Minutes of the Communication Subcommittee of the
Staff Advisory Committee to the President
Thursday, November 8, 2012
Randolph Hall 108

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

Approval of Minutes

Minutes of the October 11 meeting were distributed and unanimously approved.

Old Business

Anne will follow up with IT re: number of subscribers to the Staff Forum. A previous inquiry has gotten no response.

Anne printed two-sided, half-sheet suggestion forms and labeled envelopes to distribute to the three departments that have a number of employees without regular computer access. Herbert reported that Cynthia Rivers picked up the suggestion box for Res Life Maintenance.

The envelopes are labeled “Staff Advisory Committee to the President” and will be sent to Anne.

Anne will follow up with Brian McGee about setting up a SAC budget so that Physical Plant can be reimbursed for the materials for the suggestion boxes. (The account was subsequently established.)

New Business

Awards and Recognitions

John will research and report on faculty awards. Are they monetary? He will also get details of the Student Affairs Division awards.

All existing staff awards should be identified and listed on an awards page on the SAC website.

Suggested awards:

1. Temporary Employee of the Year Award.
2. Recipients selected by SAC.
3. Recipients nominated by students.
4. President's Award.
5. Each division Employee of the Year. Division employees nominate. Communication Committee selects.
6. Monthly awards - lunch with the president?
7. Once a semester - fall and spring.
8. An award for collaboration across divisions: the Building Bridges Award.
10. Put kudos recipients into a pool for SAC awards.

Anne will assemble awards campus wide and post on the website and forum.

Ask Marketing to design a kudos notecard. John suggested framing a photo of something on campus. We could ask students to submit their photographs and give them attribution. Jenn McClerklin will ask student photographers she knows to submit photographs.

The meeting was adjourned at 10:20 A.M.

Respectfully submitted,

Anne McNeal
Communication Subcommittee Chair