

Staff Advisory Council Public Relations Committee

1999-2000

1999-2000 Members of the PR Committee were Diana Bateson, Chair, Rita Hundley, Camille Jardot, Melba Knight, and Susan Shoffstall.

This committee is responsible for keeping the University community informed of all activities of the Council through whatever channels of communication deemed necessary. Following is a list of activities the committee had the primary function for completing.

1. **1999-2000 Staff Advisory Council Brochure** – Work with the OSU Audio-Visual department to produce a current brochure. This needs to be scheduled mid-June so that a new brochure can be put together and go out to all staff by August 1.
2. **Brown Bag Lunch Flyers** – Produce a flyer announcing the brown bag lunch prior to each regular Staff Advisory Council meeting. This gives staff a chance to meet their representatives and voice concerns and opinions to council members.
3. **Staff Appreciation Day** – Work SAC booth during Staff Appreciation Day. Advertise the event through several news channels including The O’Collegian, The Newspress, listserv, network bulletin boards, KOSU and the Stillwater Radio Network.
4. **Staff T-Shirt Sales** – Conducted a staff T-shirt sale in January. Shirt was purchased through Dupree Sports Equipment Co. who also did the printing as well.
5. **SAC Carnation Sale** – Publicize the event in conjunction with the Awards and Recognition Committee. This carnation sale is done prior to Secretaries Week, with delivery on Secretary’s Day. All proceeds benefit the SAC Staff Scholarship fund. Channels used are: The O’Collegian (photographer & story), The Newspress (photographer & story), listserv, network bulletin boards, SAC bulletin board (2nd floor SU), KOSU and the Stillwater Radio Network.
6. **President Halligan’s Office Open House** – Help publicize the event with flyers. Help with the special event conducted by the President’s office. Door prizes were offered along with refreshments, visiting with President Halligan, SAC representatives, and other administrators.
7. **Staff Advisory Newsletter** – Put the newsletter together which was published in May.

8. **Staff Advisory Council Bulletin Board** – Update the bulletin board located in the Student Union. It was updated prior to major events that needed publicized (ex. flower sale) and then should be updated at the beginning of each semester.
9. **SAC Member Training Lunch** – Mary Kay Jennings, Chair, arranged lunch with Student Union catering staff. Public Relations Committee assemble new member packets.
10. **Staff Advisory Council Website** – PR committee members did not receive the training to update the website. A current council member updated the web site for this year.