

Members Absent: Bridgette Jones, Amie Ortiz

Guests Present: Kathy Meadows

Minutes submitted by: Suzanne McConaghy

	Subject	Notes	Follow-Up
1	Start of meeting	12:15	
2	New Councilor Orientation	<p>Speaker Linda McCormick would like to work with the Committee to put on the New Councilor Orientation, scheduled for Tuesday, May 17 @ noon just before the regular SC meeting.</p> <p>Much discussion ensued re what should be included:</p> <ol style="list-style-type: none"> 1. Why created, brief history of accomplishments, benefits of being a SCouncilor. 5 min. 2. Intro to Governing docs. 10 min. 3. Ethics, Etiquette, Power of Committee. 10 min. 4. Duties and Responsibilities of a councilor. 10 min. 5. Experienced Councilors: Lessons learned. 5 min. 6. Roberts' Rules. 10 min. 7. During SC meeting, Executive Committee roles 	<p>(Karen Mann to cover the Roles of the Executive Committee in April's SC meeting.)—Kathy M will ensure. Suzanne will convey the content we discussed to the following:</p> <ol style="list-style-type: none"> 1. Kathy Meadows? 2. Linda McCormick 3. Annabeth 4. Suzanne 5. Bob, Elisha 6. Adam Hathaway 7. Karen Mann
3	Committee Showcase at end of May meeting	The Committee Chairs and members occupy separate tables so councilors can gather to discover who's on what committees, what these committees are working on, and brainstorming new directions.	Annabeth and Suzanne will bring this to the Steering Committee (made up of committee chairs) to organize.
4	Handbook on website	Handbook still looks awful, and content is outdated. Material needs to be organized in a more logical manner.	Suzanne will follow up with Amie to see how far she's gotten and volunteer to help finish initial retyping. Then, we can look at content with KM.
5	Staff Council Brochure	Brochure is out of date and needs to be updated.	Committee will tackle this after the May meeting.
6	Fishing for feedback	Greg suggested he send out an email to existing councilors from himself to gather their feedback re constituent communications.	Greg will send a draft of the email to committee before he sends it, then will forward committee the replies he gets.
7	Next Meeting	Thursday, May 12, 2011 noon	Meeting Adjourned at 1:10 p.m.