• **McFarlin** called the meeting to order at 2:03 p.m.

#### **Communication Projects**

• Bennett updated the group on the multiple communication projects that are going on in the college.

# **Brand Development Initiative**

• **Bennett** discuss the new brand development initiative. His team are working on a new look for the college's website and materials we use to promote the college. Their plan is to streamline the design across all platforms.

## **Student Awards**

- **McFarlin** asked the group if they had any ideas on how the college can identify ways to honor students who are doing excellent work in the college other than the awards that are given at the awards banquet. The group had identified some ways to do this and will discuss more on how to impellent these ideas.
- **McFarlin** discusses there was no policy in place for naming awards. She put a committee together consisting of both faculty and staff with a charge to create a policy for naming new or existing awards.

## Meeting Room Booking System

• Ostroff addressed some issues about the Meeting Room Booking System. Asking if we can update this system so it can roll over schedules from previous years then the chairs do not have to re-enter courses that typically use the same room year after year. Bennett will discuss with Craig if the current program has these capabilities.

#### **Richard Spencer's visit**

• **Diane and Katrice** together discussed the upcoming visit of Richard Spencer and the impact it may have on the University, our College and the students. They reviewed incidents that took place at Mr. Spencer's past visit to other universities. Katrice discussed the precautionary measures that UF is taking to ensure the safety of our students, faculty and staff.

Meeting Adjourned at 3:02 p.m. Respectfully submitted by Zenna Brown