

Communications, Outreach & Recognition Committee

November 10, 2021

11am - 12pm

Zoom Link:

<https://cornell.zoom.us/j/97670995122?pwd=YTdnZ3dxSVY5MHF5bmYwU2JrZFgrZz09&from=addon>

Committee Chair: Ellen T. Miller

Voting Members: Derrick Barrett, Marin Cherry, Jackie Creque, Kate Supron, Kristen Ciferri, Elizabeth Cunningham, Katie Hollenbeck, Erin Kelly, Denny Totman

Non-Voting Members: Brandon Fortenberry, Andrea Haenlin-Mott, Danielle Dean-Manzer, Ellie Krumm,

Rigel Lochner, Kathryn Seely

Ad-Hoc Members: Ashley Miller, Kit Tannenbaum, Jessica Withers

Guests:

Attending: Ellen Miller, Denny Totman II, Jackie Creque, Kate Supron, Jessica Withers, Erin Kelly, Ellie Krumm, Kristin Ciferri

AGENDA in regular text- notes from the meeting in **Bold**

1. Recognition

- EA Appreciation Award **CCTL- Covid testing center receiving award, two honorable mentions- CARE Center for Animal Resources and Education, and Campus life**
 - **Jackie Presenting award at Presidents address. Erin/Kristen to work with Jackie for who to give award to.**
 - **Fall 2021 - President's Address to Staff (Fri Nov 12th)**
- Staff Award for Integrity & Inclusion
 - Update from subcommittee - Kristen & Erin
 - **Erin- Kristen and Erin meeting next week**
- President's Excellence Awards Kudos Board - event 11/19- **Ashley Miller asked Ellen to ask to spread the word and congratulate people.**

2. Outreach

- New EA Info Sheet & Stickers (thanks Derrick and Liz!)
 - **Ellen- Derrick and Liz have been doing some behinds the scenes work, made cute stickers- hand out at Presidents address and gauge people's interest in them.**
 - **Ellen- reached out to Wendy to see if we can get data on how many people go to the website.**
- HR Fall Employee Celebration event recap
 - **Info sheet was on display at the table. Not much traffic but were able to engage with some employees.**
 - **Jessica- I was there. Derrick and Liz were amazing. Good at talking to people.**
 - **Not much turnout but positive vibe. Maybe not do a Friday night event again.**

- President's Address to Staff - Nov 12th
 - **Jackie will be there, and Jessica will be there**
 - **Planned refreshments for 100 people.**
- EA Website updates - Derrick & Jackie
 - **Jackie-had initial discussions. Derrick working on it but has been busy. They have an idea just haven't been able to get to it yet.**
 - **Ellen- this is a two-part plan 1-Update employee assembly website, 2-Make more user-friendly interface.**
 - **Jackie- maybe consider Teams in channels. To recruit, create brand**
 - **Not many using Teams, hoping more people use it and spread the word.**
 - **Kate Supron- I'm not using it anywhere else. Is there a training on it?**

3. Communications

Ellen- Apologize November newsletter was not set to everyone before sending it out. Had a time constraint.

- EA Voice Newsletter: December (target date TBD)
 - Letter from EA Chair
 - Emergency CARE Fund 20th Anniversary
 - **Emergency CARE Fund-They are working on statement to include in the newsletter**
 - **Conflict coaching and Meditation Services manager, Danielle Haynes at CU reached out to Hei Hei and then Jessica- how can we get more employees involved. Ellen/Jessica had an unexpected a conflict management lesson when met with her. It was good.**
 - **Jackie intrigued by event. Can she give us info on how to set this up for others?**
 - Get Connected:
 - **Kwanza**
 - Appreciation Portal Reminder/Highlight
 - Recent Actions:
 - Upcoming Meetings:
- Next Issue: January (target date TBD)
- Other Business
 - **Jessica- Ashley Miller asked if she could come to an EA meeting to show new features in the Appreciation Portal**
 - **Ellen- All, feel free to hound me if there is a task I need to do.**
- Next Meeting Date: Wednesday December 8th @ 11am

Meeting Minutes: Denny Totman II