

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 7-10-2013 – Faculty Club

Members Present: Mark Reynolds,, Marie McGhee , Pam Castaldi, Marjorie Crow, Marcos Abeyta, Gloria Carol

Members excused: Lisa Walden, Terry Horger, Sophia Alvarez

Members Absent:

Guests Present:

Minutes submitted by: Mark Reynolds, Recorder

	Subject	Notes	Follow-Up
1	Marcos Abeyta	New member	Welcome
2	Instagram vs. Facebook, twitter	Marcos will do research on Instagram, hooks to Facebook, - can we establish a Instagram Staff Council presence	Marcos to update on social media – anyone else on the committee please roll up your findings to Marcos, check on UCAM, UNM site for Facebook, twitter, instagram tags (websites)
3	Feedback on Greg Johnson concert	<ol style="list-style-type: none"> 1. Lines too slow – need two serving rows 2. Move to North side of the SUB – more shade 3. Start at 11:30 – end at 1:30 – give enough time for people to attend 4. Duck pond possibly – but Library events may conflict and music – noise 5. President lawn 	Note: to Executive committee
4	Suggestion for editing, reviewing content	"The C&M Committee proposes that all public correspondence, speeches and written materials initiated by a Staff Councilor be reviewed by a member of the Committee for copyediting; specifically, to ensure correct grammar, punctuation and clarity of ideas. The copy editor would have no say in the content or ideas, the purpose of the copyedit is to provide a professional polish for communications that are disseminated to the public. The originator of the document would have final veto power over any changes recommended by the copy editor."	Note: to Executive committee
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 meeting with Kathy Meadows 7/23 at 10:00
6	Survey by executive committee forthcoming	As the communication committee it would be useful for us to vet the questions and assist with distribution of the survey. We would like to know the plan for distributing the survey to all staff, including those who don't have access to computers. How will the data collected be used?	Note: to Executive committee Vetted survey thru cc, discuss marketing, translation to Spanish, how data will be used, follow-up with staff
7	Volunteers for Sept 11th 11:30 Provost request	Communications committee does not see the connection or purpose for Staff	Not interested

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 reached out to Carolyn Gonzales to setup a meeting	Meeting forth coming with Gloria, Carolyn, Marie
9	Future topics for communications committee	Everyone think of new idea’s for our committee for the coming year	
10	Next Meeting	August 14th 3-4pm	

Communications Committee Roster, 2012-13

Name	Department	Phone	email
Marjorie Crow	Art & Art Hist.	7-5861	mcrow@unm.edu
Mark Reynolds (Chair)	IT Networks	7-5988	reynolds@unm.edu
Pam Castaldi	Language Learning Center	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
Marcos Abeyta	IT PSMO	7-5191	mabeyta@unm.edu
Sophia Alvarez	Program Coordinator UC University Honors	7-4211	sra@unm.edu
Terry Horger	Prog Specialist Sustainability Studies	7-3325	thorger@unm.edu