**Committee Annual Report 2020-2021**

**Committee Name:** Communications Committee

**Chair:** Heather Staggs

**Members:** Ashley Wilson, Terry Wilson Jr., Heather Long, Kimberly Richards, Ryan Schafer, Julie Heger, Catherine Zappia, and Heather Staggs

**Action Items:**

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| **Action Item(s)** | **Status** |
| Grow IUPUI Staff Council social media following and presence  | Continual - IUPUI Staff Council Blood drive (Feb 2021), monthly meetings, Carbon Neutral resolution, volunteer work, IUPUI RAOK. Promoted Paw’s Pantry, IU Day, COVID vaccination, Faculty/Staff Town Halls, presidential announcement, and followed / liked IUPUI schools, departments, councils, clubs, partners, etc. |
| One.IU Task | Completed - Created an IUPUI Staff Council task on One.IU to allow easier access to our website. |
| IU Events calendar | Completed - Added IUPUI Staff Council meetings to calendar. |
| IUPUI Random Acts of Kindness | Completed – Relaunched IUPUI RAOK program on national day in February 2021 and posted acts of kindness done/received by SC members on social media accounts. |
| Inside IUPUI and JagNews articles | Complete – Submitted articles for IUPUI Staff Council officer positions, blood drive, and volunteer work. |

**Action Items to be carried over to 2021-2022:**

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| --- | --- |
| **Action Item(s)** | **Status** |
| Continue to grow social media following and presence  | Promote IUPUI Staff Council initiatives: blood drives, monthly meetings, volunteer work, IUPUI RAOK, professional development. Continue to endorse Paw’s Pantry, IU Day, and IU/IUPUI and/or Chancellor related announcements and follow / like posts made by IU/IUPUI schools, departments, councils, clubs, partners, etc. |
| One.IU Task | Do an annual review to ensure task images / information is up to date. |
| IU Events calendar | Add IUPUI Staff Council Meetings to calendar.  |
| IUPUI Random Acts of Kindness | Continue to encourage SC committee members to share RAOK’s they have given or received and promote on social media accounts.  |
| Inside IUPUI and JagNews articles | Submit articles to promote IUPUI Staff Council work and initiatives. |

**Suggested new action items for 2021-2022:**

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| --- | --- |
| **Action Item(s)** | **Status** |
| IU Events Calendar | Add events beneficial to staff to calendar that are not already included.  |
| Microsoft Teams | If SC decides to move to Teams platform support this initiative. (ie: training, standard operating procedures, creating files/folders, etc.) |
|  |  |
|  |  |

Please attach any completed documents or recommendations made by your committee during this report year.

**Report due: June 30, 2021**

**Submit to: Heather Staggs at** **hstaggs@iupui.edu**