

Communications Committee

MINUTES

OCTOBER 5, 2016

1:00 PM

LEIGH HALL 414

MEETING CALLED BY	Julie Caigas
TYPE OF MEETING	Monthly Meeting
FACILITATOR	Julie Caigas
NOTE TAKER	Michelle Reed
ATTENDEES	Wayne Hill, Julie Cajigas, Scott Roberts, Michelle Reed, Irina Chernikova, Katy Selzer, Kelly Unger Absent with notice: Kristin Foy Sampson, Susan Clark, Marca Kaplar, Gamal Saxon Absent without notice: Samantha Hickey

Agenda topics

1:10 PM

CALL TO ORDER

JULIE CAJIGAS

DISCUSSION	Agenda and minutes from September meeting	
CONCLUSIONS	Agenda for October 5 th and Minutes from September 7th meeting were approved by affirmation.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Documents to be submitted to UC – Goals and Minutes	Julie Cajigas	9/30/2016

GOALS

JULIE CAJIGAS

DISCUSSION	Julie Cajigas, shared a list of goals and committee members approved them.	
CONCLUSIONS	Communications committee will break out to work on goal 1 to improve the commutations with the students first.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

UNFINISHED BUSINESS

JULIE CAJIGAS

DISCUSSION	Julie reviewed the student communication surveys and came up with 4 action items to address as a way to recommend how to improve communication with students. CARE. LISTEN. COMMUNICATE. TRANSPARENCY.	
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CONCLUSIONS	CARE: Katy, Scott and Michelle will meet to research Student Centered Culture on campus. COMMUNICATE: Kelly and Julie will research Zipmail and how it functions and research how to improve it.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Culture written recommendations	Michelle Reed	End of semester
Zipmail written recommendations	Julie Cajigas	End of semester
2:20 PM	ADJOURN	

Next Committee Meeting, November 2nd, 2016 11:am - 1:00 pm