

STAFF ADVISORY COUNCIL

Meeting Minutes

March 9, 2016 | 11:30AM-1:00PM

Anderson Academic Commons, Special Events Room

ATTENDANCE: 31 Members

✓	Ahmad	Deana	Josef Korbel School of Int'l Studies
✓	Aliaga	Kathy	Facilities Planning and Management
	Arnold	Marlene	Internationalization
✓	Belstock	Sarah	Health & Counseling Center
✓	Bernstein	Sam	Arts, Humanities, and Social Sciences
	Blagg	Garrett	University Libraries
	Bokenkamp	Gloria	Daniels College of Business
✓	Brown	Mary Sue	University Technology Services
✓	Buckley	Jon	Engineering and Computer Science
✓	Carlson	Tamra	Internationalization
	Cederberg	Emily	Sturm College of Law
	Coccia	Kristina	Morgridge College of Education
✓	Colburn	Renee	Campus Safety
	Drafton	Martin	Center for Multicultural Excellence
	Escobar	Karen	Natural Sciences and Mathematics
✓	Feldman	Amy	University College
✓	Field	Angel	Athletics & Recreation
✓	Giesen	Greg	Human Resources
✓	Glasgow	Greg	Marketing and Communications
	Grimm	Kendra	Josef Korbel School of Int'l Studies
✓	Harris	Amy	Student Financial Services
✓	Hefty	Tina	University Libraries
✓	Hernandez	Theresa	University Libraries
	Hill	Amy	Morgridge College of Education
✓	Ingarfield	Lisa	Graduate School of Social Work
✓	Jackson	Cheryl	Office of Teaching and Learning
✓	Jahn	Shannon	Special Programs and Interterm
	Kahl	Brittany	Grad School of Professional Psychology
✓	Kaufman	Cathy	Newman Center
	Kitta	Jan	Marketing and Communications
✓	Le	Linda	English Language Center
✓	Martella	Jessica	University Advancement
✓	Michel	Richard	Conferencing & Event Services

✓	Milnes Chester	Elise	Student Life
✓	Nierling	Ulli	Shared Services
✓	Ramirez	Liza	Registrar
✓	Ryan	Joe	Research and Sponsored Programs
	Schellman	Julie	Grad School of Professional Psychology
✓	Shaheen	Margaret	Arts, Humanities, and Social Sciences
✓	Smith	Molly	University College
✓	Steele	Leann	Sturm College of Law
✓	Supplee	Lydia	Colorado Women's College
	Tankersley	Rebecca	Fisher Early Learning Center
✓	Westendorf	Lisa	Financial Assistance

Administrative Updates

- ♦ Job Description
 - 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
 - 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.
 - Tina Hefty got a new job with Rocky Vista University.
 - 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
 - Coat Drive - The drive went really well, we collected 296 coats and 488 other items, which was a big increase over last year.
 - 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.
 - 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.
 - 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.

- 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
 - 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
 - How can we better collaborate?
 - How do we better express staff culture?
 - Improving work/support service?
 - 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
 - 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
 - SAC will meet outside. Hopefully a BBQ!