

1-12-2012

Staff Council Communications Committee Meeting, 1/12/2012

UNM Staff Council

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Staff Council Standing Committee Minutes



Committee Name: Communications Committee – Mark Reynolds Chair

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

Meeting Date and Place: Thursday Jan 1-12-2012 – Faculty Club

Members Present: Mark Reynolds, Bob Christner, Marjorie Crow, Greg Molecke, Bridgette Wagner

Members Excused: Deborah Ruiz

Members Absent: Maria Daw, Andra McClung, Amie Marie Ortiz, Amy Cordoba

Guests Present: Kathy Meadows

Minutes submitted by: Mark Reynolds, Recorder

	Subject	Notes	Follow-Up
1	Start of meeting 12:08	<ol style="list-style-type: none"> 1. 1st order of business if missing committee members from our meeting. Mark will send email to the non attending members asking for their participation in the committee or ask they resign from the committee so we can adjust accordingly. 2. Review questions to Kathy Meadows from the last meeting <ol style="list-style-type: none"> A. How to communicate more effectively with Staff – resolution, proposal is that Precinct sends reminder for the Staff Council monthly meeting, Grade reps to send after the Staff Council monthly meeting with any items learned, updates from the meeting B. How can we develop a way for Prec and Grade levels reps do not duplication of updates – do not resend what Kathy sends unless you can add value to the email, personal touch, don't just resend C. Precinct needs to send out, next update from Kathy with asking for support if they are running for their position D. Suggestion box – Kathy will request secondary email for this purpose via IT Help.unm. Bob will then assist us in placing this mechanism on the Staff Council web site 	Next meeting – approval of committee minutes (Feb)
2	Staff Council Brochure	<ol style="list-style-type: none"> 1. Bridgette will lead this process <ol style="list-style-type: none"> A. Pictures Bridgette (Kathy to send examples), students, different approach to enhance the brochure B. Bob, Mark, Marjorie to review content C. Kathy to ask executive committee for 5 bullet items for the brochure up to 2012 D. Greg on committees review 	Prepare format for next Board meeting – Feb, March time frame to executive committee and present at Staff Council action item
3	SC handbook review	<ol style="list-style-type: none"> 1. Greg to take pieces of the handbook and send to every communications member to review with the same expected date of Feb, March for a presentation to executive committee 2. The spirit of this is to get a clean copy of the handbook so the Rules and Election committee and update the content, history, rewrite 3. Greg to reach out to Amie Marie Ortiz for file (handbook scanned in) from Bob last year so 	Greg to assign to each of the group – same time line

		we have a starting point	
4	Marketing suggestion	<ol style="list-style-type: none"> 1. Kathy suggested we look at making a video, UTube and post on the web site and or have on the documentation we present about Staff Council – Tabled for now 2. Review of material that can be provided for marketing (Example is the Management Academy with only post it notes) 	Take a way's for future meetings
5	List of notaries	<ol style="list-style-type: none"> 1. Mark to ask University Secretaries for this list and provide to Bob. Bob to verify if link is already established on the Staff Council web site or will add accordingly 	Mark to research
5	Motto, Mission, Goal	<ol style="list-style-type: none"> 2. Kathy to take to executive committee the attached document for the Motto, Mission and Goal for approval – this then will be incorporated into the brochure or a portion of this 	Kathy to take to Executive committee
6	Next Meeting	Feb 9 th , noon to 1pm	Meeting Adjourned at 12:45 pm

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
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 (Chair)	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
Amy Cordoba	Admin Asst 3:VP	7-6168	acordoba@unm.edu
(10)			