# Staff Advisory Council Meeting Minutes

## SAC April Meeting

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tr>
<td>May 5, 2016</td>
<td>1:00pm</td>
<td>Skutt, Rm 209</td>
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**Meeting called by** Sarah Taylor  
**Type of meeting** General Monthly Meeting  
**Facilitator** Sarah Taylor  
**Note taker** Jasmine Harris

**Attendees**
Charise Alexander-Adams, Joann Crinklaw, Karen Dixon, Mary Emmer, Ed Grudle, Jasmine Harris, DeDe Hedlund, Susan Jenkins, Keith Kozak, Susan Magnuson, Felicia Nuno, Sarah Oliver, Colette O’Meara-McKinney, Nicholas Orsi, Sarah Taylor,

## Approval of Minutes from April 14, 2016

**Discussion**  
No changes submitted.

**Conclusions**  
Motion for approval by Felicia N. and seconded by Mary E. The motion carried. Minutes approved.

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<th>Action Items</th>
<th>Person Responsible</th>
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## Election Updates

**Sarah Oliver**

**Discussion**  
Announcement of elected nominees for Presidential Committees will go out soon. There were no new nominees from VPAD. Sarah T. spoke with Tim Norton to determine if anyone from interested in being nominated. SAC elections will take place by the end of May.

**Conclusions**  
Everyone agreed that SAC should be as close to a full committee as possible.

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## SAC Spotlight

DeDe H. and Joann C.

**Discussion**  
Department spotlight for May is School of Pharmacy and Health Professions (SPAHP). SPAHP was the first to pilot the ID access lanyards into Boyne Building.

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<td>June’s Department Spotlight</td>
<td>Sarah O.</td>
<td>6/9/2016</td>
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HR/MLK/Finance Search Committees

| Discussion | HR Committee – Electronic timesheets will begin Jan 2017. HR wants to hear from staff. |
| MLK Committee – Just starting to plan next year’s events. Need SAC’s help spreading the word before the week of events. |
| Finance Search Committee – Representatives gave their thoughts and recommendations about the candidates to Dan Burkey and Fr. Hendrickson. |

Conclusions

SAC will help the MLK committee by posting flyers in the offices and in SAC communications.

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Backpack Campaign

| Discussion | Felicia N. met with the Collegiate Consortium. No hand sanitizers per the Salvation Army. We need to pick another item. No collection activity seen on campus. |
| Drive deadline is 8/1/2016 and distribution days are 8/12 and 8/13. |

Conclusions

The new item is pocket folders and the collection deadline is extended until 6/17/2016.

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Governance and Committee Focus

| Discussion | SAC would like to formally ask Fr. Hendrickson for representation as part of the President’s Council. Other Jesuit Schools include staff in their governance structures and SAC has been a structures in the past. The question posed is whether to ask him right away or wait until the fall. SAC must determine their plan for the year and what the group and who can offer the governance structure. Looking at previous staff assessments Morale boosters are good to give back to the staff, but it’s not the focus of SAC. Townhall survey feedback was positive and people would like to see them start back up. |
| Conclusions | Motion to submit immediately a formal letter to Fr. Hendrickson asking for SAC representation as part of the President’s Council by Joann C. Seconded by DeDe H. Motion The letter will include a list of all current SAC members on the side and will be signed by SAC’s Chair. The letter will ask for appointment to begin in Fall (the beginning of the Academic Year. The group started the framework for the letter to be submitted. |

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Treasurer/President’s Office/Human Resources Reports

| Discussion | Treasurer – No change from last month. Still working to find out who is the contact for the funds in accounting to determine if funds will rollover for next year. |
| President’s Office – Every hour of OPUS week is being mapped out. More info to come over the summer. Board of Trustees will become more nationalized and could be up to 12 more trustees. They will be announced in September. from her position beginning in June. There will be 2 staff members in the President’s office that may transition into SAC representative. Human Resources – No Report |

Conclusions

|                     |          |
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### Determined if the funds will rollover for next year.

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<td>Determine if the funds will rollover for next year.</td>
<td>Sarah T. &amp; Colette O.</td>
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### Mario Digital Strategy

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<th>Tim Brooks, VP &amp; CIO, DoIT</th>
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<td>Mario Digital Strategy is the new Creighton intranet – 1 website for all logins to get to all the tools needed. The initial focus areas were addressed to meet the needs of the University and “edgeless” university to give a meaningful experience. This effort is also a collaborative approach to printing with better technology and equipment and automation of services for effective and efficient working. This will offer better experience. New IT Service Help site to be rolled out by end of 2016. Intranet requirements to be finished by end of this academic year and will start building after. Mario Version 2 is in planning phase already.</td>
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<td>Conclusions</td>
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