

5-12-2011

## Staff Council Communications Committee Meeting, 5/12/2011

UNM Staff Council

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## Staff Council Standing Committee Minutes



**Committee Name:** Communications Committee

**Regular Meeting time:** 2<sup>nd</sup> Thursday of each month, noon to 1:00 p.m.

**Meeting Date and Place:** Thursday, May 12, 2011, Faculty Staff Club, Room 101

**Members Present:** Suzanne McConaghy, Greg Molecke, Mark Reynolds

**Members Excused:** Annabeth Fieck, Bob Christner, Amie Ortiz

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

**Guests Present:** Linda McCormick, Kathy Meadows

**Minutes submitted by:** Suzanne McConaghy

	Subject	Notes	Follow-Up
1	<b>Start of meeting</b>	12:02 p.m.	
2	<b>New Councilor Orientation is next Tuesday!</b>	<ol style="list-style-type: none"> <li>1. History, accomplishments of SC</li> <li>2. Governing docs: Constitution, MOU, bylaws, policy 1150, Handbook: how to find them, look at them</li> <li>3. Committees: they do the work of SC. Use laptop to look at committees, find minutes, etc.</li> <li>4. Duties &amp; Responsibilities of Councilors</li> <li>5. Bob/Elisha—Lessons learned, 5 min. each</li> <li>6. Robert's Rules</li> <li>7. Executive Committee Roles</li> </ol>	<ol style="list-style-type: none"> <li>1. Kathy Meadows will hand out brochure rather than speaking, donates 5 min. to Adam</li> <li>2. Linda will speak, Mark will have laptop so attendees can see where to look for more info.</li> <li>3. Annabeth with Mark on laptop.</li> <li>4. Greg will do</li> <li>5. Willing to be mentors? Give contact info?</li> <li>6. Adam—all previous will be as brief as possible to allow more time for this, and have a full Robert's Rules presentation to all SCers at a later date.</li> <li>7. Karen Mann sent out an email instead of doing this at the May meeting.</li> </ol>
3	<b>Staff Appreciation Month-request from Pres-Elect Mary Clark</b>	<p>From Mary Clark: "To celebrate staff and highlight our contributions, I'd like to suggest that during each work day in July (Staff Appreciation Month) an individual staff member be showcased on the UNM Today web page. This would be 20 separate staff profiles.</p> <p>You could choose one staff member per job group (administrative, maintenance, IT, research, advisor, accounting, athletics, marketing, etc.)</p> <p>Write a short paragraph with (1) where they work, (2) how long they're been at UNM (3) an interesting fact about them, (4) what they like about working at UNM or about their job, (5) a head shot, plus a last sentence promoting Staff Council (our mission, committees, good works, etc.) Sari Kronsinsky or Karen Wentworth at Communication and Marketing could help you and also ensure that each staff profile would be uploaded."</p>	<p>We liked this idea; Mark Reynolds will spearhead this effort.</p> <p>This, along with possibly showing up to help with the Pancake B'fast, is our contribution to SAM.</p>

4	<b>Roberts Rules</b>	Continuing Ed. Offers a one-day class on RR, and Tuition Remission can be used as it's Professional Development	Mark will forward the info on to committee and we'll urge Staff Councilors to attend.
5	<b>Feedback from SCers on Constituent Communications</b>	Greg put out an email to SCers for feedback. He heard from 2.	Continue collecting data.
6	<b>Pre SC meeting workshops</b>	<p>"Brown Bag" 11:30-1:00 for all SCers before the SC meeting, timing TBD. To introduce and explore things councilors need to know, e.g., communicating with constituents/committee service/Roberts Rules/ anything that comes up.</p> <p>The next Brown Bag workshop will be a more thorough presentation of Roberts rules by Adam. Debate about when: Aug.? Sept.?</p> <p>These workshops: start out quarterly?</p>	<p>First Brown Bag workshop will be <b>June 21<sup>st</sup></b>. Topics to include:</p> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Exec. Committee Roles (Mary Clark)</li> <li>• Committee Duties (Linda McCormick)</li> <li>• Communications with constituents (Suzanne)</li> <li>• Questions/discussion—all</li> <li>• Feedback/evaluation/what topics are needed or requested</li> </ul>
8	<b>Next Meeting</b>	Thursday, June 9 <sup>th</sup>	Meeting Adjourned at 1:10 p.m.