

Staff Council Standing Committee Minutes



Committee Name: Communications Committee

Meeting Date and Place: 1/8/2014, Faculty/Staff Club

Members and Guests Present: Pam Castaldi, Lisa Walden, Marie Ann McGhee

Absent: Marcos Abeyta, Marjorie Ellen Crow

Minutes submitted by: Mark Reynolds

	Subject	Notes	Follow-Up
1	Copy Edit	Promote for 2014 (Our committee) – resend a blurb or old one to advise of our committee role	We will send out as a reminder in Feb, 2014 via SC List-serv
2	Website redesign proposal	Presented to Exec cabinet – looking at ISS to provide service – TBD, pending	Will ask Executive committee on updates on the website design and funding for 2014-15 fiscal year
3	Staff Videos	2014 – we need to wait for the web site design	This will be a “to do” item once the web site is updated - on hold at this point
4	“Roles and Responsibilities” document	Review roles on Web site and Councilor Handbook for all committees and if changes propose changes if needed for regular Councilor or committee members Kathy-Tracy looking into training for new councilors and would incorporate into this	We are meeting to go over the Councilor handbook in Feb at the Communications meeting time, date to work on a process. Email to Tracy on update on the training for new councilors
5	Meeting time change vote for our committee	Back to noon versus 3-4pm – same Weds, majority vote	Vote was to keep same time 3-4 pm at the Faculty Club
6	Written and online brochure in English and Spanish	Outlines non-official benefits, etc. of working for UNM <ul style="list-style-type: none"> • Upper limit of annual leave when hours disappear • Catastrophic leave • Program to assist low-income employees • Pay medical deductions and co-pays • DVD lending library in the Fine Arts Library • Tuition remission benefits • Discounts around town • Programs for staff with children (swimming, music, library) 	Request to Executive committee on asking HR to provide bilingual documents and then SC to provide URL link to these links in English or Spanish

7	Suggestions	UNM to be on the same snow schedule with APS	Request to Executive committee to ask HR to make this an official policy
8	Staff Survey	Survey was sent out to staff on budget, spending of funds back in November	Request to Executive committee an update to Staff on the findings, if any or update on the process
9	Next meeting	Feb 12 th , 2014	Faculty Club

Communications Committee Roster, 2014-15

Name	Department	Phone	email
Marjorie Crow	Art & Art Hist.	7-5861	mcrow@unm.edu
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Marie McGhee	Continuing Ed	7-6320	mmcghee@unm.edu
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