

Staff Council

Communications Committee Annual Report

June 5, 2012

The Communications Committee was established late 2011, first met in October, 2011, and has met 5 times. Clear, concise, and effective communication is extremely important for our organization. The committee has been identifying and addressing both good and bad points of communication internal to Staff Council (SC), out to staff and other employees, and feedback from employees.

Some highlights of issues the committee has/is addressing:

1. Training/orientation of staff council members
2. Periodic notifications to all staff
3. Staff Council membership expectations
4. Feedback form staff
5. Adding Staff Council member information to SC Calendar
6. FAQ's for SC members
7. SC member Google Group

One of the most significant progressive strategies of the committee for this year started from building and expanding a communication tool initially used by Walker and Brad to gather feedback from Unit 13, the Google Form survey tool. Unit 12 implemented the survey tool and realized similar effectiveness in gathering employee feedback. With very hot topics (smoking policies, code of conduct policies, health care changes) and relatively short time frames for employee feedback, the survey tool was implemented and we have realized its effectiveness as a communication tool.

As current Committee Chair, I feel we are just beginning to open up the communication lines internally and externally to SC. There is a lot of continued work to be done and much room for further improvement in communications thus:

1. I recommend Communications Committee be made a permanent committee of SC.
2. I further recommend SC appoint a member to an administrative role for central communications (communications that should go to ALL staff, ALL units), examples; SC meeting summaries immediately following SC meetings, communications affecting all employees, centrally send surveys, etc.

Thank you all for your time, involvement and support,

John Clendenin, Communications Committee Chair