



Staff Council Standing Committee Minutes

Committee Name: Communications & Marketing

Meeting Date and Place: Thursday, September 27, 2018 from 3-4pm @ the University Club

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

Members Excused: Autumn Collins

Members Absent: Arcie Chapa

Guests Present:

Minutes submitted by: Tracy Wenzl

	Subject	Notes	Follow-Up
1	Approve Agenda	Approved with changes	
2	Approve Minutes (from 7/26/2018)	Approved	
3	Communications Plan	Lisa to revise for discussion at October meeting.	Lisa to revise for October meeting.
6	Promoting Staff Awards	Discussed need for an award landing page. Discussed the process for nominating staff for the Star award.	Tracy & Brian to write amendment to Star award nomination process for November SC meeting. Tracy to contact Amy & Celeste re: award landing page & offer to create. CC Lisa
7	Dates to meet in Nov/Dec	Nov 22 is Thanksgiving, Dec 20 is day before break starts. No November meeting, December meeting will take place Thursday, December 6.	Ray to see if SHAC conference room is available for December meeting.
8	New Business	Tracy reported on the Parliamentary Procedure Sessions. Discussed a session on writing a resolution to be held during a regular business meeting. Brad and Brian are still working on the list of national "work" days.	Tracy to ask Adam about his availability. If OK, Lisa and Tracy to attend Exec meeting to present idea.
9	Next Meeting	The next meeting will be October 25, 2018 from 3-4 pm @ the University Club	Meeting adjourned 3:40 pm