



Cornell University Employee Assembly

Communications, Outreach & Recognition Committee

September 29, 2020

9:30am-10:30am

Zoom Link: <https://cornell.zoom.us/j/94126415784?pwd=Tm4wa3RiRDY0U21SU2JnY00xTVJIUT09>

Committee Chair: Ellen T. Miller

Voting Members: Marcy Benda, Kristen Ciferri, Jackie Creque, Andrea Haenlin-Mott, K. Michelle LoParco, Carrie Sanzone, Kate Supron

Non-Voting Members: Brandon Fortenberry, Ellie Krumm

Guests:

AGENDA

1. Member Introductions
2. Committee Charge
3. Future Meeting Schedule
4. President's Address to Staff **10/20**
 - Design Poster/Ad
 - Save the Date
 - EA Facebook Event
 - CU View
 - CU Events Calendar
 - Other Social Media?
 - Prewrites for Media
 - Chronicle
 - Faculty/Staff News
 - Other?
 - Zoom Backgrounds
 - Slideshow
5. EA Appreciation Award **10/20** (winner chosen by **10/12**)
 - Define Award & Eligibility
 - Call for Nominations **ASAP**
 - Qualtrics **9/30-10/6**
 - Present Nominations
 - EA Meeting **10/7**
 - EA Voting **10/7-10/9**
 - Qualtrics
 - Notify Winners **10/12**
 - Assign Webinar Speaker
 - Prepare Prize (Plaque?)
6. EA Newsletter
7. Old / New Business