



Staff Council Standing Committee Minutes

Committee Name: Communications & Marketing

Meeting Date and Place: Thursday, 01-27-22 from 3 p.m. - 4 p.m. @ Zoom

Members Present: Brian Vineyard, Cindi Meche, Cindy Mason, Gina Sandoval, Grace Faustino, Mark Reynolds, Theresa Sherman

Members Excused:

Members Absent: Cindy Mason

Guests Present:

Minutes submitted by: Theresa Sherman

Agenda Items are indicated in [Turquoise](#).

	Subject	Notes	Follow-Up
1.	Approve Agenda	Meeting called to order at 3:06 p.m.	
2.	Approve Minutes	From 10-28-2021 Minutes approved as presented.	
3.	Land Acknowledgement	<i>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.</i>	Read by: Cindi Meche
4.	Update	SC C&M Committee Policies & Procedures Manual Draft: Committee members in agreement that all changes are complete and we can move forward to finalize the changes. <i>*See note below in #7</i>	All committee members
5.	Update	SC Handbook: Document gone through edits with Reward and Recognition. Currently waiting for our committee to review regarding the branding and formatting. Committee has been asked to review #5 "staff council standing rules" different meaning for Roberts Rules. Come up with a different title. Complete by April.	
6.	New Business	Website Changes: Amy has requested feedback for changes on the website:	

		<p>1. Adding a 'Standing Rules' page under the 'About' tab Committee provided feedback on the new Standing Rules page. Suggested we link out to RONR 11th ed on the page.</p> <p>2. Adding the 'Committee Resources' under 'Committees' tab</p> <ul style="list-style-type: none"> • Committee Resources moved to Committee Resources from Counselor Resources page • Change to section title to "Communications and Marketing" (in place of social media and marketing) on Counselor Resources page. • Add communicating with constituents; Keep the rest of the items. 	
7.	New Business	<p>Brand Training: Do we want to request all C&M committee members to have brand training starting FY23?</p> <p>Add to the procedures manual that is recommended to take the appropriate brand training and send for final review to the committee. Once we receive approval we will send to Joe to add to next staff council business meeting for approval.</p>	
8.	Next Meeting	February 24, 2022 from 3-4 p.m. @ Zoom	Meeting adjourned at 3:41 p.m.