

Office of the Chancellor

From: Office of the Chancellor
Sent: Wednesday, September 5, 2018 9:11 AM
Subject: Campus Communication

Campus Colleagues –

With the semester underway, I know you've probably wrapped up interesting summer projects and launched new ones, which means you have a lot of great information to share.

To keep everyone posted on your research and interesting work, please send story ideas to: news@usca.edu.

As you may recall, we have several avenues to exchange information, ideas, and feedback. Please take advantage of these resources that will not only give insight into initiatives on campus but also provide you an opportunity to share your exciting news, perspectives, or feedback.

Not only is it important for all of us to be well informed and engaged campus citizens, but it's also critical for all of us to know what is happening so that we can be ambassadors in the community, sharing with prospective students and their families the exciting progress we're making at USC Aiken.

As you plan events for the coming year, please let me know how I can support you. If you would like me to attend or participate in some way in any of your activities, please submit a request form, found at: <https://www.usca.edu/chancellor/contact/request-speaking-engagement.dot>. This approach will help my staff track where and when I'm supposed to be in support of your events.

You have several primary, internal sources available that provide key information related to the university:

■ **Minutes from USC Aiken's leadership groups**

- The Cabinet
<https://www.usca.edu/intranet/committees/monday-group/monday-group-minutes.dot>
- Faculty Assembly
<https://www.usca.edu/intranet/committees/faculty-assembly>
- Classified Employees Assembly
<https://www.usca.edu/intranet/committees/CEA/Minutes/>
- Aiken County Commission for Higher Education
<https://www.usca.edu/acche/archive.dot>

■ **University News**

- Office of the Chancellor Newsletter (OOC)
<https://intranet.usca.edu/ooc/>
- Pacer Times
- University News Releases
<https://www.usca.edu/news/press-releases/>

- University Social Media Accounts
Twitter: www.twitter.com/uscaiken
Instagram: www.instagram.com/uscaiken
Facebook: www.facebook.com/uscaiken
- Periodic E-mail Announcements
 - E-mails you receive from me may come from either my Chancellor Jordan or Office of the Chancellor account
 - Official information may come from any one of the vice chancellors
 - Official news, emergency notifications or weather updates may come from Office of Official Communication
 - Emergency notifications may come from Pacer Alert

■ **Information Exchange Opportunities**

- Informal gatherings hosted by the Chancellor, such as “cupcake socials” throughout the year. Invitations will be emailed to you from the Special Events office.
- State of the University Address (Oct. 16, 3p.m.)
- Annual Budget Forum (Spring semester)
- Task Force Assignments or Special Projects (typically posted on a website or sent by email)
- Please join me at home athletic events to cheer on our Pacers.
- Departmental or College/School Meetings
- Student Forums
- SGA Meetings (Tuesdays, 6 p.m., H&SS 103)
- At your invitation, members of the Cabinet and/or I would be delighted to attend departmental or unit-level meetings to discuss any aspect of campus life or exchange information. I am also very happy to be invited to visit one of your classes, as my schedule permits.
- If you prefer an individual meeting, please let the individual members of the Cabinet know, or me know. We welcome the opportunity for one-on-one discussions.

Communication on a university campus is a shared responsibility requiring shared effort and, by definition, is an exchange. Please use these opportunities to stay abreast of information and to share what you know.

Please feel free to reach out to me or the news and information office (news@usca.edu) to receive more information or to share. I look forward to hearing from you.

Sincerely,

Sandra J. Jordan
Chancellor

