

Staff Council Standing Committee Minutes



Committee Name: Communications Committee – Mark Reynolds Chair

Regular Meeting time: 2nd Weds of each month, 3 – 4pm

Meeting Date and Place: Weds 3-13-2013 – Faculty Club

Members Present: Mark Reynolds,, Marie McGhee , Lisa Walden, Pam Castaldi, Marjorie Crow

Members excused: Marie McGhee

Members Absent: Bob Christner

Guests Present:

Minutes submitted by: Mark Reynolds, Recorder

	Subject	Notes	Follow-Up
1	Gloria Carol	New member	Welcome
2	Invite Gene Henley	Mark will visit with Gene	Mark will ask to come to our June 12 th meeting
3	KUNM Drive	Success – 10,000 (member matched up to 6,000) Pam got 2,500 donation - Kudos	Thank you to the committee for showing up, along with Kathy
4	SAM Calendar	Marjorie working this pending updates from Staff Council – visit with Kathy on printing	Marjorie Ellen Crow sent updated SAM document – would like to vet the notes and editing - add the location to the calendar on line form, Lisa, Carol
5	Web Site redesign	Pam to update – working on 12- this – 2 pages , meet with Matt Carter Fall implementation – August, 2013 Please send to the committee before the presentation	Upcoming presentation to Executive council and suggestions 30 th of April 12-1:30
6	Button Feedback	Pam update –have to check with Terry – button machine	Update
7	Staff Council updates for our committee	Pam will present at Staff Council meeting	FYI
8	Gloria Idea for Marketing	Series of 3-5 minute video – UTUBE channel perfect for it – informational things – fun – what is staff council, We are UNM staff Boost staff moral – advertisement sometimes, talking to Students – UNM day, roundhouse, items we do Video assistant from CNJ – very low costs – student labor for free, UNM equipment as well \$100.00 for props	Gloria to write a high level scope of work, process, resource management, timelines, etc. for review by the committee
9	Next Meeting	May 8th, 2013 (Mark's not here – Lisa will run the meeting) – June 12th	

Communications Committee Roster, 2012-13

Name	Department	Phone	email
Bob Christner	Accessibility Ctr	7-2553	rchris@unm.edu
Marjorie Crow	Art & Art Hist.	7-5861	mcrow@unm.edu
Mark Reynolds (Chair)	IT Networks	7-5988	reynolds@unm.edu
Pam Castaldi	Language Learning	7-7368	castaldi@unm.edu
Marie McGhee	Continuing Ed	7-6320	mmcghee@unm.edu
Lisa Walden	Bookstore	7-7494	lwaden@unm.edu
Gloria Carol	COE	7-8950	gcarol@unm.edu