

Notes



YCSA – Communication Committee

12-15-2021

In Attendance-

Kelsey Rumsey, Tim Diesch, Katherine Anderson, Paige Ruggles, Julie Galgano, Adrienne Carlos, Nicole Mangelsdorf

1. New Employee Brochure-

No update. Bigger committee goals have changed, hopefully implementation will happen in January. More to come over the coming months.

Tim will meet with Emily in January to determine whether HR regularly identifies new employees in their regular newsletter, and whether YCSA should do the same.

2. YCSA General Meeting-

Currently set for Jan. 21, noon to 1:30 p.m. via Zoom. The first half will feature Dr. Rhine and Dr. Ryan talking about Outward Mindset. Second half will be the usual updates for the staff community.

Tim will create a Jotform to solicit questions from general staff to be answered during that meeting. The Jotform link will be sent via YCSA Broadcast in early January to (1) notify staff about the meeting, and (2) ask them to submit any questions they have.

3. Newsletter-

Next edition is going out the first week of February. Meeting Jan. 7 to assign content gathering roles. Content due to Kelsey Jan. 28.

4. Call for members

The Professional Development Committee has requested assistance in putting together their Professional Development Day event. Tim will meet with Katherine in early January to get a list of duties or areas with which the committee needs help. That list will inform a YCSA Broadcast calling for additional members for that committee, with the responsibilities involved.

Adrienne volunteered to help Katherine go through the list of requested topics to be covered at Professional Development Day, generated from the survey that went out.

5. YCSA website pages update

Julie would like the YCSA pages to more closely reflect the design of the faculty pages – Julie will provide Tim with the URL that will serve as the model, and then Tim will reach out to committee chairs to ask them for any content updates before meeting with Jerry Z to redesign the pages.

Next meeting is Wed. Jan. 19 at 10 a.m.