

## **Communications Committee** <sup>[1]</sup>

The Communications Committee is responsible for the collection and distribution of information between SSC and System Administration employees.

**Committee members:** Kayle Lingo (Chair), Heather Thorwald, Turner Rafter, Amanda Gordon, Sarah Wallace, Rick Rowcotsky



Tasks the committee handles:

- One person attends training for one Marketing Cloud (and one Cvent) license to:
- Send monthly SSC newsletters and occasional individual emails
- Standardize formats for all System Staff Council communication, including designing email templates, proofreading and disseminating all SSC communications
- Coordinating all SSC communications for effective scheduling of event announcements
- Maintaining the SSC website and updating news and events information
- Creating and maintaining an SSC informational brochure and other print materials

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## **We'd love to hear from you!**

Please use the button below to email a comment, question, or suggestion to the Communications Committee.

[Send us your feedback](#) <sup>[2]</sup>

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**Source URL:** <https://www.cu.edu/ssc/comm>

### **Links**

[1] <https://www.cu.edu/ssc/comm> [2] <mailto:ssc-communications@cu.edu>