

# minutes



## YCSA – Communication Committee

2-16-2021

10:30am

### 1. Follow up about Behind the Scenes

- Tim and Kelsey Update- Where are we going?
  - o Had a meeting with Matt Borja and how to move forward.
    - Meant to be a morale booster, discover new departments, introduce new things, outward mindset.
    - Start with written communication and move to add to portal to “subscribe” or “unsubscribe”
      - Department representatives to input items- like an Instagram but without pictures- YouTube channel
    - How does this affect current newsletter?
      - Still working on those details- need to schedule a meeting with Matt and Newsletters people
        - o Maybe Dicksoup hey newsletter is available go click on it in portal
      - What happens when we are back in person?
        - o Does this change? What is long term goal
  - o First one will go out shortly- next group will be William Earls and then Custodian’s

Tim to send document to team to review for more description

### 2. Newsletter Update? –

- a. More Committee members needed?
  - i. All documents submitted to Gwen on Friday- going out next week for this Quarter, hopefully 22<sup>nd</sup>
- b. Format? Microsoft Word/ Publisher? Etc.
  - i. Had a problem converting documenting. But now using publisher to complete. They will reach out if they need additional help.
- c. Frequency
  - i. Two per semester, one in summer – Two pages each
    1. End of February and May
    2. July
    3. August/September and Early December

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

- a. Kelsey Update- Onboarding Committee
  - i. Wait until onboarding Committee finishes new process and then figure out how we fit into things.

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## 4. What's Next for Committee?

- 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
- c. YC Broadcast
  - i. How often? Content?
- 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 Week:

Update about onboarding Committee, move forward with brochure look

Behind the scene update

Next Meeting May 4<sup>th</sup> at 10:30am