Minutes
Staff Advisory Council
Communications Subcommittee Meeting
Thursday, February 18, 2010, Room 3.463T

Members Present: Joe Ellen Bryan, Chair, Jill Byrd, Ninette Roberson, Susan Torchia, Mary Yanes

Members Absent: Veronica Chavez, Rodney Kotara

Old Business:
1. Poster Development – Due to space availability and cost, it was decided by the majority of members present to continue with the SAC single sheet flyer and not develop a poster at this time. Jill Byrd mentioned the flyer will go in the CTRC newsletter this month.

2. Mini-master floor plan – review locations for additional poster/flyer postings – discussion was tabled for next meeting as we did not have the Mini-master floor plans to review.

New Business:
1. Candy order update – Susan Torchia gave an update on the candy order which should arrive by the first part of March. Susan can store the order if Michelle Marlin does not have the space. Joe Ellen will speak with Michelle regarding her offer to handle and deposit the money. Joe Ellen will check with Debbie Cash in HR regarding the PID for depositing the money. Money collected will go to benefit Staff development and/or scholarships once we establish a criteria for need. Mary Yanes suggested putting a notice on the SAC website and inside the portal regarding the candy sale.

2. SAC web page maintenance – Mary Yanes has put the updated roster on the SAC website. She will add the flyer and the checklist of projects completed when we receive it from Michelle Marlin.

3. SAC flyer revisions- no revisions needed at this time. It was suggested that we use some of the wooden wall racks formerly used for the HSC newsletter to hold SAC flyers and suggestion forms.

Other Business:
Additional Folders for Suggestion forms – additional suggestion form folders were given to Mary Yanes to display in Barshop and HR and Jill Byrd to display in CTRC.

Meeting adjourned 3:05 p.m.
Next meeting: Thursday, April 15, 2010 in Room 3.463T (Dental School).