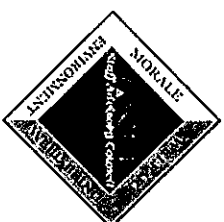


Staff Advisory Council Public Relations Committee

2005-2006 Year End Report



Four (4) or more members of the Council shall constitute the Public Relations Committee. This committee shall be responsible for keeping the University community informed of all activities of the Council through whatever channels of communication are deemed necessary.

Full Term Members: Jeremy Zwiackner (Chair), Chris Campbell, Randy Kelley, Becky McIntire
Partial Term Members: Jana West

Monthly Activities

New Employee Orientation: The PR committee supports Human Resources each month by providing a presenter and two greeters for each orientation. A SAC brochure is included in each new staff member NEO notebook. The presenter is allowed 5 minutes to give a short message welcoming new staff. The PR Committee uses a slide presentation used at each orientation by the presenter which is available for view online at <http://fp.okstate.edu/sac>

Staff Advisory Council ENews: The PR committee has begun putting together a monthly email to all staff regarding what the Council is doing and information that may be pertinent including Staff nominations, scholarship info, current issues, etc.

Staff Advisory Council Website: The PR committee has made monthly efforts to keep the SAC website content current and user friendly.

Monthly Breakdown

June 2005

OSU Institutional Calendar-The PR Committee placed all SAC meeting dates for 2005-2006 on the institutional calendar.

KOSU Calendar- The PR Committee placed all SAC meeting dates for 2005-2006 on the KOSU calendar.

Stillwater NewsPress- The PR Committee placed all SAC meeting dates for 2005-2006 to the Stillwater NewsPress.

OSU Institutional Calendar-The PR Committee placed the annual Staff Awards Day on the institutional calendar. (The first Thursday of November.)

July 2005

Staff Advisory Council Shirt-The PR committee finalized the shirt order and ordered new shirts for the council. Many compliments have been received throughout the year. The shirts for re-order are available at Causley Productions.

Staff Advisory Council Special Collection-SAC has a collection with the University in its Special Collections and University Archives division. The collection is Collection Number: 93-091. This collection was started in 1975 and is ongoing. The PR Committee made a donation of materials on behalf of SAC dating to 1991

October 2005

Harvest II Food Drive - Staff Advisory Council developed a page on the SAC website in order to promote this event. The PR Committee has contacted Harvest II Chairman Melissa Hall (melissahall@cox.net) to help promote the event on campus. The event helps stock the food pantry in Stillwater.

Distinguished Service Award Selection Committee: A member of the Public Relations Committee served on the selection and interview committee.

November 2005

Distinguished Service Award Nominations: The PR committee promoted the DSA nominations that were to be awarded at Staff Awards Day, November 3, 2005. The nomination form was placed on the SAC website.

Staff Awards Day: The PR Committee worked with Awards and Recognition Committee in promoting Staff Awards Day, November 3, 2005. Many of our members also served at the service pin table, greeted staff, served refreshments and anything that was needed to promote the event. A public service announcement was released on KOSU and a press release was sent to PIO, the Daily O'Collegian and the Stillwater NewsPress with information about the recipients of the awards.

Redesigned SAC website: The SAC website debuted with a new look and feel to the general staff that is a reflection upon the institutional website.

December 2005

Holiday Greeting: An electronic greeting was sent to all members of STREP-L wishing them a wonderful Holiday.

SAC Brochure: The PR Committee updated the NEO brochure and distributed the updated brochure with the new officers and members to HR. The brochure was placed on the SAC website.

January 2006

OSU Institutional Calendar-The PR Committee placed the annual Staff Appreciation Day on the institutional calendar.

February 2006

Stillwater NewsPress-The PR Committee placed the contact information for SAC in the organizational listings in the Stillwater NewsPress.

March 2006

Staff Emails: With the assistance of Anne Matoy, the PR committee added all emails of OSU Staff to the list serve. This will greatly enhance communications to all Staff throughout OSU-Stillwater. A program was developed to harvest the staff emails for updates per SAC request. Contact Anne Matoy.

SAC Nominations: The PR committee promoted the SAC Nominations for new members. The nomination period closed on March 24th.

April 2006

SAC Raffle-The PR Committee promoted the Gas Card raffle through use of the Institutional Calendar and listserv.

Staff Advisory Council Banner: The PR Committee secured a donated banner from the Physical Plant sign shop for use with Staff Appreciation Day, Staff Awards Day and fundraising activities.

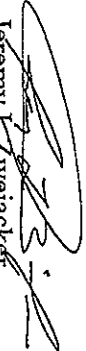
Staff Appreciation Day – This event was held April 6, 2006 inside the Student Union Ballroom. The PR committee promoted and supported the event in conjunction with the Awards and Recognition Committee. The PR committee helped to secure the vendors for the event. The event has improved each year since the separation of Awards from Staff Appreciation Day and this year's event was highly successful. Vendor booth set-ups proved to be an asset for gaining participation from local vendors with a total of 28 vendors present.

SAC Elections: The PR committee promoted the SAC elections for new members. The election period was from April 17th to April 28th. The elections were placed on the institutional calendar.

May 2006

Staff Scholarship Selection Committee: A member of the Public Relations Committee served on the selection committee.

Respectfully Submitted,


Jeremy E. Zwickler
Public Relations Chair

