



# Staff Council Standing Committee Minutes

**Committee Name:** Communications & Marketing

**Meeting Date and Place:** Thursday April 22<sup>nd</sup>, 2021 from 3 pm – 4pm @ Zoom

**Members Present:** Grace Faustino, Mark Reynolds, Cindi Meche

Theresa Sherman, Azura Tallant

**Members Excused:** Brian Vineyard

**Members Absent:**

**Guests Present:** Cindy Mason \*, Amy Hawkins

**Minutes submitted by:** Mark Reynolds

	Subject	Notes	Follow-Up
1	Approve Agenda	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.	Cindy Mason
2	Approve Minutes	Consensus	Approved
3	Updates	<ul style="list-style-type: none"> <li>• Templates Updates/Storing of templates – approve by SC in May, finish up and present – finalizing (forms not completed yet)</li> </ul> <p>Templates and the forms – as they are today – send them out to all Chairs via Speaker and ask for comments, feedback, recommendations, edits or suggestion of combining back to this committee by “x” date – T/C only, nothing combined            May 3<sup>rd</sup> – two weeks, then we review, send new draft out, combined etc. – and then take to SC in the June meeting 2021 – Grace will develop portal for feedback – collection point</p> <ul style="list-style-type: none"> <li>• Accessibility to SC presentation <a href="#">UNM Office of Compliance, Ethics &amp; Equal Opportunity</a> - further discovery RFP versus UCAM – compliance office</li> <li>• Comm and Marketing 101 for SC – Theresa – June (ask Amy again) Amy to advise our committee Presentation from last year</li> </ul>	<p>Cindy Meche – cosmetic – complete, now review content</p> <p>Grace</p> <p>Theresa</p>

		<ul style="list-style-type: none"> <li>• Keeping track of Comm and Marketing accomplishments for 2020 to 2021 – Cindy, Mark reviewed – presented for Graces website – completed</li> <li>• Review of SC handbook for branding only, Rules and election review for content etc. then goes to SC for final review and vote.</li> </ul>	<p>Mark- Cindi completed</p> <p>Comm Committee</p>
4	New Business	Cindy Mason request to be on the Comm Marketing committee	Non-Voting until approved by SC in May-June
5	Next Meeting	The next meeting will be 27 <sup>th</sup> May 2021	3pm-4pm