



Staff Council Standing Committee Minutes

Committee Name: Communications & Marketing

Meeting Date and Place: Thursday, 10-27-22 from 3 p.m. - 4 p.m. @ Zoom

Members Present: Brian Jones, Cindi Meche, Grace Faustino, Madeline Lionbarger, René Forsythe

Members Excused:

Members Absent:

Guests Present: Amy Harkins

Minutes submitted by: Grace Faustino

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

	Subject	Notes	Follow-Up
1.	Approve Agenda	Meeting called to order at 3:01 p.m.	
2.	Approve Minutes	From 08-25-2022 Minutes approved as presented.	Approved
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.	New Item	<p>Did You Know Staff Benefits Campaign</p> <p>Amy Harkins stated that Ivan or she will have information about the Burrito Breakfast in January for Level 14's.</p> <ul style="list-style-type: none"> - They will need to have a flier produced and will get the information to us as soon as they have it 	<p>Will get information from Amy as soon as she has communicated and put together the form to request a flier</p> <ul style="list-style-type: none"> - Send an email to the chairs and staff council on how to put together a flier. - Cindi has volunteered to help with this flier

5.	New Item	<p>Discuss who would like to update the “News” section on Staff Council website</p> <ul style="list-style-type: none"> - Suggestion to evaluate what platforms for social media we should use if Facebook or others are more used. - Survey Staff Council about what social media platforms are usually used 	<p>Brian is happy to help with Twitter as well as help with “News” section</p> <p>Madeline will put together a survey to send out to all in Staff Council for an assessment</p> <p>Madeline mentioned she would be happy to help with News on the Staff Council site</p>
6.	New Item	<p>Headshots</p> <ul style="list-style-type: none"> - Staff Council backgrounds would be available - We can talk to Marketing to set up a specific session for all staff council members - Amy mentions that potentially Staff Council could pay for the cost 	<p>Brian will ask Exec Committee on 10/28 to get thoughts on this and also find out cost. Brian will bring back info to the next meeting.</p>
7.	New Item	<p>Discuss who would like to update the “News” section on Staff Council website</p> <ul style="list-style-type: none"> - Revisited discussion – How many of the people use this site and will it be useful if we have this information listed? Grace asked who should send out the information and how often? - Need to put together a Communication Plan for our group to discuss each area that needs updating - Recommendation to run diagnostics to find out how often the page is landed on. 	<p>Grace will run analytics on the Staff Council page with Amy Hawkins to find out how often it is viewed</p>
8.	Next Meeting	<p>November 17, 2022 from 3-4 p.m. @ Zoom Will decide if needed depending on amount of items to discuss</p>	<p>Meeting adjourned at 3:53 p.m.</p>