



Staff Council Standing Committee Minutes

Committee Name: Communications & Marketing

Meeting Date and Place: Thursday March 18th, 2021 from 2 p.m. - 3 p.m. @ Zoom

Members Present: Grace Faustino, Mark Reynolds, Cindi Meche

Theresa Sherman, Azura

Members Excused:

Members Absent: Brian Vineyard

Guests Present:

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.	Cindi
2	Approve Minutes	Consensus	Yes
3	Updates	<ul style="list-style-type: none"> • Templates Updates/Storing of templates – follow up with email, checklist of all have, outstanding, additional Design Help form – new logo (update website new forms) Update the entire package – Social Media templates as well • Accessibility to SC presentation (Matt Carter and Accessibility) – need date with Amy, Nancy to present (need date to present to SC – Amy, Nancy) – 30 min – Grace /June (Amy has on the agenda?) Heather S. Jaramillo (since she is the oversight group) Interim Director of Equal Opportunity UNM Office of Compliance, Ethics & Equal Opportunity • Comm and Marketing 101 for SC – Theresa – March from Comm and Marketing – June 	<p>Finish and send to Amy with updated URL SC website along with promoting SC Comm and Marketing</p> <p>June time frame for tidbits – Month before – capital outlay request</p> <p>Request for onboarding of new staff</p>

		<ul style="list-style-type: none"> • April SC meeting – present updated Procedure manual • Review of Comm and Marketing documentation – • Best zoom tips – put together and send out as a reminder via E-news (IT manages) send in E-news from comm and marketing <p>Educause https://sway.office.com/U3QkB1pMs49FWMYk?ref=Link</p> <p>IT https://at.unm.edu/media-collaborative-apps/zoom-web-conferencing.html</p> <p>EOD class on Zoom –Zoom engagement Tools and tricks</p> <p>Invite Dean B. for Zoom 101 from IT perspective and support</p> <ul style="list-style-type: none"> • Brian on invitee for our committee on March 25th – Scott • Keeping track of Comm and Marketing accomplishments for 2020 to 2021 	<p>Updates to SC</p> <p>In process present the new version April SC meeting</p> <p>Recommend to Staff Success – collaborate – Brian / John R.</p> <p>Future</p> <p>To do</p>
4	Next Meeting	The next meeting will be April 22 nd 2021 3-4 pm	Finished at 3/18/2021