

YCSA COMMUNICATIONS COMMITTEE

Tuesday, July 30, 2019

MEMBERS PRESENT - Janice Soutee, Jason Major, Kelsey Behnken, Adrienne Carlos, Gwen Payne, Tim Diesch, Paige Ruggles-Kruger and Kathrine Anderson

YCSA WEB PAGE

Tim and Jason explained and displayed changes made to streamline the content and layout/design of the YCSA web page. Members approved and made additional suggestions for a few more adjustments – see attached email from Tim dated 7/30/19.

YCSA PORTAL SECTION

Tim explained a link will be added to the YC Portal for Staff Association (YCSA), placed underneath of the Employees section. The link will take you to the YCSA webpage.

ORGANIZATIONAL CHART

Adrienne and Janice showed and explained the YCSA organizational chart. A link to this can be added to the YCSA main page. We discussed unfilled the Representative positions and suggested linking the application to become a rep onto the main page, so it will be accessible for those interested to apply. Committee decided to add the rep's departments to the Org Chart. Paige to assist with gathering info regarding the departments.

NEWSLETTER

Following the next issue in August, Tim will work with Paige on redesign/new layout done in InDesign for future YCSA newsletters. Committee decided to have six newsletters per calendar year: four (quarterly) newsletters (February, May, August & November) focusing on one specific theme (no more than two pages in length, will include the YCSA President's Messages & Calendar Reminders) and two New Hire issues newsletters twice a year (March & September) focusing on new employees. New employees will be asked to submit an autobiographical paragraph and a photo for these editions.

PREP FOR YCSA MEETING, CONVOCATION DAY, AUG. 12

Katherine shared the agenda for the upcoming YCSA meeting and informed committee regarding the allotted time to discuss what and how we will share committee news & progress. Janice to prepare and present a PowerPoint presentation (containing links to webpage, organizational chart, and newsletters), members will introduce themselves, share what department they work in, and each subgroup will discuss their specific tasks: Tim & Jason – webpage; Adrienne & Janice - organizational chart; Katherine & Paige – newsletter.

JOB FORM

At our next meeting, committee will develop a job form, which will allow the YCSA committees the ability to submit information on important events pertaining to staff. This information from the submitted form will be added to the YCSA webpage.

NEXT MEETING

The next Communications Committee meeting will be Tuesday, Sept. 10th at 9am in 3-106 or via Zoom (Janice to send meeting invitations).