



Staff Council Standing Committee Minutes

Committee Name: Communications & Marketing

Meeting Date and Place: Thursday, May 24, 2018 from 3-4pm @ the University Club

Members Present: Lisa Walden, Ray Mitchell, Brian Vineyard, Tracy Wenzl, Brad Beck, Patrick Newman

Members Excused:

Members Absent: Cameron Goble

Guests Present:

Minutes submitted by: Lisa Walden

	Subject	Notes	Follow-Up
1	Approve Agenda	Approved – Lisa to correct Tracy’s email address on templates	
2	Approve Minutes (from 4/26/18)	Approved	
3	Committee Chairs	Discussed Amy’s email regarding appointing committee chairs; Lisa and Tracy were approved as co-chairs by present committee members	
4	Robert’s Rules	Parliamentary Summer Session discussion; with Adam unavailable to attend, nothing was decided.	Room was secured by Amy on Wednesday in June, but due to a conflict with Adam’s schedule, classes were cancelled in total
5	Communications Plan	Lisa still to revise; timeline to hopefully present for adoption at August meeting	Lisa to revise
6	Highlighting staff/National Custodial Staff Day	No guests were present at this meeting, so this is effectively on hold until feedback is received from Victor Tovar; Michael McCord will be invited to an upcoming meeting	Lisa to email Victor Tovar about update
7	New Business	Tracy will contact Aracely Chapa to see if she is interested in joining committee	Tracy to email Aracely
8	Next Meeting	The next meeting will be Thursday, June 28, 2018 from 3-4 pm @ the University Club	Meeting adjourned 4 pm