**Zoom Etiquette Reminders**

* Please keep yourself on ‘mute’. If you would like to chime in or have a question, please raise a hand or chat in the text box
* The Executive Committee will be keeping watch for questions/comments, and will ask you to hop in and turn on your microphone to share

1. Motion to commence meeting
   1. Review and approval of September Minutes – motion to approve: Justin. Seconded by Ryan.
2. Committee Updates
   1. University Committees Reports
      1. Professional Development/Social Events (APC Executive Committee)
         1. Safe Zone Training Workshops – Two Options (Meera Layton) – This month is LGBTQ+ history month, so we are doing two workshops through the Center for International Programs and Inclusive Excellence. Safe Zone is a workshop to help people gain knowledge and comfort in working with students. It is also a safe place to ask questions that you might be shameful for or ignorance for – as long as it comes from a place of caring. It’s for faculty, staff, students. It’ll hopefully be in Thursday’s digest as well. It’ll be done via zoom.
            1. Tuesday, October 20th 9-11am
            2. Thursday, October 22nd 2-4pm
            3. Link to Register: <http://bit.ly/CSUP_SafeZone>
         2. Next APC Adopt-a-Highway Clean Up October 24th – we are full for this month! But please join us in January for the next round!
            1. RSVP to [Kathryn.Starkey@csupueblo.edu](mailto:Kathryn.Starkey@csupueblo.edu) to join!
         3. Remote Contact Tracing CITI Training Opportunity
            1. Link: <https://www.citiprogram.org/index.cfm?pageID=14&message=64>
            2. Contact [research@csupueblo.edu](mailto:research@csupueblo.edu) for more info
         4. Extended Studies Professional Development Opportunities
         5. Academic Impressions Professional Development Opportunities – Jen has a way for folks to see instructions in the email digest every Monday – you can see if your access is working, and if you have any questions, feel free to Contact Jen Martin-White.
      2. University Leadership Team (Tracy Samora, Derek Lopez, Emily McElwain, Abby Davidson)
         1. Recap: No new meeting since September Update
         2. Next Meeting: Thursday, October 15th (Update for APC at November 14th Meeting) – we will have a new update for you next month!
      3. President’s Budget Advisory Committee (Abby Davidson)
         1. Next Meeting: TBD
      4. Equity Matters and Updates (HR Team)
         1. Equity Study Updates – Jen – some job descriptions were still missing. We’ve now found those. We will include new hires as well, but we are making some good headway on this finally!
         2. Bridge Cycle Review Update– Jen – We are starting with the bridge cycle. It’s a lot different than we’re used to. It’ll be online and set up to go through File Bound. We’re finishing those specifics with IT this week. Don’t worry when you first see it. You’ll see a very short Satisfactory/Unsatisfactory review. You should see this launch soon!
         3. Performance Review Updates
      5. Search Committee Updates and New Staff Introductions (APC Group)
         1. New employee –
            1. Jennifer Cobb will be the Title IX coordinator
            2. Pack Center – all coaches were hired. Just concluded a search for a transfer advisor position.
            3. TRIO – Heather Cornell is interim director for Educational Talent Search and a full search will happen next summer.
      6. APC Foundation Scholarship and Fundraising Activities
         1. Give Day October 29th – please watch out for APC Textbook Scholarship! – please be sure to keep an eye out!
      7. Upcoming Events and Opportunities
         1. FREE Flu Shot Clinic October 15th 10am-2pm Tundra 006 – please encourage everyone and anyone to attend! This is a great opportunity.
         2. Employee Recognition Luncheon November 17th
         3. Return of Fun Fridays! October 16th 4-5pm – Trivia! – starts this Friday! Jen will host it. It’ll be a collaborative effort moving forward. This week, we’ll have a great trivia game. It’s been fun in the past. Bring your partner with you if you’re at home. It won’t happen every Friday – it’ll be every other week so folks will be more engaged and help for better advertising.
         4. CSU System – Your voice, your vote, your rights – details on how to register were just posted on the university website. – Ana Rios
         5. Kevin Duncan is doing a presentation on Prop 118.
         6. HLC report finished Monday – visit will be in November – Helen C.
         7. Second virtual Internship and Career Fair – next Wednesday from 11-3. Please encourage students to register. We’re doing everything we can to get them to participate. We have 24 employers. If you can encourage them to participate, that would be great!
3. New Business
   1. Guest Speakers: Greg Hoye and Team to share about updates to CSU Pueblo logo, Brand Standards, and the Paw Print & Copy Center
   2. Functions of the department are related to reputation, appeal, building awareness, increasing enrollment, and retention and engagement efforts.
