# Staff Advisory Council Meeting Minutes

## SAC September Meeting

**September 8, 2016**  
1:02p  
Skutt, Rm 209

- **Meeting called by**: Felicia Nuno
- **Type of meeting**: General Monthly Meeting
- **Facilitator**: Felicia Nuno
- **Note taker**: Jasmine Harris
- **Attendees**: Charise Alexander-Adams, Sheri Bacon, Katie Breedlove, Lynne Caruso, Dijon DeLaPorte, Mary Emmer, Adam Haakenson, Amy Hansen, Jasmine Harris, Susan Magnuson, Felicia Nuno, Dr. Richard Rossi, Nancy Smith, Sharene Sterling, Elizabeth Syphers, Shavonne Washington-Krauth, Fallon Watts, Craig Weber

## Approval of Minutes from August 11, 2016

**Discussion**  
No changes submitted. Motion for approval by Dijon D. and seconded by Mary E. The motion carried.

**Conclusions**  
Minutes approved.

## Action Items

<table>
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<tr>
<th>Person Responsible</th>
<th>Deadline</th>
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## Provost Search

**Felicia N.**

**Discussion**  
Five names were submitted to Father Hendrickson from staff across campus to participate on the Provost Search Committee. Lynette Chavez and Tara Koth were selected and will begin next week.

**Conclusions**

## Action Items

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## SAC Vice-Chair Election Update

**Felicia N.**

**Discussion**  
Two names were submitted for the Vice-Chair election. Both individuals were unable to commit. The process to pick a vice-chair with no nominations is to progress through leadership team.

**Conclusions**  
Jasmine H. will move from Secretary position to the Vice-Chair position. Elizabeth Syphers volunteered to become the new SAC Secretary.

## Action Items

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## HR Update

**Mary Emmer**

**Discussion**  
MyHR has a website that has updates for this process including a 15-minute video about the updated system. The August meeting reviewed the workflow and processes of the system. The committee will meet again on 9/22.
**Conclusions**

Molly Billings from HR will be asked to be our October guest speaker.

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### Action Items

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<tbody>
<tr>
<td>Contact Molly Billings to be October meeting guest speaker</td>
<td>Felicia N.</td>
<td>9/30/2016</td>
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### Bimonthly Meeting with President & President Luncheon

**Discussion**

Luncheons will still take place. Some luncheons will be department/area specific.

**Conclusions**

Lori V. from the President’s office will work dates with the President’s schedule. SAC members continue.

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<tbody>
<tr>
<td>Random selection for October’s luncheon</td>
<td>Craig W.</td>
<td>TBD</td>
</tr>
<tr>
<td>Instructions to map SAC Shared Drive to computer for SAC members</td>
<td>Amy H.</td>
<td>9/15/2016</td>
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### Website Update

**Discussion**

More organized and streamlined. Pages were hidden for redundancy. The Letter from Chair of SAC page was added to the website.

**Conclusions**

Send any updates, concerns, or suggestions to Mary E.

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### Opus Prize

**Discussion**

Theme: “Restoring Hope: Lighting the Way Home”

There is a program/discussion series on campus. Opus week will be 11/14 through 11/17

**Conclusions**

The President’s office would like to see SAC’s involvement by attending the event, keeping staff aware, and promote through committees, student contact, and volunteer opportunities.

**Action Items**

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<td>Promotion information to be sent to SAC</td>
<td>Dr. Richard Rossi</td>
<td>As soon as available</td>
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### Treasurer/President’s Office/Human Resources/Secretary Reports

**Discussion**

- **Treasurer** – Account balance $1,637.93. No official word on FY 17 funds deposit. