



# Staff Council Standing Committee Minutes

**Committee Name:** Communications & Marketing

**Meeting Date and Place:** Thursday, 08-26-21 from 3 p.m. - 4 p.m. @ Zoom

**Members Present:** Cindi Meche, Gina Sandoval, Grace Faustino, Mark Reynolds, Theresa Sherman

**Members Excused:** Brian Vineyard, Cindy Mason

**Members Absent:**

**Guests Present:**

**Minutes submitted by:** Theresa Sherman

Agenda Items are indicated in [Turquoise](#).

	Subject	Notes	Follow-Up
1.	Approve Agenda	Meeting called to order at <b>3:00 pm</b> Agenda approved unanimously  Suspend the rules to hold this meeting online – Consensus	
2.	Approve Minutes (from 06-24-2021)	Minutes approved unanimously	
3.	Land Acknowledgement	Founded in 1889, the University of New Mexico sits on the traditional homelands of the Pueblo of Sandia. The original peoples of New Mexico Pueblo, Navajo, and Apache since time immemorial, have deep connections to the land and have made significant contributions to the broader community statewide. We honor the land itself and those who remain stewards of this land throughout the generations and also acknowledge our committed relationship to Indigenous peoples. We gratefully recognize our history.	Read by: Grace
4.	Update	<b>Membership:</b>  Gina Sandoval is officially a member of C&M  Welcome back Grace Faustino to the committee	
5.	Update	<b>SC Forms update</b>  Forms updated and sent to Executive Council for next meeting in September for approval. Will then be uploaded to the website and available to all.	
6.	Update	<b>SC C&amp;M Committee Procedures</b>	Cindi- Place in a Google Doc; Route to committee

		<p>Suggested Additions:</p> <ul style="list-style-type: none"> <li>• Add wording for deadlines. Review: 48 hours; Development: 1-2 Weeks</li> <li>• Tips to make the process more efficient</li> <li>• “Routing” process</li> <li>• Get feedback from other chairs on what their needs are from the C &amp; M committee and formulate some statements for the Committee Policy &amp; Procedures Guide. How can we help support the other committees in promoting events in a timeline and effective manner?</li> </ul>	<p>members; Plan to submit for approval at the November Exec. Council meeting. Need a volunteer for the final edits.</p>
7.	Next Meeting	September 23, 2021 from 3-4 pm @ Zoom	<p>Meeting adjourned at 3:25 p.m.</p>