

## STAFF ADVISORY COUNCIL PUBLIC RELATIONS COMMITTEE

### 2001/2002-Year End Report

#### Bylaw Description

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.

#### 2001/2002 Activities

1. **2001-2002 Staff Advisory Council Brochure** – The brochure is done early in the year (after new members are seated). This goes to all staff on the Stillwater campus. This year we decided to leave the council member pictures out of the brochure. The pictures are on the web site and by leaving them out of the brochure we had more room for information that we wanted to get out to staff.
2. **Brown Bag Lunch Fliers** – We produce flyers for any of the brown bag lunches. This past year we only had the “Why you are likely to retire into poverty” session.
3. **Homecoming Mum Sales** – The PR committee has responsible for promotion, taking orders and delivery of the mums. We sold 51 mums.
4. **Staff Appreciation Day** – We work with the Awards and Recognition committee to promote this event. We used the O’Colly, flyer, listserv, and network bulletin boards. We had a short promotional spot with KOSU done by Holly Hannah-Bergbower.
5. **SAC Newsletter** – We changed the format of the newsletter this year so that it wasn’t just a summary of Staff Appreciation Day. The newsletter goes to all staff on the Stillwater campus. We also discussed the possibility of making the newsletter quarterly instead of just once a year.
6. **Carnation Sales** – PR committee works with the AR committee to promote the carnation sale. The AR committee actually designed the flyer but PR committee arranged for the distribution and also arranged for a picture of Dr. Halligan and Vice Presidents presenting their carnation order forms. The picture was on the OSU today page of the O’Colly.

7. **President Halligan's Open House** – Worked with Carol Wickstead from President's office to coordinate the event. We were responsible for the flyer and information in the O'Colly (Campus Roundup and a notice on the OSU Today page). Door prizes are provided by the President's Office. SAC representatives participate by serving refreshments (provided by President's Office) and greeting staff.
8. **SAC Member Training Lunch** – Myra Traynor, Chair, arranged lunch. PR committee assembled new member packets for distribution.
9. **Staff Advisory Council Bulletin Board** – Our bulletin board is located on the 2<sup>nd</sup> floor near the SU Director's Office. We didn't get this updated very much this year. It really should be updated several times each year.
10. **Staff Advisory Council Website** – PR committee is supposed to be responsible for the website but for the past few years that has been done by Leslie Miller, SAC member, because she volunteered to take care of it.