

Communications, Outreach & Recognition Committee

December 8, 2021

11am - 12pm

Zoom Link:

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

Committee Chair: Ellen T. Miller

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

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

Attendees: Ellen Miller, Liz Cunningham, Kristen Ciferri, Ellie Krumm, Derrick Barrett, Jackie, Creque, Kate Supron, Ashley Miller, Danielle, Erin Kelly, Jeremy Stewart, Jessica Withers

Guests: Wendy Treat

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

1. Recognition

- EA Appreciation Award **Gave out at Presidents address to staff- Nov 12th- Cornell Covid Testing Lab- CCTL**

Honorable mention- Student and Campus Life, and 2nd honorable mention CARE- Center for Animal Resources and Education

- Status Update - plaque/certificates -**Kristen waiting on mock-ups for these. Jackie to keep in touch with Kristen about that.**

- Portal Recognitions- **Gave 10 points to winners. Appreciation Portal communication will be sent out to honorable mentions.**

- [Award for Staff Integrity & Inclusion](#)

- Update from subcommittee - Kristen & Erin- **Erin we have been updating the website. The website is live. Looking at the visuals we will be sharing.**

- Promote! **Draft email ready to go. Send without graphic? Yes. Let's get it out. Denny to send flyer graphic to Teams channel with the updates people have requested. Specific dimensions for flyer. Ellen to send to Denny.**

Kristen the goal is to have nominees down to 3 by February meeting.

Kristen- as soon as this award is over, we will jump right into the George Peter Award.

2. Outreach

- EA Website updates - Derrick & Jackie **Derrick- started project with 2 phases. Phase 1 find broken links, phase 2 revamp it. Found out Employee Assembly page will be updated soon. Collaborating with OA office on this update. Last update over 2 years ago. ~2017-2018, somewhere around there. EA to provide perspective from user experience. If you have any**

idea/thoughts/want to be part of the committee reach out to Derrick, Jackie, Ellen, or Jeremy. We have a Microsoft Teams page.

The next meeting with OA is 12/17/21 to bring our ideas together. Over the winter break the OA is planning to do an in depth look on the website.

Planning to have all these updates done by Fall '22.

Ellen- want to make website a place people want to go to. Working on the landing page.

Wendy- idea to merge a couple tabs together for ease of navigation.

Jackie- I agree with Wendy. It is splitting our audience. We need to clear up our Navigation to clear up some confusion.

Ellen- Purpose of website is for record keeping. So have been encouraging others to use the site for this. Like adding meeting minutes and meeting agendas. We are up to date. Ellen is trying to get other committees to do the same. She added meeting to other platforms to increase interest and involvement.

- Committee use of Website / CU Event Listings

3. Communications

- EA Voice Newsletter: December (target week of 12/13) **Keep eye out on Monday for a draft.**

- **Add to list Award for Inclusion and Integrity**

- Letter from EA Chair
- Emergency CARE Fund 20th Anniversary **Hoping for more involvement**
- Conflict Coaching & Case Management

(Dani Haynes EA Meeting visit recap) **Ellen to try to touch base again with her, haven't heard back. If don't hear back will likely just add a small blurb about their service.**

- Education Committee: Recognize retiree

Jim Sheridan Workforce & Development – **Ellen Put on hold until Jan. Jackie let's not focus on Jim retiring but to show value of their program. Idea- Kudos board. Where money? Who else should be recognized? Maybe not send through EA since Jim is not on the EA. Jackie to connect with his group.**

- highlight resources available to staff. **Jackie The goal is to highlight the impact from Jim's work and get involvement with the staff. Highlight the value of personal development.**

Ashely- Jackie, what is plan with the anecdotes from Kudos board?

Jackie- Benefits from workshops provided by Jim- Example, I learned from Jim and brought that info back to my whole Team- focus on how the impact of Jim's work has impacted more than individuals.

Ashley- thought, from my experience- get a list from Kathryn Burkgren about people who have taken his courses to get direct quote about it instead of Kudos board to avoid the cost of creating a Kudos board. To get the direct anecdote you are looking for.

Jackie- I would still like to follow-up on it. Don't want to add burden to people who are not on the EA. It's only \$20 a Kudos board. Benefits- people can view your comments, it will feel good for individual to recognize him, want people have a spot to recognize him "he could be the face of staff development." Jackie has heard that supervisors may be roadblock for development. If we get more word out maybe supervisor will let more staff get involved in these professional development courses.

Derrick- Jim helped out during pandemic to make sure we keep developing. Like kudos board Put note in EA voice about it- Jim helped during pandemic. An EA member (Marcus) is filling Jim's position. Could announce that. Agrees this might help managers encourage attending these kind of professional development courses.

Ellen-anything for December for EA voice? Jackie-no.

Ellen- Jackie when you have more info, retouch on it with Ashley and Kristen. Jackie- rather than thinking of it as an award or recognition tool, think about it as more of a bulletin board.

- Get Connected:
 - Kwanza
 - Winter Break

Ellen- anything else? Derrick- well-being committee wind down for winter break. Link to panel on website.

Jessica- will talk about wind down for winter break in the chair letter.

Jeremy- might be good to put in the energy smackdown. Myself and Michelle Artibee working together -winter tips for sustainability might be good to add as well. Jeremy to send link to Ellen.

- Appreciation Portal Reminder/Highlight
- Recent Actions: None
- Upcoming Meetings:
 - Next Issue: January (target date TBD)

4. Other Business

5. Next Meeting Date: Wednesday January 12th @ 11am