

**Communications Committee
Meeting - Minutes
Thursday, December 20, 2017
MU 208, Noon – 1:00 pm**

1. Welcome – Tim Walling

- a. **Who would like to take minutes.** Jared Vibbert agreed to take minutes.
- b. **Secret Word.** Today's Sun Devil Rewards secret word is COMMDEC

2. Communication updates:

a. Hootsuite

- i. **Launch program for our social media outlets.** Our Hootsuite account is set up and ready for use.
- ii. **Setting up future posts.** Steve, Linda, Kristen, and Jared will meet the week of January 8 to create a strategy for January postings and advertisements.

3. Old Business

- a. **Minutes.** The committee unanimously approved the minutes.

4. New Business

- a. **Promotion of our upcoming events.** Linda thanked the committee for its help in advertising events and for its work on the letter to President Crow.
 - i. **West Campus BBQ – 2/1/18.** The Tempe campus/Skysong Barbecue is scheduled for March 21, 2018.
 - ii. **Lunch and Learn Series.** Kevin Salcido, Vice President of Human Resources will lead the Lunch and Learn on January 16, 2018. He will write an email to program heads and directors inviting staff to attend.
 - iii. **ASU Day at the State Capital**
 - iv. **Relay for Life 2/16/18.** The Polytechnic campus is also holding Relay for Life on March 23, 2018.
 - v. **PBS Pledge Drive.** This event will be in March 2018. The exact date is to be announced.
 - vi. **Scholarship Foundation Day.** This will be on March 26, 2018.
 - vii. **Staff Council Night.** The next staff council night is December 21 at 7:30pm. The play is Rogers and Hammerstein's "Cinderella".
- b. **Staff Outreach.** The committee does not have members from either the Downtown Phoenix or West campuses which makes it more difficult to target these audiences. The university is resistant to granting Staff Council with access to staff distribution lists making it more difficult to make staff aware of events and resources. The Poly campus is authorized to have its own campus newsletter but this is not available at other campuses.

Staff Council members are encouraged to distribution council information to staff in their own departments.

- c. **Setting up form/template to promote events.** Guadalupe Perez is interested in helping create logos for the committee's use.

5. **Adjournment.** The meeting adjourned at 12:37 p.m.

Next meeting is January 18, 2018, MU 208 – Room, Noon – 1:00 p.m.

Communications - Responsible for gathering and distributing information regarding Staff Council activities, events, and programs via the website, Facebook, Twitter and the monthly newsletter. Review information on the website, and suggest changes, additions, or deletions to the Administrative Assistant. Provide other marketing materials needed to promote various Council activities and events.