

1-13-2011

Staff Council Communications Committee Meeting, 1/13/2011

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Staff Council Communication Committee Minutes--Draft



Committee Name: Communications Committee
Regular Meeting time: 2th Thursday of each month, noon to 1:00 p.m.
Meeting Date and Place: Jan. 13, 2011, Faculty Staff Club Meeting Room, Meeting began 12:10 p.m.
Members Present: Amie Ortiz, Bob Christner, Bridgette Wagner, Greg Molecke, Suzanne McConaghy
Members Excused: Mark Reynolds, Deborah Ruiz
Members Absent: Maria Daw, Annabeth Fieck, Andra McClung
Guests Present: n/a
Minutes submitted by: Suzanne McConaghy

	Subject	Notes	Follow-Up
1	SC Roster on website	Andra is working on a sortable roster; sortable by Grade, Precinct, name. Committee's feeling is that Kathy should keep the roster updated once it's created.	Suzanne , send Andra the current roster (from Kathy) Andra —we'd like to see this via email, before next meeting; do you need help?
2	"How to find your Precinct Rep" on SC website	Bridgette to set this up. We will explain how to find your org. code, then it can be entered, and your precinct # will pop up. Very cool.	Bridgette will ask for database from HSC and set this up for SC website.
3	New Councilors' information Question	The newer councilors on the committee feel as tho' new members need better information, including their responsibilities, resources, perhaps mentors; some sort of "Welcome Package Sheet" of one page that will help them on their way—including "How to find who are your constituents". Are Rio Rancho and Valencia branches rep. by SC??? Some think they are...some not.	Amie and Greg will generate a page as an example, with pertinent info, and we will put it together next month or via emails and run it by Exec. Suz will try to determine.
4	SC emails to Staff	Suz heard a comment @ Retirement Comm. Mtg. that staff get no info from SC. We are amazed. Figured that staff is not just not opening the emails. However, Greg is not even getting the SC emails! How can we communicate more effectively with staff??? Amie asked if there's ever been a survey..... Much discussion, including prizes...	Suz will forward a recent eNews to Greg; is he really not getting them? Bob will find old surveys and send to the committee.
5	SC Handbook Online	It is terrible to try to read.	Amie will retype in PDF so that it is clear, and also searchable. Yay!! Great concept! Communication!
6	SC in queue for new Web Content Manager	Yay Bob!	Kathy is signed up for training.
7	Lobo Alert crisis	Bob reported that the delays were caused primarily due to 2 reasons: EVP could not be found to approve the alert going out, and then the web alert system was non-functional.	None--
8	List of Notaries + other resources for staff on SC website	Hollie suggested a Notary list like UNMH has. We thought it would be handy. Councilors can ask their constituents if they'd be willing to be listed. We could also have lists of other resources, e.g., community service volunteers, mentors for certain topics.	We will need Exec. Committee permission to pursue this. (Suz) Please email Suz concrete examples of types of people to list...
9	Compensation Issue	Greg brought up resolutions being made by SC's at other higher ed institutions, inc. an interesting one re getting a raise plus a furlough (raise would remain, furlough would not).	Greg, it would be cool if you came to the next Compensation Committee mtg! Greg will forward some of these to Suzanne for Comp.
10	Meeting adjourned	1:10 p.m.	Next mtg. Feb. 10 th noon to one.

