The Communications Committee met October 21, 2011  
Submitted by John Clendenin, ad hoc Communications Committee Chair

1. **Communication** – Communication to staff is extremely important. Staff that are informed are able to make decisions based on the information they receive. It has been determined a large number of employees has/is not receiving regular communications from Staff Council members. It is recommended Staff Council implement a standard minimum expectation:

   a. A short summary of the Staff Council meeting be sent out to all staff within 48 hours after council meetings.

   b. Staff Council listserv be the method of this communication. Council reps can supplement additional information as desired. This will ensure all staff are minimally and equally informed of the summary content of each SC meeting.

   Committee will be drafting a communication to be distributed twice per year to all staff what to expect from SC members, where to get information, what they could do if SC reps are not meeting the expectations, etc. Staff would also be informed where to find information and how to filter emails if desired.

   Staff feedback is also very important. Committee will be reviewing alternatives for effective feedback.

2. **Training and orientation for existing and new Staff Council Representatives** – Committee discussed appropriate and relevant training for SC representatives and alternates. We will be gathering topics and content to be included.

3. **Membership vacancies** – Staff Council is at 50% membership level with 25 voting representatives and 13 alternates out of 76 positions.

   a. Committee recommends SC include council statistics be included at each meeting with an emphasis on filling our membership vacancies.

   b. Staff Council is a governance committee, our voice to administration, BOR, and the closest thing we have to staff organization.

   c. Committee recommends EMR look at member numbers and review for accuracy as well as clearly define who our constituents are.