Published on *University of Colorado* (https://www.cu.edu)

CU Communication Vehicles - System Administration [1]

University Relations

Publication	Description	Department/Unit	Audience	Medium	Frequency	Contact
President's Newsletter	Allows president to convey CU's value and share its challenges with alumni, donors and friends.	Office of the President/University Relations	All CU constituents (alumni, donors, employees, parents, students, etc.)	Email/ Web	Monthly	Jon Arnold
Focus on CU Faculty	A compilation of faculty media highlights from across the campuses.	University Relations, CU system	Administration	Email/ Web	Monthly	Jon Arnold
CU in the News	A daily list of media clips	University Relations, CU system	Faculty, staff, administration, advancement	Email	Daily, Monday through Friday	Cynthia Pasquale/J Arnold
Essential CU	Facts and figures about CU as well as pride points and history info	University Relations, CU system	Legislators, friends of CU, internal and eXternal constituents	Print	Annually	Jon Arnold
Advancing Colorado	A brochure that highlights the outstanding work underway at each of our campuses	University Relations, CU system	Internal and eXternal audiences, including friends of CU, legislators, etc.	Print	Every two years	Unknown

Publication	Description	Department/Unit	Audience	Medium	Frequency	Contact
Faculty and Staff Newsletter (CU Connections)		Office of the President/University Relations	Faculty and Staff	Email/ Web	Weekly	Jay Dedrick
Annual Budget Fact Book	Budget itemized by campus and consolidated in a system budget	Vice President of Budget and Finance	Elected officials, regents, CU administrators, CU Advocates	Print	Annually	

University Information Services

Publication	Description	Department/Unit	Audience	Medium	Frequency	Contac
UIS Newsletter	UIS newsletter that affects UIS only.	University Information Services	UIS only	E-mail	Quarterly	Deirdr Keatin
UIS planned Alert Rave production maintenance window comms	All users affected by UIS production outages. (5 templates)	University Information Services	Systems Administration and select IT campus partners	E-mail	Monthly except during moratoriums	Deirdr Keatin
UIS planned Alert Rave non-production maintenance window comms	All users affected by UIS non-production outages. (5 templates)	University Information Services	UIS and select IT campus partners	E-mail	Monthly except during moratoriums	Deirdr Keatin
UIS unplanned Alert Rave production and non-production maintenance window comms	All users affected by that service interruption.	University Information Services	Varied per affected groups	E-mail	As needed	UIS Se Desk
Project/application communications as needed by project	All users affected by that service issue.	University Information Services	Varied per affected groups	E-mail/ Web	As needed	UIS project owner

Publication	Description	Department/Unit	Audience	Medium	Frequency	Contac
Student System calls/meetings and advisory groups	All users affected by that service line/practice.	University Information Services	Varied per affected groups (i.e., SACAC (System Administration), Cross Applications (campus) group, CU-SIS Advisory Council (campus), etc.		Varies by group	UIS se owner

Office of Digital Education and Engagement

Publication	Description	Department/Unit	Audience	Medium	Frequency	Contact
COLTT	Allows president to convey CU's value and share its challenges with alumni, donors and friends.	Academic Affairs/Digital Education and Engagement	Former COLTT Attendees, Faculty and Staff	Email	As frequent as bi-weekly or even weekly as event approaches, once every 2-3 months the rest of the year	Jaimie Henthorn?

System Staff Council

Publication	Description	Department/Unit	Audience	Medium	Frequency	Contact
SSC Weekly Newsletter	Includes news, upcoming events and a health and wellness section	System Staff Council	System Administration	E-mail	Weekly	Communicati Committee

Office of Policy and Efficiency

Publication	Description	Department/Unit	Audience	Medium	Frequency	Contact

CU OPE - Articles and Updates	A summary of the Jan 1 and July 1 policy rollouts - with occasional off-cycle updates and related stories.	Office of Policy and Efficiency (OPE)	Faculty and Staff	Email/ Web	2-4 times per year	Dan Montez/Jim Worsham
OPE Distribution List	Provides relevant news and updates regarding OPE and policies - emails usually link to our webpage for more detailed information.	Office of Policy and Efficiency (OPE)	Targeted list of faculty and staff who are interested in policy news and updates.	E-mail/ Web	As needed, more frequent during the policy vetting period. (Estimate 6-8 times per year.)	Dan Montez/Jim Worsham
OPE Newsletter	General news and updates from the Office of Policy and Efficiency.	Office of Policy and Efficiency (OPE)	Targeted list of faculty and staff who are interested in policy news and updates.	E-mail/ Web	Monthly	Dan Montez/Jim Worsham

Targeted Policy Updates	Provides specific updates during each policy cycle as to what policies are under review and any updates to that list or when drafts and justifications are available.	Office of Policy and Efficiency (OPE)	Faculty and Staff Governance Leaders, Campus Policy Liaisons (designated by each Chancellor), System Administration Policy Managers, Internal Audit and appropriate Legal Staff.	E-mail	As needed, more frequent during the policy vetting period. (Estimate 6-8 times per year.)	Dan Montez/Jim Worsham

University Counsel

Publication	Description	Department/Unit	Audience	Medium	Frequency	Contact
Legal Alert	Pat will send out a legal alert notifying Leadership of legal issues they may impact CU. If an issue directly impacts a campus then Pat will notify campus leadership as well.	Vice-President, University Counsel and Secretary of the Board of Regents	All CU constituents (alumni, donors, employees, parents, students, etc.)	E-mail/ Web	On occasion - more alerts are sent out during the legislative session.	?

Government Relations

Publication	Description	Department/Unit	Audience	Medium	Frequency	Con
Federal Updates	Weekly update on federal legislative/policy/research issues	Government Relations	Campus researchers and faculty	E-mail	Weekly	Gov Rel Fed Tea

Publication	Description	Department/Unit	Audience	Medium	Frequency	Con
State Updates	Updates on general assembly activities and legislation related to CU	Government Relations	Internal and eXternal CU constituents	E-mail	3-5 times per legislative session	Gov Rel Sta Tea
Government Relations Annual Report	Government Relations Annual Report	Government Relations	Internal and eXternal CU friends and constituents	Web	Annually	Gov Rel Tea

Employee Services

Publication	Description	Department/Unit	Audience	Medium	Frequency	Contact
HCM Community Blog/Email	Update CU's business partners on tasks they need to take to pay, hire and otherwise manage employees; notify them of important deadlines or changes affecting them and their employees	Employee Services	All CU Business Partners (e.g., payroll liaisons; anyone with access to the HR system)	E-mail/ Web	Email roundup: Monthly Blog: As news happens	RyAnne Scott
Work/Life Newsletter	Raise awareness of employee benefits, pay changes/updates, policies, financial wellness programming, career advancement opportunities through ELD and events promoting these topics	Employee Services	All CU employees (including student employees)	E-mail/ Web	Email roundup: Monthly Blog: As news happens	RyAnne Scott

Groups audience:
eComm

Source URL:https://www.cu.edu/ecomm/cu-communication-vehicles-system-administration

Links
[1] https://www.cu.edu/ecomm/cu-communication-vehicles-system-administration