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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** |
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| Josh Clifford (co-chair) | Psychiatry Research | 925-4344 | [jcliff89@gmail.com](mailto:jcliff89@gmail.com), [jcliff@unm.edu](mailto:jcliff@unm.edu) |
| Marjorie Crow | Art & Art Hist. | 7-5861 | [mcrow@unm.edu](mailto:mcrow@unm.edu) |
| Susy Salvo-Wendt | Neurosurgery | 2-4280 | [ssalvo-wendt@salud.unm.edu](mailto:ssalvo-wendt@salud.unm.edu) |
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