



Staff Advisory Council

Public Relations Committee

2006 – 2007 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: Laura Payne (chair), Chris Campbell, Jason Pogue, Jana Allen, Marsha Chapman

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 members NEO notebook. The presenter is allowed 5 minutes to give a short message welcoming new staff. The SAC member uses a power point presentation at each orientation and it is available for viewing on-line at <http://fp.okstate.edu/sac>.
- **Staff Advisory Council Web-site:** The PR committee has made monthly efforts to keep the SAC website content current and user friendly.

Monthly Breakdown

October 2006

- **Bake Sale:** The PR Committee had a bake sale at Home Coming Walk Around
- **Distinguished Service Award Selection Committee:** A member of the Public Relations Committee served on the selection and interview committee.

November 2006

- **Staff Awards Day:** The PR Committee worked with Awards and Recognition Committee in promoting Staff Awards Day, November 2, 2006. Many of our members also served at the service pin table, greeted staff, served refreshments and anything that was needed to promote the event.

January 2007

- **SAC Brochure:** The PR Committee updated the NEO brochure and distributed the updated brochure with the new officers and members to HR.

March 2007

- **Staff Appreciation Day Luncheon:** The PR Committee started contacting vendors to display their merchandise for the Staff Appreciation Luncheon and collecting door prizes.

April 2007

- **Staff Appreciation Day Luncheon:** This event was held April 12, 2007, outside on Willard Lawn. 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 and this year's event was highly successful. We had a total of 27 vendors and over \$1000 worth of door prizes.

Respectfully Submitted,

Laura Payne
Public Relations Chair