

3-10-2011

Staff Council Communications Committee Meeting, 3/10/2011

UNM Staff Council

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Staff Council Standing Committee Minutes



Committee Name: Communications Committee

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

Meeting Date and Place: Thursday, March 10, 2011, Faculty Staff Club, Room 101

Members Present: Bob Christner, Annabeth Fieck, Suzanne McConaghy, Amie Ortiz, Mark Reynolds

Members Excused: Greg Molecke

Members Absent: Maria Daw, Andra McClung, Deborah Ruiz, Bridgette Jones

Guests Present: Inigo San Gil

Minutes submitted by: Suzanne McConaghy

	Subject	Notes	Follow-Up
1	Meeting Called 12:10		
2	Website Feedback	On March 4, Suzanne presented a SC “website tour” to the Steering Committee, and everyone loved it and many kudos came our way. The Steering Committee consists of Chairs of SC committees, so they now know how to add meetings to the calendar.	Chairs will try the calendar, and review their committee rosters, meeting times, etc. on the website for accuracy.
3	New Staff Orientation	Amie presented the one page document that she and Greg wrote: “what you need to know as a Staff Councilor”. Linda McCormick, Speaker of Staff Council, would like Amie and Greg’s help in presenting an Orientation to new staff counselors in May.	Amie to send the document electronically to the committee for review + comments. Linda, Amie, and Greg to communicate about this.
4	SC Calendar	Inigo was present at the Steering Committee website tour, and wanted to show our committee about the Google calendar.	After noting the pros and cons of this calendar, it was decided that requiring Chairs to obtain a gmail account in order to access the calendar would be problematic. Inigo will find out some more info. Bob is opening the calendar for additions only during the business week, and will monitor for spam.
5	UNM Calendaring/Messaging	Bob reported that upcoming changes are unknown. Some staff don’t use GroupWise.	
6	SC online handbook	Amie is retyping the SC handbook so it looks good on the website. Lots of work!	Amie will try to finish soon.
7	Communication Committee Charge: Do we like it or do we want to change it?	Currently on the website: “The Communications Committee develops and maintains the necessary infrastructure, including printed material, website and other media, to facilitate communications between the Council and the UNM community and with outside individuals and organizations, including staff organizations at other educational institutions, in furtherance of the business of the council.”	Stunned silence ensued. Will stay the same for now, and revisit in April.
8	Staff Appreciation Month—our contribution	Join with the Compensation Committee in conducting the Silent Auction throughout the month?	Sure.
8	Next Meeting	April 14, 2011	Meeting Adjourned at 1:02 p.m.