### ATTENDANCE: 31 Members

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<th>Name</th>
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<td>Shannon, Special Programs and Interterm</td>
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<td>Jessica, University Advancement</td>
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<td>Richard, Conferencing &amp; Event Services</td>
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Administrative Updates

♦ Job Description
  o We passed out the draft last meeting. There are some edits for grammar. Theresa will fix
the edits and send out the final agreement electronically.

♦ Library
  o Garrett Blagg’s last day is Friday, March 11. He will be working at Aramark as an Assistant
  Director, so he will still be around DU.
  o Tina Hefty got a new job with Rocky Vista University.
  o This creates a vacancy for SAC co-secretary, as well as a SAC rep for the library. If you’re
    interested or want to nominate someone, please let Theresa know.

♦ Committees
  o Coat Drive - The drive went really well, we collected 296 coats and 488 other items, which
    was a big increase over last year.
  o Outreach
    ▪ Designed the nametags which were handed out at this meeting. Wear them as much
      as you want to generate interest in SAC.
    ▪ They reordered the post-it notes which will be handed out at the Benefits Fair in May.
    ▪ They also met with Amy King to talk about onboarding materials.
  o SpringFest
    ▪ Is coming up on Saturday, March 26th. Kathy Aliaga is interested in donations.
      Ask your departments for donations. Money, shirts, hats, etc. Kathy is willing to
      pick this stuff up.
    ▪ On Friday, March 18th, they will meet at 9am for a stuffing party in the Loft. You
      can invite anyone to this. Breakfast and lunch will be provided. Kathy will send out
      a reminder on Monday.
    ▪ The Schedule will be on the website soon.
  o Staff Issues
    ▪ Will be meeting on the 4th Tuesday of the month.
    ▪ They’ve come up with a name: STAR. Staff Action and Resource Committee.
The first big issue that we were dealt with is that we met with Ted Lewis, a professor doing a sabbatical project on veterans at DU. Apparently there are not a lot of veteran support services at DU. He’s working with Damon Vine to get out the word, develop programs, and identify who the veterans and veteran families are at DU. They came to STAR to find out how we could get the word out. We’re looking for lots of venues and ways to get this news out. This is geared at staff, faculty, students, and alumni. Unless someone self-identifies as a veteran, there’s no way to reach them. They want our help in figuring out how to reach those veterans. Once we help them get the word out, we can see how SAC can support them in a bigger function.

Committee Vacancies
- We need someone to coordinate the timelines for the sub-committees. This might not be a long-term commitment.

Abrasive Conduct Task Force
- This morning, the group looked at feedback to that policy. Some updates were made and the draft was given to the Provost and Amy King this morning. There will be push for a culture change and they want to embed this into one of the strategic directions in DU Impact 2025.

Campus Safety Advisory Board
- Joe Ryan had his first official meeting with this group last week. They have an annual report that details every type of incident all year. We talked about what the Dept. of Education Crime Disclosure Act (CLERY Act) really means.
- There are still conversations going on as to whether or not campus safety should be armed.

SOCA
- Joycelin, who also represents the staff of color association (SOCA), says she’s unsure of past or current relationships with that group.
  - Cheryl can’t recall much collaboration over the last few years.
  - Jessica Martella is willing to help facilitate communication.
- If you’re aware of another group on campus that wants to connect with SAC, put those ideas forward.

Bylaws
- Joe is close to pulling together a new draft version of the bylaws. Before our next meeting, Joe will send out multiple versions with a summary of the changes that were made. A vote should be conducted over email, because Joe wants everyone to have the opportunity to read and digest the changes to the bylaws. They will slightly less long.

Admin Council
- When Ed Tate was here, Theresa was invited to Admin Council to participate.
- Theresa was asked to go to the DU Impact 2025 workshop. She was again paired with admin council. It was evident that we need to be at the table. Amy, Greg, and Theresa are going to meet to discuss whether or not the SAC Representative will join Admin Council.

Budget
- We’re in a good place this year.
- Amy King encouraged us to think about projects or programs we would like to implement and think about cost second.

CES Dept. Update
They are hiring 30 positions, primarily students, for the summer. They offer affordable housing and the minimum age is 18.

Linda Le - Internationalization Grants
- Right now, the call is out for internationalization grants. There is money set aside for staff and they’d like to see more staff participation.
- The internationalization summit is coming up, expecting guests from other states to come in.
- SAC Co-Secretaries will send out the description provided electronically by Linda Le. (See attached)

Gary Brower & Don Enloe
- Don is the Director of Campus Safety and Gary the Chaplain. They discussed the Life Threatening Injury or Death of a Community Member protocol. This is a policy for how the University responds if someone suffers a serious injury or death. If you hear of this happening, just call Campus Safety. See attached handout as well.
- When you contact Campus Safety, they will activate a group that includes Gary Brower, HCC, Student Life or HR, and MARCOMM. You shouldn’t have to worry about it. These situations don’t happen very often individually, but they happen a lot across campus as a whole.
- They’ve had a number of instances where a death disturbs that person’s unit. Instead of that unit sending out misinformation, the policy states to just call Campus Safety. Gary works directly with the family to make sure their wishes are reflected. They are trying to send out accurate and sensitive information while respecting everyone’s concerns.
- Although this policy was written for current DU students, faculty, and staff, it often applies to alumni and previous employees, as well.

Na’im McKee - Website Redesign Project Update
- Na’im McKee is on the Digital Marketing Team which works on core section of the du.edu site. Our up-front marketing pages.
- Website redesign project seeks to redesign the core first. This project began by seeking feedback from multiple parties. They put together Project and Steering Committee Teams.
- A Hundred Years is the vendor they chose, which has a lot of experience with higher education
- The website redesign is scheduled to complete in February 2017.
  - Concepts
    - Encourage thinking from the user’s point of view.
    - Think about multiple platforms, such as cell phone access.
  - Audiences
    - What about non-students?
  - Feedback & revision
    - They have their design directions narrowed down to 2 options, but no consensus has been made quite yet.
  - Content strategy
    - There are 150,000 web pages under du.edu. This is going to be a big project!
- Who are your contacts?
  - Theresa Hernandez is on the Steering Committee.
  - Greg Glasgow and Molly Hooker are on the Project Team.
  - How do we improve communication and provide updates?
Next Steps
  o The Digital Marketing Team will be site mapping, finalizing content strategy, aligning with senior leadership, identifying resources and communicating with the campus at large.

Questions
  o How can we better collaborate?
  o How do we better express staff culture?
  o Improving work/support service?
  o What are we not thinking about?

Now is the time to consider these questions and provide feedback! Use your contacts to get that feedback recorded.

Diversity concern posed by SAC member
  o Do we have truth in advertising when it comes to race?
    ▪ They try to separate race as a construct from the experience. But this is good feedback. They want people to think about all our lines of diversity and think about it more broadly.

June meeting
  o SAC will meet outside. Hopefully a BBQ!