# 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.

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<th>Subject</th>
<th>Notes</th>
<th>Follow-Up</th>
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| 1. **Approve Agenda**         | Meeting called to order at 3:03 pm  
Agenda approved unanimously |           |
| 2. **Approve Minutes**        | Minutes approved unanimously                                         | Yes       |
| (from 08-26-2021)             |                                                                      |           |
| 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:  
- Add wording for deadlines. Review: 48 hours; Development: 1-2 Weeks  
- Tips to make the process more efficient  
- “Routing” process | Grace F. |
- 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 | Assisting Rewards & Recognition with thanking essential workers  
  - Flyer (Theresa)  
  - Email  
  - Form (Amy)  
  - Data displayed?  
  - Digital display? (Cindy can connect) | Still being decided |
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<td>7.</td>
<td>New Business</td>
<td>Cancel November &amp; December meetings if no new business?</td>
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| 8. | New Business | Survey  
Theresa sent out new survey to see where everyone’s expertise and skills are at |
| 9. | Next Meeting | October 28, 2021 from 3-4 pm @ Zoom | Meeting adjourned at Time |