Communications Committee

MINUTES  
OCTOBER 5, 2016  1:00 PM  LEIGH HALL 414

MEETING CALLED BY  Julie Caigas
TYPE OF MEETING  Monthly Meeting
FACILITATOR  Julie Caigas
NOTE TAKER  Michelle Reed
ATTENDEES  Wayne Hill, Julie Caigas, Scott Roberts, Michelle Reed, Irina Chernikova, Katy Selzer, Kelly Unger
Absent with notice: Kristin Foy Sampson, Susan Clark, Marca Kaplar, Gamal Saxon
Absent without notice: Samantha Hickey

Agenda topics

1:10 PM  CALL TO ORDER  JULIE CAJIGAS

DISCUSSION  Agenda and minutes from September meeting

CONCLUSIONS  Agenda for October 5th and Minutes from September 7th meeting were approved by affirmation.

ACTION ITEMS  PERSON RESPONSIBLE  DEADLINE
Documents to be submitted to UC – Goals and Minutes  Julie Caigas  9/30/2016

GOALS  JULIE CAJIGAS

DISCUSSION  Julie Caigas, shared a list of goals and committee members approved them.

CONCLUSIONS  Communications committee will break out to work on goal 1 to improve the communications with the students first.

UNFINISHED BUSINESS  JULIE CAJIGAS

DISCUSSION  Julie reviewed the student communication surveys and came up with 4 action items to address as a way to recommend how to improve communication with students.
CARE. LISTEN. COMMUNICATE. TRANSPARENCY.
**CONCLUSIONS**

CARE: Katy, Scott and Michelle will meet to research Student Centered Culture on campus. COMMUNCATE: Kelly and Julie will research Zipmail and how it functions and research how to improve it.

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<tr>
<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
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<tbody>
<tr>
<td>Culture written recommendations</td>
<td>Michelle Reed</td>
<td>End of semester</td>
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<tr>
<td>Zipmail written recommendations</td>
<td>Julie Cajigas</td>
<td>End of semester</td>
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**2:20 PM**  
**ADJOURN**

Next Committee Meeting, November 2\textsuperscript{nd}, 2016 11:am - 1:00 pm