



Staff Council Standing Committee Minutes

Committee Name: Communications & Marketing Committee – Pam Castaldi, Chair

Regular Meeting time: 2nd Wednesday of each month, 3:30-4:30 p.m.

Meeting Date and Place: Wednesday, Jan 14, 2015 – Hokona- Zuni 352

Members Present: Pam Castaldi, Mark Reynolds, Dorene DiNaro, Monica Montoya, Josh Clifford

Members Excused: Marjorie Crow, Lisa Walden, Marcos Abeyta, Mike Gatchell

Members Absent: Marie McGhee, Matt Maez

Minutes submitted by: Monica Montoya

Subject			
	Notes	Who	Action Items
1	Announcements Patricia O'Connor-Navrot has resigned from the committee.	Pam	None
2	Project Updates Website reviewed by all present. Some broken links. More imagery needed. A few minor changes suggested. As the needs are brought to attention they are being redirected to Kathy, with help from Josh and Pam.	Mark Pam Josh	Dorene to send the pictures received from Archivist to Pam for selection of image for website posting. Calendar suggestion: Edit the dates to add the day of the week, or display date first. Josh to look into the end dates for events that are not populating on the website.
	Strategic plan tech editing.	Josh	Josh is working on this. Due 2/27
	Website help for Kathy	Josh	Josh is working on this. Ongoing
	Impact & Outlook Report for SC	Josh	Josh is working on this. Due April
	Social Media Update- The survey was submitted prior to the holiday. Editing requested after submission. Survey's purpose is to identify most often used social media sources for more effective of communication with staff.	Mark	Survey to be reviewed by Renee and submit when possible for distribution. Mark to revise if possible with the suggested question - "Do you care about social media?" If response is no the survey completes. If yes the survey continues. Next Social Media subgroup meeting Feb 4, 2:30-3:30 in Hokona 352
3	C&M Vision Discussion of the strategic plan. Each service item discussed for appropriateness of Communication and Marketing Committee responsibilities and/or consultation to other SC committees. See Google Drive doc for details. https://docs.google.com/document/d/1RVJTa7wy73dbeF6VYB-jilb_eXHeRL_5zdqrK4-8FVo/edit	Pam	All request for services to be completed by any member of the committee are to be directed to the Chair. Pam will determine whether or not the task may be accepted based on available resources. As tasks may be tracked so that members of the committee will be asked to accept tasks based on the tasks at hand. Dorene volunteered to do copyediting. Discussion to be continued at next meeting.
Next Meeting		February 11, 2015 3:30pm, Faculty Staff Club	

Communications Committee Roster, 2012-13

Name	Department	Phone	Email
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