

11-18-2010

## Staff Council Communications Committee Meeting, 11/18/2010

UNM Staff Council

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## Staff Council Standing Committee Minutes



**Committee Name:** [Communications]

**Meeting Date and Place:** [November 18<sup>th</sup> 2010, Noon, Faculty/Staff Club]—Special Meeting called

**Members Present:** [Annabeth Fieck, Suzanne McConaghy, Bob Christner, Amie Ortiz, Debbie Ruiz, Andra McClung, Mark Reynolds]

**Guests Present:** Kathy Meadows, Penny Hogan

**Absent:** [Greg Molecke, Maria Daw]

**Minutes submitted by:** [Annabeth Fieck]

	<b>Subject</b>	<b>Notes</b>	<b>Follow-Up</b>
<b>1</b>	<b>Next Month's Meeting</b>	Falls on the same day as the Gerald May awards, should we reschedule?	Meeting will remain as scheduled.
<b>2</b>	<b>Chair Election</b>	Bob Christner describes activities of committee and reads Charter	Acting Co-Chairs Suzanne and Annabeth
<b>3</b>	<b>Survey Comments</b>	Print-out provided on survey comments regarding Staff council Communications, discussion on whether or not we are letting the Staff down.	Committee to read Hand-out and come back with suggestions/comments.
<b>4</b>	<b>Finding One's Councilor</b>	Andra describes Roster and suggests changes to a more personal format, to a Word Document.	Decision to do this pending consensus.
<b>5</b>	<b>Elimination of E-news</b>	Kathy Meadows suggests eliminating E-news, Discussion ensues including: Website visitation, Representatives' mailings, FACEBOOK, Twitter, U-Tube snippets, and priorities	Bob will suggest Twitter et. al. accounts to Executive Committee.
<b>6</b>	<b>Subcommittee Minutes</b>	Sent to Kathy Meadows Previously. Suzanne volunteers to rename files and place on Website. Bob suggests way to post minutes simply, how not to make things more complicated.	Bob will show Suzanne how to copy minutes to Website.
<b>7</b>	<b>Website Content</b>	Mark suggests that committee members bring in one suggestion and one piece of content they would like to see. Suggests conversion of word documents to PDF and placement of both on website.	
<b>8</b>	<b>Website Calendar</b>	A calendar has been created on the Website, needs someone to update.	Placement of Meeting times, SC activities, and other relevant dates to be added in the future.
<b>9</b>	<b>Website Navigation</b>	Suzanne suggest Bob can give a presentation on how to use the Website at SC meeting.	Get on Feb. schedule
<b>10</b>	<b>Meeting Adjourned</b>		