At 3:00pm Chair Ziffer called the meeting to order.

Chair Ziffer paused for public comments but none sought recognition.

Mr. Bradley moved, Mr. Fritter seconded, to approve the Minutes of 6.18.14. All in Favor. MOTION CARRIED.

Chair Ziffer recognized Mr. Rich Gassen regarding the proposal to construct printed information kiosks for classified staff. Mr. Gassen described the various size and construction options of a locked cabinet, the content of which would be controlled by the Communications Committee. Mr. Gassen described the various formats in terms of document size that could be utilized.

Mr. Pond arrived.

Mr. Gassen discussed what he viewed as the advantages of kiosks in that it would allow for printed updates versus multiple first class mailings or e-mailings. Mr. Gassen also discussed the possibility that a ‘take-away’ feature or literature rack aspect could be included so that interested staff could take material from a supply of regularly used or requested forms, such as tuition reimbursement or application for committee assignments. Mr. Gassen emphasized the flexibility in the ability to post information, from a regularly scheduled newsletter to sample ballots during an election period.

Ms. Knutson suggested that the construction and installation of such kiosks could be a noteworthy story form the point of view of UW-Communications. General agreement heard that the construction of kiosks should be pursued in-house, using classified staff.

Questions were raised as to what quantity of kiosks would be required to be effective, what the cost would be, where they would be placed, and who would be responsible for maintaining and updating the materials placed in them. Interim Secretary directed to obtain information as to construction and placement costs.

Chair Ziffer opened the discussion on a draft letter to classified staff regarding chapter 6 committee vacancies.

The Interim Secretary provided updates to the Committee as to the edits suggested by the Committee on Committees.

General agreement heard from the Committee that the letter should maintain a certain brevity to be accessible. Further agreement heard in favor of a self-contained mailer method rather than an exterior
envelope with a business reply envelope on the inside. Preference heard for a postcard reply system. General agreement heard that a more general letter be used to gather a large number of names who can then be targeted specifically in a follow up rather than attempting to drive people to volunteer for specific committees by providing more details in the mailing.

At 3:55pm Chair Ziffer excused herself from the meeting and turned the agenda over to Vice Chair Pond.

Mr. Pond inquired of the Committee if any further discussion was requested on the outreach methods under consideration. Hearing none he entertained a motion to adjourn.

Mr. Fritter moved, seconded by Mr. Bradley to adjourn the meeting. All in Favor. MOTION CARRIED.

Minutes prepared and submitted by: J. Lease / Interim Secretary