

## Staff Council Standing Committee Minutes



**Committee Name:** Communications Committee

**Meeting Date and Place:** 10/9/2013, Faculty/Staff Club

**Members and Guests Present:** Marcos Abeyta, Gloria Carol, Pam Castaldi, Marjorie Ellen Crow, Lisa Walden

**Absent:** Mark Reynolds, Marie Ann McGhee, Sophia Alvarez

**Minutes submitted by:** Pam Castaldi

|   | Subject   | Notes  | Follow-Up  |
|---|---|--|--|
| 1 | <b>Copy editing service</b>                     | Is there a permanent way to market and make easily accessible our copyediting service? Should we add a link to the SC website so people have easy access to service? Email link to Kathy?  | Absent members - give us your opinion on this                                      |
| 2 | <b>Website redesign proposal</b>                | Upcoming presentation on website redesign proposal: submission of proposal to Exec. Comm. due on 10/16; presentation to Exec. Comm. 10/25  | PC will send website proposal docs to Communications committee for review          |
| 3 | <b>KUNM Pledge drive</b>                        | Confirmed that committee did not get a space at KUNM pledge drive.   | No action required   |
| 4 | <b>SC brochure</b>                              | Marjorie showed her brochure to committee. Lisa suggested double-checking committee names.   | Marjorie will double-check committees, then send pdf to Kathy and exec committee.  |
| 5 | <b>Propose change to Staff Council Meetings</b> | The committee agreed that it would be beneficial to have a designated time slot for open discussion at each Staff Council meeting. Robert's Rules, while important for keeping order, creates an environment that makes spontaneous discussion difficult. Adding a time for open discussion gives people an opportunity to exchange ideas that is missing in the current meeting setup.  | Pam will suggest during Councilor Comments at next SC meeting.                     |
| 6 | <b>"Roles and Responsibilities" document</b>    | Gloria proposed creating a formal "Roles and Responsibilities" document for the various roles within the Staff Council. This document would better define the expectations for different roles, including committee chair, SC President, etc. (After consulting Exec. Com., Tracy commented "If it's an informal document, and NOT in conflict with our constitution or by-laws, I think you could do that right away. If you want to more clearly define roles formally, that would require a | Discuss next steps at next meeting. May want to collaborate with other committees? |

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|          |                     | by-law change.”)   |  |
| <b>7</b> | <b>Staff videos</b> | The committee discussed asking staff to submit self-made short videos about themselves to put on the website via Vine or YouTube, etc. | Mark to report on this idea at next Exec. Com meeting. Need volunteers to write proposal |
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