**Staff Council Standing Committee Minutes**

**Committee Name:** Communications & Marketing  
**Meeting Date and Place:** Thursday, 02-24-22 from 3 p.m. - 4 p.m. @ Zoom  
**Members Present:** Cindi Meche, Cindy Mason, Gina Sandoval, Grace Faustino, Mark Reynolds  
**Members Excused:** Brian Vineyard  
**Members Absent:** Cindy Mason  
**Guests Present:**  
**Minutes submitted by:** Cindi Meche

Agenda Items are indicated in **Turquoise.**

<table>
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<tr>
<th>Subject</th>
<th>Notes</th>
<th>Follow-Up</th>
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<tr>
<td>1. <strong>Approve Agenda</strong></td>
<td>Meeting called to order at 3:04 p.m.</td>
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<td>2. <strong>Approve Minutes</strong></td>
<td>From 01-27-2022 Minutes approved as presented.</td>
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<td>3. <strong>Land Acknowledgement</strong></td>
<td><em>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.</em></td>
<td>Read by: Grace</td>
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| 4. **Update**                                     | **SCCM Committee Policies & Procedures Manual Draft:**  
Cindi to send out “final version” for review – due by EOD 3/2.     | Cindi              |
| 5. **Update**                                     | **SC Handbook:**  
Create separate meeting to go through the copy? **Yes**  
Cindi to schedule 1 hour meeting                      |                    |
| 6. **New Business**                               | **Annual Branding Guidelines:**  
Should we hold a presentation for Staff Council members?  
Yes, cover general marketing & communication guidelines – Q1  | Cindi to build first draft of slides |
| 7. **New Business**                               | **SCCM Vice Chair:**  
Open up to Staff Council                                     |                    |
|   | Next Meeting | March 24, 2022 from 3-4 p.m. @ Zoom | Meeting adjourned at 3:27 p.m. |