



Faculty Council Communications Committee (FC3) Meeting
Thursday, September 13, 2018
11:00 AM – 1:00 PM
Pikes Peak Conference Room at 1800 Grant Street, Denver, CO 80203

MINUTES

Attending: Carrie Makarewicz (Chair), Jenny Filipetti (Secretary), Rian Cheley, Jay Dedrick, Cathy Beuten, Lory Bryan, Judy Scott, Neil Box; **Others Attending:** RyAnne Scott, Michelle Martinez

Actions Items highlighted on pages 2-3.

Discussion Items:

1. Walk-through of the FC3 Google Drive resources

- a. <https://drive.google.com/drive/folders/0B1Ktz-q55IXROWRJU1dvZzILakE>
- b. Everything meeting-related will be stored in the drive: agenda, minutes, working docs, committee corner, faculty voices, etc.
- c. Minutes to contain an action items list

2. Committee Corner Updates

- a. Schedule for AY 2018-19
 - i. Invitations are sent to the committees to request schedule preference—no responses yet received
 - ii. FC3 will go first
 1. Ready by 09/27 (latest by 10/02) and published 10/04
 2. Faculty Voices call out before, with reminder in our update
 3. Need a compelling headline and interesting language
 4. Photo should be JPG or PNG

3. Faculty Voices Call Out

- a. Review of Faculty Voice Call for Articles documents on Google Drive
 - i. Use Jay's as a template but add in some of the Chronicle for High Ed language and note about appreciation gift.
 - ii. Find balance between generic/specific topic examples – evergreen but inciting interest

4. Presidential Search Update

- a. Head legal counsel Pat O'Rourke and Regent Steve Ludwig gave an overview about the search process at the Faculty Council meeting on August 30:
 - i. Search committee led by regents with members from the CU community and public
 - ii. Faculty members will need to apply to be on the committee
 - iii. Goal will be to bring two candidates to campus (Dec. 2018-Jan. 2019)
 - iv. They plan to hold campus town hall sessions – it may be part of our task as FC3 to express the importance to faculty to attend town halls.
- b. Carrie will let us know updates from Faculty Council Chair Joanne Addison

- c. Jay noted a CU Connections reader comment that inquired why faculty on the search committee must be part of Faculty Senate – *this could be a potential topic for Committee Corner piece.*

5. Review of the benefits survey draft and discussion with RyAnne Scott and Michelle Martinez from Employee Services

- a. How broadly do we send the survey out?
 - i. Importance of not confusing this with the previous Retirement Benefits Survey
 - ii. Committee members could send to colleagues
 - iii. Rian can send to each committee chair or Faculty Council list.
 - iv. How can the survey inform Employee Services? (RyAnne and Michelle)
 - 1. Audience is up to FC3. Survey fatigue is real but broad input is helpful. Perhaps committees are the best audience since they're already more-involved faculty.
- b. Consider focus on “problem trying to solve” when framing questions
- c. Should the purpose be only benefits or something more?
 - i. Areas that could be included: Learning & Development, Benefits, Payroll, Retirement, Health & Wellness, FMLA
- d. We could also add questions that quiz understanding of CU’s benefit services
 - i. Ex. “What campus or system office does [benefit service] for you?”
 - ii. Ex. “How do you find out if you’re eligible for retirement?”
 - iii. Ex. “Did you know that your newborn needs to be added to your benefits plan?”

6. Review of Employee Services campaigns with RyAnne Scott

- a. Healthy, Wealthy, and Wise - 20 different topics that can be requested: cu.edu/healthy-wealthy-wise
- b. Can request Lynda/Skillsoft posters
- c. Fall 2018 campaigns
- d. Spring 2019 campaigns
- e. CU Advantage website with comprehensive clearinghouse for finding benefits information and directing you to right resources to take advantage of them

Action Items:

For everyone -

- Review Faculty Voices call by Monday 9/17
- Send a headshot to Carrie by Thursday 9/20
- Add to and edit our Committee Corner article by Thursday 9/27
- Upon Faculty Voices publication (9/27), outreach to colleagues to get submissions
- Send benefits survey within our departments/colleagues
- *Reminder:* when reviewing/editing FC3 documents, use Google Suggesting mode

For specific members -

- Reminders to committees for Committee Corner
 - Each rep to send reminder e-mails to committee
 - In future, will need either a group photo or individual headshots
 - Carrie to remind committees to respond to Committee Corner e-mail at Faculty Council meeting on 9/27
- Carrie to contact Joanne Addison to inquire if the preference is still to review articles before publishing CU Connections (as Ravinder suggested Exec Council do)

- Committee Corner: Communications Committee finished by 9/27 and published 10/4
- Carrie to create shell draft of our Committee Corner article by Thursday 9/20
- Jay to ask John Arnold about finding stock photo for Committee Corner article, potentially also each Faculty Council Committee to use in the articles
- Get Faculty Voices call published by 9/27
 - Carrie to make updates to the draft call. Jay to get Ken's approval on call.
 - Add submission form to CU Connections website
 - Jay and Cathy to get feedback from Ken about Faculty Voices call including the precise phrasing for the "letter of recognition"
- Rian to send benefits survey to each committee chair or Faculty Council list
- Jenny to update survey and share with Employee Services for input

Next meeting: October 11, 2018, from 11 a.m. to 1 p.m. in the Pikes Peak Conference Room at 1800 Grant Street (Denver, CO, 80203).