



# Staff Council Standing Committee Minutes

**Committee Name:** Communications & Marketing

**Meeting Date and Place:** Thursday Jan 28th, 2021 from 3 p.m. - 4 p.m. @ Zoom

**Members Present:** Grace Faustino, Mark Reynolds, Theresa Sherman, Brian Vineyard

**Members Excused:** Azura

**Members Absent:**

**Guests Present:**

**Minutes submitted by:** 1-28-2021

	Subject	Notes	Follow-Up
1	Approve Agenda	<p>Suspend the rules to hold this meeting online - Consensus Land Acknowledgement</p> <p>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.</p>	<p>Yes</p> <p>Read and accepted - Grace</p>
2	Approve Minutes (From 12-3-2020)	Consensus	Yes
3	Updates	Resolution for Accessibility – Amy, Grace, Cynthia or Mark Update next steps (by Feb business meeting to present by Amy)	Amy to send the addition from Tracy
4	Updates	<p>Templates</p> <ol style="list-style-type: none"> <li>a. Met on Templates</li> <li>b. Review 1-27-2021</li> <li>c. Social media guideline for SC for the future (Theresa – twitter, FB, instagram – review on web site policy) – Brian and Theresa will review for next meeting</li> <li>d. Updated – two left to finish – meet in two more weeks and package of templates to add to the Website</li> <li>e. Agenda – review – missed</li> <li>f. Present this to SC at a meeting prior to uploading</li> <li>g. Accessibility standards on the templates</li> <li>h. Store the templates – assure used by SC members – Theresa, Azura to discuss</li> <li>i. Present to Staff in a form of feedback and or meet at the SC comm marketing meeting to discuss (Feb staff council meeting with end of March 2021)</li> </ol>	Cindy

		<p>Updates on Alt-Text MAC, PC (Cynthia, Theresa)</p> <p>Accessibility to SC presentation (Matt Carter and Accessibility) – need date with Amy, Nancy to present (need date to present to SC – Amy, Nancy) – 30 min – Grace /June</p> <p>Comm and Marketing 101 for SC – Theresa</p>	<p>e-New sent out by Amy and will again and on web site under councilor resources</p> <p>Amy will put on the business meeting – June for accessibility 101</p> <p>March will be Comm Marketing 101</p>
5	New Business	<p>Updating the web page (Matt Carter, Grace, Amy, Theresa)</p> <p>Service agreement – costs, process (July 2022)</p> <p>Scale down Web site possibly, more manageable, etc.</p> <p>Audit of Hit Sites on Web site baseline</p> <p>Review Bylaws on requirements /Constitutional amendment</p> <p>Theresa on SMUG committee 101 – next meeting</p> <p>SC NMSAP smart meeting template – approved move to Feb meeting</p>	Grace question
6	Next Meeting	The next meeting will be Feb 25th 3-4pm – visit about and then vote, decide and send invites	