

2-10-2011

Staff Council Communications Committee Meeting, 2/10/2011

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Staff Council Standing Committee Minutes



Committee Name: [Communication]

Meeting Date and Place: [February 10th 2011, 12:00pm, FAC/STAFF Club]

Members and Guests Present: [Robert Christner, Maria Rita Daw, Annabeth Fieck, Greg Molecke, Mark Reynolds, Andra McClung]

Absent: [Suzanne McConaghy, Amie Marie Ortiz, Bridgette Wagner-Jones, Deborah Ruiz]

Minutes submitted by: [Annabeth Fieck]

	Subject	Notes	Follow-Up
1	Sort-able Roster on Website	The staff council roster that is sort-able has been prepared by Andra McClung and approved by the committee.	Bob will put both PDF and Word Document versions on the website.
2	“How to Find your Precinct Representative” on the Website	The process was more difficult than expected. Bob suggests a Precinct Map. Only Hiring Org codes will be included next to Precinct # and Representative.	Maria Daw will prepare the document in hyperion and bring for approval next month.
3	New Staff Councilor Information	Work in progress by Amie and Greg	Defer report until next week
4	Previous Communications Committee Survey sent to staff	Bob sent the survey results to committee. A lot of venting apparent. However, most issues have been addressed or are in the process of being addressed.	Perhaps a suggestion box on the Web Site?
5	Staff Council online handbook	Amie to work on this, absent, defer to next meeting.	Bob will send copy to me, I will forward to Amie.
6	SC online list of resource contacts	Contacts such as Notary, Escort Service, Discounts, IT, HR, FAST Info, on website. Bob previously built page for Student Success Committee.	Bob will send page to Annabeth, review next month
7	Draft TY letter from SC reps to NM legislators for EXEC	This is not under our purview.	Transfer activity to Government Relations Committee.
8	New Councilor Orientation	Kathy Meadows added a new agenda item, Set up a New Counselor Orientation one hour before SC meeting (main) in May. To be staffed by experienced councilors.	This falls under 3 above and will be addressed by Amie and Greg.
9	Adjournment		