

CAG agenda

February 28, 2019

8:30–10:00 a.m.

201 Paresky

Agenda

1. CAG committee charge (see below)..... Jim Reische
2. HR initiatives and communicationsDanielle Gonzalez
3. Preview Spring 2019 *Williams Magazine*..... Amy Lovett
4. Daily Messages and EventsJim Reische, Carl Strolle
5. Cannabis policy..... Jim Reische, Don Kjelleren
6. Identity project Jim Reische, Meike Kaan
7. Senior Staff communications, re: campus issues Jim Reische
8. Zilkha Center updatesMike Evans, Caroline Bruno
9. Ambient digital displays in campus facilitiesJim Reische, Barron Koralesky
10. News to share with the group..... All

Draft CAG charge—for review and discussion at February meeting

The Communications Advisory Group (CAG), led by the Williams Office of Communications, is made up of college staff members whose roles involve responsibility for some form of external or campus communications, or are directly affected by college communications. CAG is a forum in which fellow professionals share communications information and expertise, discuss emerging opportunities and challenges, and model and sometimes codify best practices. Questions or comments about CAG’s work can be directed to the committee chair, Chief Communications Officer Jim Reische.