

9-8-2011

Staff Council Communications Committee Meeting, 9/8/2011

UNM Staff Council

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Staff Council Standing Committee Minutes



Committee Name: Communications Committee, Annabeth Fieck, Chair (Existing)

Regular Meeting time: 2nd Thursday of each month, noon to 1:00 p.m.

Meeting Date and Place: Thursday 9-8-2011, Faculty Staff Club, Room 101

Members Present: Mark Reynolds, Bob Christner

Members Excused: Annabeth Fieck, Greg Molecke

Members Absent: : Marjorie Crow, Bridgette Wagner-Jones, Deborah Ruiz, Amie Ortiz, Andra McClung, Maria Daw

Guests Present: Mary Clark, Kathy Meadows

Minutes submitted by: Mark Reynolds, Recorder

	Subject	Notes	Follow-Up
1	Start of meeting 12:01		
2	Voting new Communications Committee Chair	Voting – Mark Reynolds, Bob Christner Note: Mark Reynolds new Chair of committee	No other votes, recommendations, suggestions. Any objections, acknowledgement, suggestions please advise ASAP
3	Roll call – listed members are still volunteering for the committee	Bob Christner, Marjorie Crow, Maria Daw, Annabeth Fieck, Andra McClung, Greg Molecke, Amie Ortiz Mark Reynolds, Deborah Ruiz, Bridgette Wagner-Jones	Please advise accordingly to the Chair
4	Mary Clark expectation	GPSA has information on stationary as an example, sent to our group. The Staff Council needs a vision and or mission statement. This would appear on the SC website, possibly flyers, etc to advertise, market. We had, have a Motto – “preserve the service, protect the work force” and “voice, staff, governance since 1990”	Everyone on the committee and before our next meeting send suggestions on a “Vision and or Mission” statement for our group to vet, then finalize to Mary.
5	Greg “to do” suggestion	Everybody provide one idea for how we can improve communication to staff members this year, and let’s talk about what proactive things this committee can work on over the next year	Everyone on the committee and before our next meeting send suggestions on a “Vision and or Mission” statement for our group to vet, then finalize to Mary.
6	Meeting time conflict	Is lunch hour still good for our group or need to move to a different time?	Feedback from the committee – leave as standing or suggested time, dates – existing is 2 nd Thursday of each Month
7	Kathy Meadows requests	In July twelve Word Documents were made for each of the committees along with logo, mission statement, Mary's contact info. Kathy wants to take these documents and put into a power point	Mary Clark offered to provide support needed to format the Power Point and send to Kathy and cc: the communications committee
8	Kathy Meadows question for Sept 14th	Suggestion to give out “Post It Notes” (Next Weds, Management Academy, etc) that have the SC web site link on them. Asked for minimal funds to create	Mary approved
9	SC Web Site	Cannot post any committee	Bob C. turned in trouble ticket to Help.UNM
10	Next Meeting	October 13 th , 2011 @ noon Faculty Club	Meeting Adjourned at 1 p.m.

Communications Committee Roster, 2011-12

Name	Department	Phone	email
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
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
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