

# Meeting notes



## YCSA – Communication Committee

May 4<sup>th</sup>, 2021

10:30am- 11:30am

In Attendance- Kelsey Rumsey, Katherine Anderson, Shannon Johns, Gwen Payne

Yellow- Items are waiting until July, to start new year (once everyone is back in person)

### 1. Follow up about Behind the Scenes

- Tim – Kelsey will get an update from Tim and share with group via email or next meeting

### 2. How can we support New Employee Brochure? –

- a. Kelsey Update- Onboarding Committee
  - i. Having great conversations but we are waiting for approval from ELT on how to move forward. We meet on May 12<sup>th</sup>, hope to have more answers at that time.
  - ii. Kelsey part of pre-employment work group, can easily work in YCSA brochure

### 3. What's Next for Committee? (Hold for Now)

#### Build priority list- now that in person

- a. Video Updates- instead of DuckSoups
  - i. Behind the Scenes was initially meant to be videos/interviews but since we are virtual paper
  - ii. YCSA Newsletter as a video update
    - a. Explore once back in person
- b. Back in person, put things on video boards
  - i. Easy enough to send to JJ and get them posted (Can we Start this now, June 1<sup>st</sup>?)
    - 1. Welcome back graphic- summer classes start on June
    - 2. Online voting for election- June 14<sup>th</sup>-June 25<sup>th</sup>
      - a. Kelsey will complete with JJ
- c. YCSA Broadcast (Will continue to work on this)
  - i. How often? Content? Update Policy (Can we update policy now?)
    - 1. Yes- Jotform request, can we forward to mail center and them submit it (instead of duplicating it)

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2. Loop Tim in- Is there a better process?
  3. Committee chair good with approval, if it is not clear then send to the committee and the board
- Would have to add mail center to Jotform list – Kelsey to talk to Janice

d. How can we bridge departments?

e. Virtual Events- brown bag lunch, coffee?

i. Engagement committee is working on Meet to Learns

f. Virtual college wide suggestion box- committee or person to overlook

**Next meeting- June 15<sup>th</sup> 11am-12pm**

**Following meeting will be July retreat and then meet as a committee after (late July, early August)**