



Staff Council Standing Committee Minutes

Committee Name: Communications & Marketing

Meeting Date and Place: Thursday, July 26, 2018 from 3-4pm @ the University Club

Members Present: Brad Beck, Autumn Collins, Brian Vineyard, Lisa Walden, Tracy Wenzl

Members Excused:, Erica Grong, Ray Mitchell

Members Absent: Arcie Chapa

Guests Present: Jesus Chavez, Adam Hathaway

Minutes submitted by: Tracy Wenzl

	Subject	Notes	Follow-Up
1	Approve Agenda	Approved	
2	Approve Minutes (from 6/28/2018)	Approved	
3	Robert's Rules	Finalize sessions to be given this fall – discussed topics and potential attendees. Space has been reserved at Hokona 373 for the sessions.	Tracy to work with Adam to draft flyer text, Tracy to create flyer
4	Communications Plan	Lisa to revise. Discussed SCLP Nuts & Bolts collaboration. Discussed Formstack access for Staff Council.	Lisa to revise in early August. Tracy to present at August SC meeting for adoption. Lisa to locate and share results from previous Communications survey.
5	Highlighting Staff/National Custodial Staff Day	National Custodial Staff Day (Oct 2) – Lisa and Brian unable to get response from PPD staff previously involved. Discussed Tracy's draft document with ideas for departments to recognize staff and narrowed down which work areas would be the focus of the initiative.	Lisa will talk to her contact at PPD to see if anyone else wants to work with us. Brad to make a list of UNM job-related National Days with Brian's help Tracy to update draft document and recirculate.
6	Promoting Staff Awards	Rewards and Recognition requesting help promoting staff awards at Chairs meeting. Discussed a web page that would contain all of the awards on one page.	Everyone to review the SC website awards section and discuss ideas on the listserv before the next meeting.
7	Dates to meet in Nov/Dec	Nov 22 is Thanksgiving, Dec 20 is day before break starts	Lisa to check her calendar of events and email the group
8	New Business	None	

9	Next Meeting	The next meeting will be August 23, 2018 from 3-4 pm @ the University Club	Meeting adjourned 4:11 pm
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