

COMMUNICATIONS COMMITTEE

MINUTES

DATE 01/18/19

TIME 2:00 PM

LOCATION BH, 116

MEETING CALLED BY	Julie Cajigas, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Julie Cajigas, chair	
NOTE TAKER	Pam Duncan, secretary	
ATTENDEES	<p>Attendees: Pam Duncan; Kristin Foy-Sampson; Amy Freels; Wayne Hill; Anwar Sadek; Sherry Sims; Heather Walter</p> <p>Absent with notice: Elizabeth Kennedy; Sharon Crawford; Tiffany Schmidt</p>	
Agenda topics:		
2:07 – 2:16	CALL TO ORDER	WAYNE HILL
DISCUSSION	The committee met informally and briefed new committee members on current committee goals and activities, after which the meeting was called to order at 2:17 p.m.	
2:17 – 2:30	OLD BUSINESS	JULIE CAJIGAS
DISCUSSION	<ol style="list-style-type: none"> 1. See Call to Order notation 2. The committee reviewed the UC annual in-depth report re: SEFA campaign. Members provided feedback and next steps were discussed. <ol style="list-style-type: none"> a. The committee considered barriers to student participation: <ol style="list-style-type: none"> i. Lack of knowledge ii. Discomfort with asking of help 3. Tactics for phase two of SEFA/Families Helping Families fund raising drive were offered. <ol style="list-style-type: none"> a. Notice from directors/chairs to faculty is likely to be reviewed b. Flyers vs. emails were considered with flyers being a more effective means of attracting attention. Sample infographic pending c. UCM to reprint ZipAssist stickers for use on campaign materials d. Could Z-Alert be used for messaging? Barriers to this approach were reviewed 	
2:31 – 3:15	NEW BUSINESS	JULIE CAJIGAS
DISCUSSION	<ol style="list-style-type: none"> 1. A meeting schedule was discussed and agreed to: the first Friday of each month, 10 a.m., through the spring semester. BH, 113. 	

3:16	ADJOURN	JULIE CAJIGAS
	<p>Motion to adjourn:</p> <ol style="list-style-type: none">1. Amy Freels2. Julie Cajigas <p>The committee voted unanimously to adjourn the meeting.</p> <p>Next Meeting: February 1, 2019 10:00 a.m., BH, 113, 10:00 a.m.</p>	