10/11/2017  
SAC Meeting - October

Staff Hiring Guidelines - Power Point Presentation - Laura Maresca/ Marcie / Rufina Hernandez
- Over 60,000 applications received last fiscal year
- 1200 positions filled
- Provide services to assist managers in hiring and recruiting tasks
- Hiring is episodic, no consistency across DU.
- Compliance is a big part of it, need to instill best practices in documentation
- Flexibility
- EEOO and how can they help your search?
- Proposed hiring process guidelines – approved by a working group of business officers from across the university on 4/2017. Other review was approved by HRIC, SS, ODI.
- Training on the process will be offered (2 hour training) in the future for hiring managers. Announcements will be made

Future steps:
- Finalize dashboard
- Online training – Lynda.com
- Periodic/annual training

What about diversity - what kind of language is being used to attract and make the opening feel inclusive and DU seem like an inclusive place to work.

Internal Promotion - check the page on pioneer web, these are internal offerings only.
- How does an applicant know if it is a lateral move, or really a promotion?
- Marcie recommends to hiring managers, at the phone interview stage, disclose the hiring range

MFJS - Dr. Kaneva - MEPC and IIC programs, and how they can assist professional development for employees. Contact her if you are interested in setting up an appointment and learning more.

My culture is not a costume - Linda Le - point of contact
- Professional Staff Training
- Carnival on October 26th, 11am. highlight topics on the insensitivity of Halloween costumes and cultural appropriation, through the use of table crafts.
- If your department would like a Poster for your office, please see the contact information at the bottom of this email.

The Bridge - publication - how does the staff feel about this?
- Over marketed
- Easy to get lost
- Liked the segmentation and topic breakdown of previous DU Digest email
- Seems visual impact favored over content
- Is anyone tracking the metrics for attendance to advertised events – digest vs. bridge
- Couldn’t university adapt this to a twitter style feed –

**Beans - Coffee Talks with SAC members**
- Tamara Tabb will take oversight of this program
- Mary Sue Brown has the existing Beans gift cards

**Mentor - Mentee**
- If you have been a member of SAC for a 3 month period, we invite you to participate as a mentor for a newer SAC member. Please email Brittany.kahl@du.edu if you are interested, or Esteban.Terrazas@du.edu

The following is information pertaining to the topics that Ms. Linda Le shared with everyone:

1. **My Culture is Not a Costume**
   a. **Staff/Faculty Training – Monday, October 16th from 11:30 – 1 pm in Sie Complex Maglione Hall**
      i. RSVP for training (lunch is provided) at https://udenver.qualtrics.com/jfe/form/SV_51shwLbXnQE9qdf
      ii. **RSVPs are due TOMORROW, October 12th by 10 am**
   b. **PioWeen Town Carnival – Thursday, October 26th from 11 – 3 pm on Driscoll Green**
      i. If your department would like to host a booth, please sign up at https://docs.google.com/forms/d/e/1FAIpQLScChXIRN_H8pNEixNCaWFruDVdH3gl-zXfogxs14K0QwOdoqg/viewform
   c. **11 X 17 Posters**
      i. Linda will send out digital versions and can drop off hard copies to your office when available. Please send an email to Housing@du.edu if you would like copies dropped off to your office

2. **SAC Scoop – Call for Events/Volunteer Opportunities**
   a. Staff members should send any events and/or volunteer opportunities they would like to have in the SAC Scoop to the main SAC email (staffadvisory@du.edu) by **Monday, October 16th**.

3. **Homecoming - More details at homecoming.du.edu**
   a. All of the events on the Calendar Overview pdf are open to the Denver Community
   b. Looking for crimson carnival volunteers – **Saturday, October 21st 1:30 – 4 pm**