



Staff Council Standing Committee Minutes

Committee Name: Communications & Marketing

Meeting Date and Place: Thursday, 09-23-21 from 3 p.m. - 4 p.m. @ Zoom

Members Present: Brian Vineyard, Cindi Meche, Cindy Mason, Grace Faustino, Mark Reynolds, Theresa Sherman

Members Excused: Gina Sandoval

Members Absent:

Guests Present:

Minutes submitted by:

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

	Subject	Notes	Follow-Up
1.	Approve Agenda	Meeting called to order at 3:03 pm Agenda approved unanimously	
2.	Approve Minutes (from 08-26-2021)	Minutes approved unanimously	Yes
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: Theresa
4.	Update	SC Forms update Forms have been approved by Staff Council and are now live! Go team!!! 	
5.	Update	SC C&M Committee Procedures Draft is in Google Doc. Has everyone had a chance to review? Is there a volunteer to make an updated copy? Suggested Additions: <ul style="list-style-type: none"> • Add wording for deadlines. Review: 48 hours; Development: 1-2 Weeks • Tips to make the process more efficient • "Routing" process 	Grace F.

		<ul style="list-style-type: none"> Get feedback from other chairs on what their needs are from the C & M committee and formulate some statements for the Committee Policy & Procedures Guide. How can we help support the other committees in promoting events in a timeline and effective manner? 	
6.	New Business	<p>Assisting Rewards & Recognition with thanking essential workers</p> <ul style="list-style-type: none"> - Flyer (Theresa) - Email - Form (Amy) - Data displayed? - Digital display? (Cindy can connect) 	Still being decided
7.	New Business	<p>Cancel November & December meetings if no new business?</p>	Yes
8.	New Business	<p>Survey Theresa sent out new survey to see where everyone's expertise and skills are at</p>	
9.	Next Meeting	October 28, 2021 from 3-4 pm @ Zoom	Meeting adjourned at Time