



Staff Council Standing Committee Minutes

Committee Name: Communications & Marketing Committee

Meeting Date and Place: Thursday, July 21, 2016 from 3-4pm @ the University Club

Members Present: Josh Clifford, Lisa Walden, John Byram, Lukas Cash, Susy Salvo, Lisa Tremaine, Ray Mitchell

Members Excused:

Members Absent: Catherine Rivera

Guests Present:

Minutes submitted by: Lisa Walden

	Subject	Notes	Follow-Up
1	Approve Agenda	Approved	
2	Approve Minutes	Approved	
3	Councilor Outreach Survey	28 respondents; 24 positive that want further education on RR.	Lisa & Josh will follow up with Adam Hathaway to present options or set times/dates at August meeting.
4	Social Media Guidelines	Another incident has occurred; John B will be off week of Aug 1; Lisa will get him info before end of that week to hopefully come up with SC guidelines that follow university guidelines well	Lisa will get UCAM guidelines to John and they will set timeline for completed guidelines to be presented to Exec.
5	Communications Standards Initiative	Toolkit to be presented at Aug 15 meeting to include flowchart; communications survey to be created by Josh to go out in Sept	Lisa and Josh to work on toolkit presentation and any forms. Flowcharts needed; Josh to work up initial communications survey based on committee's input
6	Mail Chimp/Website meetings	Committee agreed to hold on the Enews update until after the communications survey had gone out; Lisa and Josh will be meeting with UCAM on Website updates on Aug 6	Lisa and Josh to meet with UCAM to update website
7	Website Procedures	Josh still needs to write up procedures for others on the website workgroup; Lukas knows cascade and is willing to help	Josh to write procedures after UCAM meeting 8/6
	Next Meeting	The next meeting will be Thursday, August 18 from 3-4 pm at the University Club	Meeting adjourned 4:15pm