December 16, 2015 OSC Public Relations Meeting Minutes

Attended: Jessi Lorang, Valerie Lorusso, Yvette Lubbers, Holly Nicholson, Pamela Roesner, Karen Smith

Absent: Jay Monteiro

1. Student retention list. We brainstormed for a while, then decided to continue using Word track changes. Valerie volunteered to take the lead in compiling the two lists, sending it to members of the PR committee for their input, and finalizing the document.

2. Karen shared a public relations opportunity that could be done with Employee Assistance and Training. Brown Bag discussions can be done on what OSC does, and Morale - what we could do/needs to be done (other than raises). Safety/environmental issues was suggested.

3. The PR committee was assigned the task of advertising the January OSC meeting that will be held in the Wellness/Literacy Building. Jessi volunteered to design the flyer and Pam will make a list of off-campus NIU departments who may find the location convenient and distribute it to them.

4. We will cover Northern Staff News hard copy distribution list at the January 13 meeting since Jay was unable to attend. Karen did however have a suggestion in looking over the list.

   Jay’s current list: Possible additions:
   Heating Plant Rockford, Naperville, Hoffman Estates staff
   Housing & Dining
   Transportation
   Materials Management
   Physical Plant
   Grounds
   Building Services
   Lorado Taft
   Holmes Student Center