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|  | Staff Council Standing Committee Minutes**Committee Name:** Communications & Marketing**Meeting Date and Place:** March 17, 2016 – 3:00-4:00 pm, University Club**Members Present:** Josh Clifford, Susy Salvo-Wendt, Lisa Walden**Members Excused:** Marjorie Crow, John Byram**Members Absent:**  Marcos Abeyta, Lisa Tremaine**Guests Present:**  None **Minutes submitted by**: Josh Clifford |

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|  | **Subject** | **Notes** | **Follow-Up** |
| **1** | Approve Agenda | Approved |   |
| **2** | Approve 2/18/16 Minutes | Approved |  |
| **3**  | Member Update | Monica resigned this month. One new member starting in April. Another potential member to be referred. | Josh will check up on the status of the additional potential member. |
| **4** | Review 3/1 Meeting with Executive | We reviewed the idea for the communication standards initiative and the meeting about it with Exec the co-chairs had on 3/1. | Josh and Lisa will meet next week to review and do initial preparations. |
| **5** | Communications Standards Initiative | We discussed and brainstormed. | Susy doing form with Engagement and will send through C&M. |
|  | **Next Meeting** | The next meeting will be April 21, 3-4pm, at the University Club. | Meeting adjourned (3:55pm) |

| Communications Committee Roster 2016 |
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| **Name** | **Department** | **Phone** | **Email** |
| Marcos Chavez Abeyta | IT | 7-5191 | mabeyta@unm.edu |
| John Byram | UNM Press | 7-3280 | jbyram@unm.edu  |
| Josh Clifford (co-chair) | Psychiatry Research | 925-4344 | jcliff89@gmail.com, jcliff@unm.edu |
| Marjorie Crow | Art & Art Hist. | 7-5861 | mcrow@unm.edu |
| Susy Salvo-Wendt | Neurosurgery | 2-4280 | ssalvo-wendt@salud.unm.edu |
| Catherine Rivera | Continuing Medical Ed | 2-6569 | crivera1748@salud.unm.edu |
| Lisa Tremaine | UNM Press | 7-3333 | ltremaine@unm.edu  |
| Lisa Walden (co-chair) | Bookstore | 7-7494 | lwalden@unm.edu |