



Staff Council Standing Committee Minutes

Committee Name: Communications & Marketing

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

Members Present: Brad Beck, Erica Grong, Ray Mitchell, Brian Vineyard, Tracy Wenzl

Members Excused: Patrick Newman, Lisa Tremaine, Lisa Walden

Members Absent: Lukas Cash

Guests Present: Jeff Barkley, Adam Hathaway, Amy Hawkins, Victor Tovar, Jannelle Trujillo

Minutes submitted by: Tracy Wenzl

	Subject	Notes	Follow-Up
1	Approve Agenda	Approved	
2	Approve Minutes (from 2/22/2018)	Approved	
3	Highlighting staff/National Custodial Staff Day	Guests Victor Tovar & Jannelle Trujillo of PPD Custodial and Councilor Jeff Barkley (G11) of PPD attended. Mr. Tovar gave some history on recognition events that used to happen in Custodial (Custodial Rodeo) but have been cut back significantly due to budget constraints. Several ideas were floated including one recognition event, one day with several recognition tables set up across the PPD work areas, and/or soliciting donations for food & prizes for an event.	Michael McCord of PPD will be invited to attend next meeting. All members will make a list of vendors they could contact for event donations. A plan will need to be settled at April meeting for consideration by Exec Council.
4	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	Amy says no meeting required, she will give Patrick, Lisa and Lukas' names to Matt Carter for back ups.
5	Communications Plan	Pending revisions from February meeting	Lisa will update the document
6	Robert's Rules	Parliamentarian Adam Hathaway attended, along with guest Councilor Cameron Goble (G13). Councilor Goble has experience designing online learning modules and offered to build a module on RONR. A survey to current councilors was suggested to identify topics for learning modules as well as 10-minute tidbits. An in-person session on writing resolutions was discussed, as was procedure on minute taking.	Committee to provide topic to Cameron/Adam for first video/learning module. Lisa and Tracy to meet with Adam to discuss resolution session.
7	New Member	Cameron Goble will join the committee	
8	Next Meeting	The next meeting will be Thursday, April 26, 2018 from 3-4 pm @ the University Club	Meeting adjourned 4:13 pm