



Staff Council Standing Committee Agenda

Committee Name: SC Communications & Marketing Committee

Meeting Date and Place: Thursday, Nov 19, 2015 – University Club

Members Present: Pam Castaldi, Josh Clifford

Members Excused: John Byram, Mark Reynolds, Marjorie Crow, Lisa Walden

Members Absent: Marcos Abeyta, Monica Montoya, Susy Salvo-Wendt

Guests Present: (n/a)

	Subject	Notes	Follow-Up
1	Approve Agenda	Any new items introduced to be discussed	Approved
2	Approve Minutes	Approve and discuss minutes from last meeting	Approved
3	Old Business		
	Design Help form	Review, suggestions	Approved
	Brochure	Review, suggestions	Pam created a rough outline. <i>Review in Google Drive.</i> Marjorie will be finishing design work. Josh to draft a “What is Staff Council and Why Should You Join?” blurb. <i>Any suggestions for the blurb would be greatly appreciated! Email jcliff89@gmail.com</i>
4	Website/Cascade Training	Update on Cascade training taken on 11/18/15 by SC C&M website work group, new website format and when new site will go live	Pam will email everyone when site is live. We are looking at potentially building an archive of articles about featured staff members, maybe sort of human interest stories about staff members. <i>Would someone be interested in volunteering to be a sort of project coordinator for this sort of project? They would need to manage a team of writers (which we would also need to build) and assign articles. Anyone?</i>
5	Goals/Strategic Plan	Create and goals/tasks for this committee based on Strategic Plan as reviewed in last meeting that fall in line with holes we saw in SC communication in general and keeping in mind the Engagement Committee’s charges.	Postponed to later meeting when more members are present.
6	Google drive/docs	Review google drive/docs if necessary; need to set up basic guidelines for committee usage, be sure everyone has access and clean up current folder	<i>Everyone should get set up on Drive if not already.</i> <i>John, we need your Gmail so we can add you to Drive.</i> <i>If you are not familiar with Drive, please review the training video Pam emailed:</i> https://www.youtube.com/watch?v=i125gM-UAoY <i>Drive will also need to be cleaned up and organized.</i>
7	Set Next Meeting		Regular meeting time set for third Thursday 3-4pm. <i>Does this regular meeting time work for everybody?</i> <i>Do we want to meet Thursday December 17th or should we pick a different date not so close to the holidays?</i>