

Communications Committee

MINUTES

DATE 09/13/17

TIME 3:00 PM

LOCATION LH, 414

MEETING CALLED BY	Julie Cajigas, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Julie Cajigas, chair	
NOTE TAKER	Pam Duncan, for Abby Zerull	
ATTENDEES	<p>Attendees: Kate Budd, Julie Cajigas, Pam Duncan, Amy Freels, Wayne Hill, Jeremy Kerola, Ian McCullough</p> <p>Absent with notice: Kristin Foy Sampson, Elizabeth Kennedy</p> <p>Absent without notice: Marca Kaplar, Abby Zerull</p>	
Agenda topics: Vice Chair election, Summer Activities, 2017-18 Committee Goals		
3:00 – 3:05	CALL TO ORDER	NAME OF CHAIR
DISCUSSION	<ol style="list-style-type: none"> Julie Cajigas called the meeting to order at 3:09 pm. She asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. The May, 2017 minutes are pending approval. Few committee members remain to review and revise. Minutes will be distributed to committee members for review. 	
3:05 – 3:15	ACTION ITEMS	NAME OF CHAIR
DISCUSSION	The committee were provided and briefly reviewed the Standing Committee Expectations. Members were advised to review later, to manage meeting time efficiently.	
3:15 – 3:25	VICE CHAIR ELECTION	NAME OF CHAIR OR PRESENTER
DISCUSSION	Julie Cajigas asked the committee to nominate candidates. Jeremy Kerola volunteered and was unanimously appointed to the position of vice chair.	
3:25 – 3:45	SUMMER ACTIVITIES REVIEW	NAME OF CHAIR OR PRESENTER
DISCUSSION	Julie Cajigas and Wayne Hill provided the committee with an update on the progress of the food insecurity survey. The committee is collaborating with the Student Engagement and Success committee on assessing the use of existing emergency campus communications assets for periodic student notification. Discussions are ongoing and will address both the benefits and detriments of utilizing existing resources. Next steps for the food insecurity survey were reviewed. Existing data will be distributed to new committee members. The IRB process was discussed, including the need for a responsible party for the survey. The committee was updated on the RFP process for a new mobile app for campus use.	

3:45 – 4:00	2017-18 STANDING COMMITTEE GOALS	NAME OF CHAIR
DISCUSSION	<p>The committee reviewed 2016-17 standing committee goals and determined that it would be appropriate to carry forward the goal of creating a student-centered culture. 2017-18 goals are pending final review and approval by the committee before the September 29, deadline. The committee discussed including a review of campus accessibility standards in the new list of goals. Wayne Hill will compile a list of branding best practices for the committee to review. 2017-18 goals draft will be finalized and distributed to the committee for review and approval.</p> <p>.</p>	
	<p>Meeting adjourned at 4:35 pm. Next committee meeting, 3:00 pm, Oct. 11, 2017</p>	