COMMUNICATIONS COMMITTEE
MINUTES
JANUARY 30, 2012
1:00 P.M.

MEETING CALLED BY
Kim Gentile

TYPE OF MEETING
Overview of University Council

FACILITATORS
Kim Gentile, Wayne Hill and Eileen Korey

NOTE TAKER
Mike Szczukowski

ATTENDEES
William Baker, Enoch Damson, Kim Gentile, Wayne Hill, Eileen Korey, Zachariah Lowe, Justin Orashan, Steve Sedlock, James Shuster, Stan Silverman, Mike Szczukowski, Cassie Verardi and Deborah Wilhite. Guests: Tim Lillie, Chair of the University Council and Kent Marsden, Vice Chair of the University Council

Agenda topics

1:00 - 1:05
WELCOME
KIM GENTILE

DISCUSSION

CONCLUSIONS

ACTION ITEMS
PERSON RESPONSIBLE
DEADLINE

1:05 - 1:10
REVIEW/APPROVAL OF DECEMBER 14, 2011 MINUTES
KIM GENTILE

DISCUSSION
The minutes were reviewed.

CONCLUSIONS
The minutes were approved.

ACTION ITEMS
PERSON RESPONSIBLE
DEADLINE
Dr. Tim Lillie and Mr. Kent Marsden were introduced and led the discussion related to the overview of the University Council.

**CONCLUSIONS**
- Steering committee still needs to update the white paper in order to clarify functions of the group and terms of office served by each committee member (calendar or academic year).
- Steering Committee needs to create a matrix to keep track of all seats on UC
- Need information as to how long each Communications Committee member is to serve
- University Council roster needs to be forwarded to Gentile
- Committee can be ambassadors for Vision 2020

**ACTION ITEMS**

<table>
<thead>
<tr>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gentile will provide a copy of the University Council 'white paper' document.</td>
<td>Kim Gentile 2-27-12</td>
</tr>
<tr>
<td>Members of the Committee will provide Gentile with their terms of office.</td>
<td>All 2-27-12</td>
</tr>
</tbody>
</table>

2:00 MOTION TO ADJOURN KIM GENTILE

**OBSERVERS** Dr. Tim Lillie and Mr. Kent Marsden

**RESOURCE PERSONS**

**SPECIAL NOTES** Next meeting: February 27, 2012. Dr. William Baker will present on Marketing 101.