Faculty Council Communications Committee (FC3) Meeting
Thursday, September 13, 2018
11:00 AM – 1:00 PM
Pikes Peak Conference Room at 1800 Grant Street, Denver, CO 80203

MINUTES

Attending: Carrie Makarewicz (Chair), Jenny Filipetti (Secretary), Rian Cheley, Jay Dedrick, Cathy Beuten, Lory Bryan, Judy Scott, Neil Box; Others Attending: RyAnne Scott, Michelle Martinez

Actions Items highlighted on pages 2-3.

Discussion Items:

1. Walk-through of the FC3 Google Drive resources
   a. https://drive.google.com/drive/folders/0B1Ktz-q55lXROWRU1dy9zdLakE
   b. Everything meeting-related will be stored in the drive: agenda, minutes, working docs, committee corner, faculty voices, etc.
   c. Minutes to contain an action items list

2. Committee Corner Updates
   a. Schedule for AY 2018-19
      i. Invitations are sent to the committees to request schedule preference—no responses yet received
      ii. FC3 will go first
         1. Ready by 09/27 (latest by 10/02) and published 10/04
         2. Faculty Voices call out before, with reminder in our update
         3. Need a compelling headline and interesting language
         4. Photo should be JPG or PNG

3. Faculty Voices Call Out
   a. Review of Faculty Voice Call for Articles documents on Google Drive
      i. Use Jay’s as a template but add in some of the Chronicle for High Ed language and note about appreciation gift.
      ii. Find balance between generic/specific topic examples – evergreen but inciting interest

4. Presidential Search Update
   a. Head legal counsel Pat O’Rourke and Regent Steve Ludwig gave an overview about the search process at the Faculty Council meeting on August 30:
      i. Search committee led by regents with members from the CU community and public
      ii. Faculty members will need to apply to be on the committee
      iii. Goal will be to bring two candidates to campus (Dec. 2018-Jan. 2019)
      iv. They plan to hold campus town hall sessions – it may be part of our task as FC3 to express the importance to faculty to attend town halls.
   b. Carrie will let us know updates from Faculty Council Chair Joanne Addison
c. Jay noted a CU Connections reader comment that inquired why faculty on the search committee must be part of Faculty Senate – *this could be a potential topic for Committee Corner piece.*

5. **Review of the benefits survey draft and discussion with RyAnne Scott and Michelle Martinez from Employee Services**
   a. How broadly do we send the survey out?
      i. Importance of not confusing this with the previous Retirement Benefits Survey
      ii. Committee members could send to colleagues
      iii. Rian can send to each committee chair or Faculty Council list.
      iv. How can the survey inform Employee Services? (RyAnne and Michelle)
         1. Audience is up to FC3. Survey fatigue is real but broad input is helpful. Perhaps committees are the best audience since they’re already more-involved faculty.
   b. Consider focus on “problem trying to solve” when framing questions
   c. Should the purpose by only benefits or something more?
      i. Areas that could be included: Learning & Development, Benefits, Payroll, Retirement, Health & Wellness, FMLA
   d. We could also add questions that quiz understanding of CU’s benefit services
      i. Ex. “What campus or system office does [benefit service] for you?”
      ii. Ex. “How do you find out if you’re eligible for retirement?”
      iii. Ex. “Did you know that your newborn needs to be added to your benefits plan?”

6. **Review of Employee Services campaigns with RyAnne Scott**
   a. Healthy, Wealthy, and Wise - 20 different topics that can be requested: cu.edu/healthy-wealthy-wise
   b. Can request Lynda/Skillsoft posters
   c. Fall 2018 campaigns
   d. Spring 2019 campaigns
   e. CU Advantage website with comprehensive clearinghouse for finding benefits information and directing you to right resources to take advantage of them

**Action Items:**

*For everyone:*
- Review Faculty Voices call by Monday 9/17
- Send a headshot to Carrie by Thursday 9/20
- Add to and edit our Committee Corner article by Thursday 9/27
- Upon Faculty Voices publication (9/27), outreach to colleagues to get submissions
- Send benefits survey within our departments/colleagues
- *Reminder:* when reviewing/editing FC3 documents, use Google Suggesting mode

*For specific members:*
- Reminders to committees for Committee Corner
  o Each rep to send reminder e-mails to committee
  o In future, will need either a group photo or individual headshots
  o Carrie to remind committees to respond to Committee Corner e-mail at Faculty Council meeting on 9/27
- Carrie to contact Joanne Addison to inquire if the preference is still to review articles before publishing CU Connections (as Ravinder suggested Exec Council do)
• Committee Corner: Communications Committee finished by 9/27 and published 10/4
• Carrie to create shell draft of our Committee Corner article by Thursday 9/20
• Jay to ask John Arnold about finding stock photo for Committee Corner article, potentially also each Faculty Council Committee to use in the articles
• Get Faculty Voices call published by 9/27
  o Carrie to make updates to the draft call. Jay to get Ken’s approval on call.
  o Add submission form to CU Connections website
  o Jay and Cathy to get feedback from Ken about Faculty Voices call including the precise phrasing for the “letter of recognition”
• Rian to send benefits survey to each committee chair or Faculty Council list
• Jenny to update survey and share with Employee Services for input

Next meeting: October 11, 2018, from 11 a.m. to 1 p.m. in the Pikes Peak Conference Room at 1800 Grant Street (Denver, CO, 80203).