



UNM Staff Council

# Staff Council Standing Committee Minutes

**Committee Name:** Communications & Marketing

**Date/Location:** Friday, May 29, 2015, 11 am - 12 pm – Faculty & Staff Club

**Members Excused:** Josh Clifford, Dorene DiNaro, Monica Montoya, Mark Reynolds

**Members Present:** Marcos Abeyta, Pam Castaldi, Lisa Walden

	<b>Subject</b>	<b>Notes</b>	<b>Action Items</b>	<b>Who</b>
1	Marketing Plan	Reviewed Marketing Plan (copies brought to meeting not posted on Google Docs yet)	Lisa will update Marketing Plan based on corrections/additions/deletions discussed	Lisa
2	Timeline/Procedures	Reviewed and updated timeline to present Marketing Plan to Kathy give to Exec; also reviewed current graphics procedures for work group and made notes for Lisa to update; Pam will write website procedures work group; Pam will update list of who is on what work group and finalize; Lisa spoke to Kathy and will work on new procedures for listservs as well; Lisa will create a separate "Branding" document so that council fully understands what we mean when we use that term; goal is to have all to Kathy by June 3 <sup>rd</sup> to have Exec review and hopefully present at June 16 <sup>th</sup> Staff Council meeting	Pam source out the Web and Graphics work group and finalize; Pam to work on Web work group procedures; Lisa to update Graphics work group procedures; Lisa to create Branding document; Lisa to create Listserv procedure; Lisa and Pam will meet with Kathy week of 6/1/15	Pam/Lisa
3	KNME Video	Still need to get in-studio interviews of Kathy and Crystal; will work with them to set up time next week to get that done; Kathy wants questions ahead of time	Pam and Lisa will contact Kathy and Crystal and try to get this set up week of 6/1/15	Pam/Lisa

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Communications Committee Roster, 2015-16			
Name	Department	Phone	Email
Marcos Chavez Abeyta	IT	7-5191	<a href="mailto:mabeyta@unm.edu">mabeyta@unm.edu</a>
Pam Castaldi (co-chair)	Language Learning Center	7-7368	<a href="mailto:castaldi@unm.edu">castaldi@unm.edu</a>
Josh Clifford	Psychiatry Research	925-4344	<a href="mailto:jcliff89@gmail.com">jcliff89@gmail.com</a> , <a href="mailto:jcliff@unm.edu">jcliff@unm.edu</a>
Marjorie Crow	Art & Art Hist.	7-5861	<a href="mailto:mcrow@unm.edu">mcrow@unm.edu</a>
Dorene DiNaro	Division of Student Affairs	7-5299	<a href="mailto:ddinaro@unm.edu">ddinaro@unm.edu</a>
Monica Montoya	Office of Clinical Affairs	2-8048	<a href="mailto:monmontoya@unm.edu">monmontoya@unm.edu</a>
Mark Reynolds	IT Networks	7-5988	<a href="mailto:reynolds@unm.edu">reynolds@unm.edu</a>
Lisa Walden (co-chair)	Bookstore	7-7494	<a href="mailto:lwalden@unm.edu">lwalden@unm.edu</a>