Minutes of the Communication Subcommittee of the Staff Advisory Committee to the President
Thursday, August 30, 2012
Randolph Hall 106D

Attending: Herbert Frasier, John Inman, Jenn McClerklin, Anne McNeal, Marlene Williams

Subcommittee chair

No one on the subcommittee was eager to assume chairmanship, so the question was tabled.

Communicating with the staff members of the College

The two primary methods of communication are the SAC website and the Staff Forum. The subcommittee recommends asking Brian McGee to send an email to the Staff distribution list asking all staff members to set themselves up to receive via email all posts to the Staff Forum. Brian’s email will also direct staff members to the website for updates, including the minutes of committee and subcommittee meetings.

For staff members who do not regularly use a computer, the subcommittee recommends printing all posts to the website and/or forum and distributing them to Physical Plant, Grounds, Residence Life and Public Safety. These departments include most of the staff who do not regularly use computers. These departments will be requested to post notices on their bulletin boards.

For staff suggestions and constituent concerns for these departments, the subcommittee recommends making printed copies of the Suggestion Form and suggestion boxes available in these departments.

Herbert Frasier will be responsible for communicating to Physical Plant and Marlene Williams to Grounds. Anne will ask Robert Reese to appoint a liaison in Public Safety, and John Inman will ask the same of John Campbell.

John Inman suggested that department supervisors offer the opportunity for a member of the Constituent Concerns subcommittee to meet with staff to hear concerns when the supervisor is not present.

John suggested that we should not use a newsletter to communicate. They do not seem to have been sustained at other schools that started using them.

Communicating constituent concerns

Jenn McClerklin serves on both the Constituent Concerns and Wellness Subcommittee and the Communication Subcommittee, so she will act a liaison between the two. The Constituent Concerns and Wellness Subcommittee has selected staff suggestions to be addressed right away, and Jenn will obtain that list for posting on the SAC website.
There needs to be a discussion at the next SAC meeting regarding how constituent concerns and their resolutions will be communicated to the staff: whether this responsibility should fall to the Constituent Concerns and Wellness Subcommittee or the Communication Subcommittee.

**Awards and recognitions**

There is a need to clarify which subcommittee is responsible for awards and recognitions.

We should ask the staff to suggest awards and post them on the forum.

Awards should be more meaningful than a certificate or a plaque: they should be monetary, a day off from work, a meeting with the president, etc.

**Future meetings**

The subcommittee will meet on the second Thursday of each month at 10:00 A.M.

Respectfully submitted,

Anne McNeal