



# Staff Council Standing Committee Minutes

**Committee Name:** Communications & Marketing

**Meeting Date and Place:** Thursday, February 22, 2018 from 3-4pm @ the University Club

**Members Present:** Lisa Tremaine, Brian Vineyard, Lisa Walden, Tracy Wenzl

**Members Excused:** Lukas Cash, Ray Mitchell, Patrick Newman

**Members Absent:** Erica Grong

**Guests Present:** Brad Beck

**Minutes submitted by:** Tracy Wenzl

	<b>Subject</b>	<b>Notes</b>	<b>Follow-Up</b>
<b>1</b>	Approve Agenda	Approved	
<b>2</b>	Approve Minutes (from 1/25/2018)	Approved	
<b>3</b>	Robert's Rules Sessions	Tracy met with Parliamentarian Adam Hathaway on creating videos for councilors on Robert's Rules essentials	Tracy and Lisa to meet with Adam on details
<b>4</b>	Website	Need to set meeting with Patrick, Lisa and Amy (Lukas too as backup) and then set meeting with Matt Carter as well to reopen ticket and reassign roles	Lisa to email Matt C re: meeting, CC: Amy and Patrick Lisa to send Tracy email from Amy re: social media help
<b>5</b>	Communications Plan	Several revisions discussed and approved by the group	Lisa will update the document
<b>6</b>	Highlighting staff	Discussion about using social media to highlight staff across campuses. Guest Brad Beck presented an idea to recognize staff around National Custodial Staff Day (Oct 2) and expand to include unsung heroes around campus. Ideas include using the hashtag on the day, creating a packet of ideas for departments to use to recognize staff, profiles of staff members, and/or a video highlighting their work.	Discussion to continue with invited stakeholders at next meeting. Brian to invite Willie West from PPD, Tracy to invite councilor Jeff Barkley.
<b>7</b>	New Member	Brad Beck will join the committee	
<b>8</b>	Next Meeting	The next meeting will be Thursday, March 22, 2018 from 3-4 pm @ the University Club	Meeting adjourned 3.59 pm