

**Oklahoma State University
Staff Advisory Council
Public Relations Committee**

2004/ 2005 Report

Committee Members

Full year: Liz Condit (Chair) Randy Kelley, Bea Peters, Hank Welliver and Jana West

Partial terms: Lisa Collins, Dennis White

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.

2004/ 2005 Activities

- Homecoming 2004 Walk Around: In effects to help support the SAC Scholarship Fund the PR Committee again this year participated in the OSU Homecoming Walk Around. The event was held October 15, 2004. PR Committee asked SAC for volunteers to donate cookies and baked goods and to also help staff the booth at Walk Around. Hot cocoa, soda's, bottled water and snacks were high demand making our booth sales for the evening \$331.60. The total profit for this event was \$ 219.47 after expenses were paid.
- 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 introduced the use of a slide presentation that is now used at each orientation by the presenter. Thanks to Duane Hunt for creating this presentation.
- SAC Brochure: A motion was brought by the PR Committee to SAC Council to distribute the updated brochure with the new officers and members to all staff across campus. The motion was approved and the brochure was mailed out to all staff on campus.
- Can OU / Harvest 2 Food Drive - Staff Advisory Council was one again asked to sponsor this event that took place on October 29, 2004. The PR Committee promoted the event on campus and many members from SAC volunteered their time to count donated food items. The event helps stock the food pantry in Stillwater.
- Distinguished Service Award Nominations: The PR committee promoted the DSA nominations that were to be awarded at Staff Awards Day, November 4, 2004.
- Staff Awards Day – The PR Committee worked with Awards and Recognition Committee in promoting Staff Award Day, November 4, 2004.

Many of our members also served at the service pin table, greeted staff, served refreshments and anything that was needed to promote the event.

- Holiday Greeting: A motion was brought by the PR Committee to SAC Council to place a holiday greeting in the O'Collegian wishing staff, faculty and students the best of the holiday season. The motion was approved and the announcement was placed in the O'Collegian to run the last 3 days before the holiday break.
- SAC Elections - The PR committee promoted the SAC elections for new members
- Staff Appreciation Day – This event was held April 26, 2005 on Willard Lawn, Living Room and Terrace. The PR committee promoted and supported the event in conjunction with the Awards and Recognition Committee. The event has improved each year since the separation of Awards from Staff Appreciation Day and this year's event was highly successful. The use of Willard Hall facilities for vendor booth set-ups proved to be an asset for gaining participation from local vendors with a total of 18 vendors present.
- Carnation Sales- April 27, 2005: Working with the Awards and Recognition Committee the PR Committee help promote and support this event for Administrative Professional Day.
- Staff Scholarship / Tuition Assistance - A PR Committee member served on the committee to select student scholarship awards.