Communications Committee

MINUTES DEC 3, 2015 2-3PM LEIGH HALL 413

<table>
<thead>
<tr>
<th>MEETING CALLED BY</th>
<th>James Durbin, chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPE OF MEETING</td>
<td>Monthly Meeting</td>
</tr>
<tr>
<td>PRESIDER</td>
<td>James Durbin, chair</td>
</tr>
<tr>
<td>NOTE TAKER</td>
<td>Marca Kaplar, secretary</td>
</tr>
<tr>
<td>NOTE TAKER Members:</td>
<td>Ivy Banks, Megan Bodenshatz, Irina Chernikova, James Durbin, Marjorie Hartleben, Wayne Hill, Marca Kaplar, Scott Roberts, Gamal Saxton, Michelle Reed</td>
</tr>
<tr>
<td>ATTENDEES</td>
<td>I: Ivy Banks, Megan Bodenshatz, Irina Chernikova, James Durbin, Marjorie Hartleben, Wayne Hill, Marca Kaplar, Scott Roberts, Gamal Saxton, Michelle Reed</td>
</tr>
<tr>
<td></td>
<td>M: Marca Kaplar, secretary</td>
</tr>
<tr>
<td></td>
<td>A: Absent with notice: Irina Chernikova</td>
</tr>
<tr>
<td></td>
<td>A: Absent without notice: Marjorie Hartleben, Megan Bodenshatz</td>
</tr>
<tr>
<td></td>
<td>O: Other attendees: Pam Duncan</td>
</tr>
</tbody>
</table>

Agenda topics:

2:00 – 2:10 CALL TO ORDER  JAMES DURBIN CHAIR

DISCUSSION

1. The chair called the meeting to order. He asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.
2. The chair asked for additions or corrections to the (Nov 10) Communications Committee minutes.
3. Need to establish goals through the April 2016 Term

2:10 – 2:15 UNFINISHED BUSINESS  JAMES DURBIN CHAIR

DISCUSSION

There be none found Agenda moved forward

2:15 – 2:25 ESTABLISHING COMMITTEE GOALS  JAMES DURBIN CHAIR

DISCUSSION

1. The need to establish better or more effective ways to reach students
2. Measure through and action plan
3. Utilizing different types social media to stay informed
4. Working with Wellness Committee on the Nicotine on Campus Survey

2:25 – 2:35 SMOKING SURVEY  WAYNE HILL

DISCUSSION

Completion of the survey so far is one of the largest in not the largest. The survey is designed to finish in correspondence with end of classes next week.

2:35 – 2:40 NEW BUSINESS  MICHELLE REED

DISCUSSION

Ability to Webinex if necessary.

2:40 – 2:40 SCHEDULING  MARCA KAPLAR

DISCUSSION

Request for schedules to establish next and future meetings/ The meeting was adjourned at 2:40 p.m. by unanimous consent.