

# Meeting

## MINUTES

MAY 8, 2017

12:00 PM

COMMUNICATIONS COMMITTEE

MEETING CALLED BY	Julie Cajigas
TYPE OF MEETING	Monthly Meeting
FACILITATOR	Julie Cajigas
NOTE TAKER	Abigail Zerull
ATTENDEES	Julie Cajigas, Kristin Foy-Sampson, Wayne Hill, Scott Roberts, Abigail Zerull, Kate Budd, Amy Freels, Kelly Unger <b>Absent with notice:</b> Susan Clark, Marca Kaplar, Irina Chernikova <b>Guests:</b> Pam Duncan, Michelle Byrne

### Agenda topics

12:08 PM **CALL TO ORDER** **JULIE CAJIGAS**

DISCUSSION	Meeting called to order by Julie Cajigas.	
CONCLUSIONS	Agenda for May 8, 2017 meeting and minutes were approved by affirmation.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Documents to be submitted to UC	Abigail Zerull	TBD

12:18 PM **INTRODUCTIONS** **COMMITTEE MEMBERS-GUESTS**

DISCUSSION	Committee members were introduced to new committee members Kate Budd and Amy Freels.	
CONCLUSIONS	N/A	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A		

12:09 PM **UNFINISHED BUSINESS** **JULIE CAJIGAS**

DISCUSSION	Committee members were updated on progress made by Julie Cajigas regarding research on the position of ombudsman. A student-focused position would be best for our University's needs.	
CONCLUSIONS	Committee to table the ombudsman conversation until the Fall semester.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Discuss the possibility of the role of an ombudsman over the summer break.	All committee members	Next Meeting TBD
The committee will look into communication problems that they can	All committee members.	Next Meeting

see on campus to bring up at the next meeting.	TBD
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**12:25 PM**

**NEW BUSINESS**

**JULIE CAJIGAS**

<b>DISCUSSION</b>	<p>Michelle discussed the possibility of a University-wide texting service. In order for this service to be successful, the committee agreed that it would be best if students could opt into the text messages versus making it a requirement. The language of "opt in" needs to be furthered explored. We need to further explore what students would specifically want to see via text, and how many texts would be too many. A "See It First" campaign for Facebook was discussed by the council, as well as advocating for wider use of social media by students.</p> <p>The committee discussed interpersonal communication within the dean structure.</p> <p>Wayne presented his "Re-prioritizing Advertising Expenditures in University Communications and Marketing Budget for FY 2017-2018" document, and discussed the repurposing of the University's budgetary resources. We will discuss how to obtain and distribute more information from students in the Fall semester.</p>				
<b>CONCLUSIONS</b>	The committee will take the summer break to explore these ideas.				
<b>ACTION ITEMS</b>	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;"><b>PERSON RESPONSIBLE</b></th> <th style="width: 50%;"><b>DEADLINE</b></th> </tr> </thead> <tbody> <tr> <td>The committee will consider how to distribute student content more efficiently.</td> <td>Next meeting TBD</td> </tr> </tbody> </table>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	The committee will consider how to distribute student content more efficiently.	Next meeting TBD
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The committee will consider how to distribute student content more efficiently.	Next meeting TBD				
<b>1:17 PM ADJOURN</b>					

**Next Committee Meeting, Fall Semester TBD**