



## Cornell University Employee Assembly

### Communications, Outreach & Recognition Committee

October 13, 2020

9:00am-10:00am

**Committee Chair:** Ellen T. Miller

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

**Non-Voting Members:** Brandon Fortenberry, Ellie Krumm, Ashley Miller, Paige Reeves, Jessica Withers

**Guests:**

### AGENDA

1. President's Address to Staff (10/20) Update
2. EA Appreciation Award (10/20) Update
  - Notify Winners
    - Assign webinar speakers
    - Nominator *brief* intro
    - Winner *brief* acceptance
  - Prepare Prize(s)
    - Plaque for group
    - Certificates for individual group members
  - Press Release (for *after* 10/20 presentation)
    - Faculty & Staff News
    - Chronicle
    - EA Newsletter
    - Social Media
3. EA Newsletter
  - Content
  - Release Date
    - Mon Oct 19th
  - Design / Content
    - [blogs.cornell.edu/employeeassembly/](https://blogs.cornell.edu/employeeassembly/)
  - Upcoming Issues
    - Mon Nov 22nd (?)
    - Publication Schedule
4. Task Leads / Assistants
  - Graphic Design
    - Posters / Announcements
    - Social Media / Emails
  - Awards & Recognition
    - George Peter Award
    - Opperman (name TBD) Award
  - Social Media Backup
    - Facebook / LinkedIn
5. EA Priorities Poll
6. Old / New Business
7. Next Meeting Date