

2-9-2012

## Staff Council Communications Committee Meeting, 2/9/2012

UNM Staff Council

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## Staff Council Standing Committee Minutes



**Committee Name:** Communications Committee – Mark Reynolds Chair  
**Regular Meeting time:** 2<sup>nd</sup> Thursday of each month, noon to 1:00 p.m.  
**Meeting Date and Place:** Thursday Feb 9<sup>th</sup>, 2012 – Faculty Club  
**Members Present:** Bridgette Wagner-Jones, Marjorie Ellen Crow, Mark Reynolds  
**Members Excused:** Robert Christner  
**Members Absent:** Deborah Ruiz, Greg Molecke, Maria Rita Daw  
**Guests Present:**  
**Minutes submitted by:** Mark Reynolds, Recorder

	Subject	Notes	Follow-Up
1	<b>Start of meeting 12 noon</b>	<ol style="list-style-type: none"> <li>1. SC web site for suggestions, <a href="mailto:suggest@unm.edu">suggest@unm.edu</a> – let your groups know, Kathy please note on your next email thread to the members</li> <li>2. SC web site pictures (Staff Council Photos) – suggestion is close up, no group photos with people sitting at desks, more personalable</li> <li>3. Precinct sends reminder for the Staff Council meeting, Grade reps to send after the Staff Council monthly meeting – advise at the next Staff Council meeting</li> <li>4. Precinct vote for support – Kathy remind all precincts to send out support email if running again</li> <li>5. SAM (Staff appreciation month) – suggestions from communications are Staff Picnic, Explora night, Pancake breakfast, Book exchange, Staff appreciation, Campus tours, Zumba, Sock Hop</li> <li>6. Overhead projector purchase – FYI about Kathy purchasing</li> </ol>	Next meeting – approval of committee minutes from (Jan)
2	<b>Staff Council Brochure</b>	<ol style="list-style-type: none"> <li>1. Bridgette will lead this process <b>NOTE: Bridgette will clean up, send to all and by EOB Weds all input from our group, if none will send to Kathy for Executive committee to review , Marjorie provided the history of the staff council (see attached)</b> <ol style="list-style-type: none"> <li>A. Pictures Bridgette (<b>Kathy to send examples</b>), students, different approach to enhance the brochure</li> <li>B. Bob, Mark, Marjorie to review content</li> <li>C. <b>Kathy to ask executive committee for 5 bullet items for the brochure up to 2012</b></li> <li>D. Greg on committees review</li> </ol> </li> </ol>	<b>Bridgette will take next steps, need feedback from Kathy, committee EOB next Weds</b>
3	<b>SC handbook review</b>	<ol style="list-style-type: none"> <li>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</li> <li>2. <b>Mark to send Bridgette the Handbook that Bob sent, she will put in a good format, then resend to our committee to review – no comments goes to Rules and Election committee for content approval, then to executive committee for approval</b></li> <li>3. The spirit of this is to get a clean copy of the</li> </ol>	<b>Bridgette will take next steps, feedback from committee EOB next Weds</b>

		handbook so the Rules and Election committee and update the content, history, rewrite 4. Greg to reach out to Amie Marie Ortiz for file (handbook scanned in) from Bob last year so we have a starting point	
4	<b>Marketing suggestion</b>	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)	<b>Take a way's for future meetings</b>
5	<b>List of notaries</b>	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	<b>Motto, Mission, Goal</b>	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	<b>Kathy to take to Executive committee – Kathy, Greg was this presented at the last Staff Council meeting ? What is the status</b>
6	<b>Next Meeting</b>	March 8 <sup>th</sup> , 2012	Meeting Adjourned at 12:45 pm

## Communications Committee Roster, 2011-12

Name	Department	Phone	email
Bob Christner	Accessibility Ctr	7-2553	<a href="mailto:rchris@unm.edu">rchris@unm.edu</a>
Marjorie Crow	Art & Art Hist.	7-5861	<a href="mailto:mcrow@unm.edu">mcrow@unm.edu</a>
Maria Daw	Economics	7-3144	<a href="mailto:mdaw@unm.edu">mdaw@unm.edu</a>
Andra McClung	HSC-Research	2-1177	<a href="mailto:anmcclung@salud.unm.edu">anmcclung@salud.unm.edu</a>
Greg Molecke	Anderson	7-2525	<a href="mailto:molecke@mgt.unm.edu">molecke@mgt.unm.edu</a>
Amie Marie Ortiz	Purchasing	7-5225	<a href="mailto:aortiz@unm.edu">aortiz@unm.edu</a>
Mark Reynolds (Chair)	IT Networks	7-5988	<a href="mailto:reynolds@unm.edu">reynolds@unm.edu</a>
Deborah Ruiz	Medicine	353-1927	<a href="mailto:druiz@salud.unm.edu">druiz@salud.unm.edu</a>
Bridgette Wagner-Jones	Pharm/Graphic D.	2-2297	<a href="mailto:bcwagner@salud.unm.edu">bcwagner@salud.unm.edu</a>
Amy Cordoba	Admin Asst 3:VP	7-6168	<a href="mailto:acordoba@unm.edu">acordoba@unm.edu</a>
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