



# Staff Council Standing Committee Minutes

**Committee Name:** Communications & Marketing

**Meeting Date and Place:** Thursday, September 3, 2020 from 2-3pm @ Zoom

**Members Present:** Brian Vineyard, Cindi Meche, Mark Reynolds, Theresa Sherman

**Members Excused:**

**Members Absent:**

**Guests Present:** Grace Faustino

**Minutes submitted by:** Cindi Meche

|   | Subject                          | Notes   | Follow-Up  |
|---|----------------------------------|---|--|
| 1 | Approve Agenda                   | Suspend the rules to hold this meeting online - Consensus   | Meeting started at 2:02 p.m.   |
| 2 | Approve Minutes (from 8-27-2020) | Consensus   | None   |
| 3 | Resolution for Accessibility     | Recap on progression of Resolution for Accessibility  | Mark & Cindi to provide updates as they progress   |
| 4 | New Business                     | <p>Review of Templates</p> <ul style="list-style-type: none"> <li>• SC Newsletter</li> <li>• E-news?</li> <li>• Flyers</li> <li>• PPT presentations</li> <li>• Monthly Reports</li> <li>• Minutes</li> <li>• Social Media</li> <li>• DEI (*)</li> </ul> <p>Ask Amy for list of items that need templates</p> <p>Program types:</p> <ul style="list-style-type: none"> <li>• Word</li> <li>• PowerPoint</li> </ul> <p>Webpage Need to Include:</p> <ul style="list-style-type: none"> <li>• Instructions</li> <li>• font info</li> <li>• style guide links</li> <li>• accessibility info</li> <li>• review timeline</li> <li>• Link online library for download of template resources</li> </ul> <p>**Revise document?<br/> <a href="http://staffcouncil.unm.edu/councilors/procedures-forms/2019-communication-and-marketing-policy.pdf">http://staffcouncil.unm.edu/councilors/procedures-forms/2019-communication-and-marketing-policy.pdf</a></p> <p>Invite Amy to next meeting to talk about website updates<br/>           SharePoint upload of minutes &amp; reports?</p> | <p>Cindi to reach out to Amy for list</p> <p>** Will divide &amp; concur projects after list is complete</p> <p>Mark to invite Amy</p> |
| 5 | New Member                       | Notify Tracy & Amy that Grace Faustino would like to officially join C&M  | Mark to notify   |

|   |              |                                       |                                |
|---|--------------|---------------------------------------|--------------------------------|
| 6 | Next Meeting | September 24, 2020 from 3-4 pm @ Zoom | Meeting adjourned at 2:46 p.m. |
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