   3. What’s new!? Logos, colors, fonts, business cards, letterhead, name badges, photos, and NO MORE DASH between CSU and Pueblo anymore.
   4. New Brand Refresh: Our values – can visualize our values more effectively
   5. Legal name and co-branding: CSU Pueblo or Colorado State University Pueblo --- no more dash, no more CSUP, or CSU at Pueblo
   6. An co-branding, use our logo and a line with the partner logo next to it on the right
   7. We added more colors – two new lighter blues and two more reds to help with contrast.
   8. There’s new standard university fonts.
   9. When will this all happen! It’s happening now. You’ll start to see the brand come to life in print/digital asses on campus. Here’s what you can do: use your new dept. logo, use the new fonts, use the new power point template, using new colors in the department, and update your email signature. To have a cohesive look, have us all use the same email signature.
   10. Ordering items and branded swag – all of it must be approved by MCCR. We know this is a heavy lift – we don’t expect you to throw things away. We just ask that you ask for help and clarification when you have questions and need information, and to give us some patience with requests and information.
   11. Next, Keelan and Ana took us on a tour of their new website. You can reserve the brand guide, update your email signature, order business cards, download logos, download a powerpoint template to be used when representing CSU pueblo, ordering printing through Becky, and a zoom background. There are LOTS of resources and things to explore and learn about. All of these, if you get lost, everything leads you back to the site.
   12. Q- if you are using the outlook web app, there is a problem with the size of the code. We are still working on a solution. IF you hare having issues, contact Ana.
   13. There are profile photos as well you can use for whever you need!
   14. Services/requests/resources – Ana
       1. The Intake Form is something developed to help guide folks through their needs. The form allows you to develop a meeting request, flyer approval process, plan an event, press release, branding, printed designs, Canva access, videos, order collateral, gift baskets, photos, web editor training, active web editor list, website project, social media support, sponsorship opportunities, printing.
       2. In Canva, you can collaborate with MCCR – make sure content is correct, create a QR code, etc. This will streamline our design process. Empowers content experts to start the creation process. Web-based graphic design software for everyone is loaded with photos, logos, templates, and more!
       3. When you submit to the intake form, the entire team receives it and then divvies it out to see who is best to answer the question.
   15. Paw Print and Copy Center – Becky
       1. You need to log in and register for an account if you haven’t yet done so. This is a pretty fast process. There are popups to make sure we can link back to the billing accounts – wants to forward those early otherwise you get to the end of the order and you don’t have anywhere to charge to.
       2. Printing and copying – there are samples of different types of printing you might need. The artwork created has sizes available for you to print from. We’d like to see copy paper used and requested. It keeps our university money on campus if you purchase through this website. We are not an outside vendor and does initiate salaries for folks on campus. Newest tab is branding – you can see the first two business cards that were approved by the CSU system. We are printing business cards in house now. Paper has been ordered so the backlog of business cards will be completed by next week.
   16. Life. Changing. – new comprehensive marketing campaign.
       1. Got to see the video. Now there’s a Life Changing part of the website. We’ll get to see how the university has helped some alumni, there will be new bus wraps and marketing information.
   17. Now it’s your turn! We are the best brand ambassadors.
4. Next Meeting: Wednesday, November 11th
   1. Guest Speakers: John Sandoval and PACK Center Team to share about the new advising model, PACK Center and Testing Center
5. Motion to Adjourn Meeting – move to adjourn Greg – seconded by Shawn Devine.

Attendees:

Abby Davidson

Kathryn Starkey

Meera

Becky Armstrong

Ana Rios Salgado

Bailey Hart

Britni Huebscherman

Chris Miliken

Chrissy Holiday

Cody Engelhaupt

Corey Shilling

Daniel Minisch

Derek Lopez

Elena Kiuper

Garret Wagers

Gina Lopez Ferguson

Greg Hoye

Haley Sue Robinson

Helen Caprioglio

Jason Engel

Jason Selmon

John Sandoval

Jonni

Justin Hiniker

Karen Stever

Kassidy Norvill

Keelan Bailey

Kim Dillon

Kimberly Blackwelder

Lee Saunders

Lisa Martin

Marcus Hernandez

Michele Gjerde

Natasha Brandstatter

Patricia Garcia

Paul Valdez

Peggy Foley

Ryan Kendall

Sandy Brice

Shawn Devine

Shelby Bitz

Strider Swope

Thomas Lucero

Tracy Samora

Trisha Macias

Violeta Hernandez

Wayne Todd

Melissa Marquez

Allie Hall-Vanhook