

6-9-2011

Staff Council Communications Committee Meeting, 6/9/2011

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Staff Council Standing Committee Minutes



Committee Name: Communications Committee, Annabeth Fieck, Chair
Regular Meeting time: 2nd Thursday of each month, noon to 1:00 p.m.
Meeting Date and Place: Thursday, June 9, 2011, Faculty Staff Club, Room 101
Members Present: Annabeth Fieck, Suzanne McConaghy, Rhonda Bofman, Marjorie Crow, Bob Christner, Greg Molecke, Bridgette Wagner-Jones
Members Excused: Debbie Ruiz, Mark Reynolds
Members Absent: Maria Daw, Amie Ortiz, Andra McClung
Guests Present: n/a
Minutes submitted by: Suzanne McConaghy, Recorder

	Subject	Notes	Follow-Up
1	Start of meeting 12:01	Introductions of new committee members Marjorie Crow and Rhonda Bofman. New roster, p. 2 of minutes	Marjorie would like to improve communications between SC and staff from Grades 2-4 who may not use computers; ideas next month.
2	New Councilor Orientation	Held before the May SC Meeting. Reported and evaluated. Greg and Amie have been working on a new councilor email to send out as soon as a new councilor joins SC, if they're not elected via regular election	Next year, bring computer to demo SC website. Amie & Greg finish and send to committee.
3	SAM (July) Staff Showcase July 15 reception Pancake B'fast	Staff Appreciation Month: 59 nominations; No other volunteers for selection group; Greg suggested using all nominees + just keep going... Bob and Greg will help work the Communications table No additional volunteers for Pancake B'fast	Need to send out survey again; meeting 6/21 11:30 @ SUB and again 6/24 @ 2:00 @ FSC.
4	Robert's Rules / Parliamentarianism "class"	Scheduled with SC Parliamentarian, Adam Hathaway tomorrow, 6/10, from 1-2 @ Hokona 352	Annabeth and Suz are planning to attend.
5	June Brown Bag? August?	No In Aug or Sept, have Parliamentarian do a 1.5 hour class before SC meeting; byo lunch.	Suz will ask Adam (Follow-up; Adam scheduled for Sept.)
6	SC website links to FSBC, IT cabinet, Rec Center Board, KUNM radio board, Sustainability Council?	Bob will create links if someone provides the links	Ask Kathy Meadows to send.
7	Sortable roster on website? SC Handbook?	The Word doc roster on the website must first be downloaded, then is sortable by selecting the column one wishes to sort and then clicking "A to Z" button—entire table will sort on that one column. Handbook—no report (Amie retyping)	Include in a SC website demo someday @ SC meeting. Several volunteered to help type.
8	SC brochure	Need better pics. Discussion: use different job types, e.g., shuttle driver, student interaction, custodian, using a computer, lab work, landscaper	Bridgette will find photos and design a brochure using new SC logo. The rest of committee to send her word content.
9	Next Meeting	Thursday, July 14; Rhonda & Suzanne excused (SAM)	Meeting Adjourned at 12:50 p.m.

Communications Committee Roster, 2010-2011

Name	Department	Phone	email
Rhonda Bofman	HSC Fin. Serv.	2-9327	rbofman@salud.unm.edu
Bob Christner	Accessibility Ctr	7-2553	rchris@unm.edu
Marjorie Crow	Art & Art Hist.	7-5861	mcrow@unm.edu
Maria Daw	Economics	7-3144	mdaw@unm.edu
Annabeth Fieck, Chair	Internal Med.	265-1711	afieck@salud.unm.edu
Andra McClung	HSC-Research	2-1177	anmcclung@salud.unm.edu
Suzanne McConaghy, Recorder	Pediatrics/Neo	2-4988	smcconaghy@salud.unm.edu
Greg Molecke	Anderson	7-2525	molecke@mgt.unm.edu
Amie Marie Ortiz	Purchasing	7-5225	aortiz@unm.edu
Mark Reynolds	IT Networks	7-5988	reynolds@unm.edu
Deborah Ruiz	Medicine	353-1927	druiz@salud.unm.edu
Bridgette Wagner-Jones	Pharm/Graphic D.	2-2297	bcwagner@salud.unm.edu
(12)			