

3-8-2012

## Staff Council Communications Committee Meeting, 3/8/2012

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 March 8th, 2012 – Faculty Club  
**Members Present:** Bridgette Wagner-Jones, Marjorie Ellen Crow, Mark Reynolds  
**Members Excused:** Robert Christner  
**Members Absent:** Maria Daw, James Clayton, Deborah Ruiz  
**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. Kathy update on pictures for the website, group photos, do not see them posted</li> <li>2. Kathy projector approved – is this purchased</li> <li>3. SAM (Staff appreciation month) – Communications will take part in the Staff Council appreciation piece, and volunteer for the pancake event</li> </ol>	FYI items
2	<b>Staff Council Brochure</b>	<ol style="list-style-type: none"> <li>1. Bridgette working on Brochure</li> <li>2. Kathy to ask executive committee for 5 bullet items for the brochure up to 2012</li> </ol>	<b>Bridgette to follow up – Kathy, Marjorie pictures have been provided</b>
3	<b>SC handbook review</b>	<ol style="list-style-type: none"> <li>1. Bridgette completed the roll up of the handbook</li> <li>2. Kathy to present to executive committee and the Rules and Election committee</li> </ol>	<b>Kathy to take forward</b>
4	<b>Marketing suggestion</b>	<ol style="list-style-type: none"> <li>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</li> <li>2. Review of material that can be provided for marketing (Example is the Management Academy with only post it notes)</li> </ol>	<b>Take a way's for future meetings</b>
5	<b>Motto, Mission, Goal</b>	<ol style="list-style-type: none"> <li>1. Completed -</li> </ol>	<b>Kathy to take to Executive committee for approval</b>
6	<b>New Meeting time</b>	<ol style="list-style-type: none"> <li>1. Looking at Tuesday, Friday noon time for meetings</li> </ol>	Note: the Student Success meeting is at the same time, we will change ours to Tuesday, Friday noon, 2 <sup>nd</sup> Tuesday or Friday of month
7	<b>Committee</b>	<ol style="list-style-type: none"> <li>2. We have four committee members that continue to show up. We will try to recruit new members</li> </ol>	Action items
8	<b>Next Meeting</b>	<b>April 13<sup>th</sup>, 2012      NOTE: This is a FRIDAY</b>	Meeting Adjourned at 12:45 pm

## **Communications Committee Roster, 2011-12**

<b>Name</b>	<b>Department</b>	<b>Phone</b>	<b>email</b>
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>
James Clayton			<a href="mailto:Jclayt02@unm.edu">Jclayt02@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>
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