Staff Advisory Committee
November 2, 2017

Members Present: Sherri Allen, Elizabeth Clemens, Anna DeBord, Jerry Keeton (Chair), Randal McCloud, Paul Miller, Sharon Stevenson, Emily Vaughn

Others Present: Logan McCormick

Agenda Items: Chairman Keeton called the meeting to order at 1:30 p.m. in the President's Conference Room. He extended the welcome and advised President Oldham would not be joining the meeting today. Chairman Keeton asked the committee for their ideas for presenting the Staff Advisory Committee to the University and promoting higher visibility. He advised the comment boxes around campus are severely underutilized: only finding trash inside them over the previous months. Elizabeth Clemens suggested submitting information to Tech Times. A second suggestion was also made to create an online Mach-form to replace the comment boxes around campus. Chairman Keeton asked if the committee would like to request others attend the committee meetings maybe a representative from the Office of Communications and Marketing or Facilities Management, who can provide updates and answer any questions which may arise. Another idea on how to improve communication was to create an FAQ's sheet which can be added to the website and added to the Tech Times post. It was also mentioned that posting the shuttle route in all of the stop shelters would benefit both university employees and students. Additionally, a revamp of the website's directory was proposed as it frequently incorrect and slow to update to organizational changes. All of these suggestions were positively received and noted by the Chairman and will be under review for forthcoming actions.

Other Such Matters

There were no additional comments. Chairman Keeton moved to adjourn the meeting. The motion was duly seconded. Meeting ADJOURNED at 1:55 p.m.

B. Logan McCormick, Recorder