



Communications & Assessment Committee Meeting

March 25, 2019

MINUTES

Present: J. Ambrose, B. Bailey, D. Fotoples, A. Goldhammer

1. Check-In/Any Updates - WELCOME BACK, ALLISON!! :)
2. Minute-Taking for Remainder of the Academic Year:
 - a. John will take minutes for all remaining Communication & Assessment Committee meetings of the year, including this one
 - b. In need of a volunteer to take minutes at full Staff Council meeting on Thursday, May 9
 - i. Dan Fotoples volunteered to take minutes at this meeting
 - c. In need of a volunteer to take minutes at All-Staff Meeting on Thursday, May 23
 - i. Allison Goldhammer volunteered to take minutes at this meeting
3. Review [Notes](#) from January Virtual Meeting
4. Update on Committee 2018-2019 Goals:
 - a. A discussion about the possibility of livestreaming full Staff Council meetings, in addition to All-Staff meetings, has been revived; John to discuss further with Eric and other members of the Executive Committee at the next Executive Committee meeting on Friday, April 5; Should the Executive Committee be on board, implementation would not take place until the Fall of this year
5. Assessment:
 - a. Update on Employee Resource Group Assessment
 - i. Eddie Carreon has suggested questions for our Committee to use in this year's assessment of the ERGs
 - ii. John to forward these questions to Dan Fotoples for inclusion in the Staff Council Assessment Survey he has created
 - b. Climate-Related ?'s
 - i. Floated as an idea for inclusion in the Staff Council Assessment Survey

- ii. John to follow up with Dan on this and determine whether or not they are necessary
 - c. Listening Sessions
 - i. Non-supervisory (Fall 2018)
 - ii. Supervisory (Spring 2019)
 - iii. April Skurka/Brandi Mandzak to compile feedback from both listening sessions and give to John - it will be included in Staff Council's 2018-2019 Assessment Report
 - d. Lisa Ramsey and the Community Building & Networking Committee would like to use the Assessment Survey to obtain feedback re: Staff Council-sponsored events
 - i. Dan has already included a section in the Assessment Survey with questions related to Staff Council sponsored-events
 - ii. John to follow up with Lisa Ramsey after presenting this year's Survey to the Executive Committee on Friday, April 5
 - e. Dan was given the remainder of the meeting to present his draft of this year's Assessment Survey, answer questions, and receive feedback from Committee members
- 6. Open Forum/Discussion
 - a. Brenda asked how, and if, attendance at Staff Council-sponsored events is being tracked; John explained that Lisa Ramsey, and the Community Building & Networking Committee, take attendance at all events; numbers are used for planning and assessment purposes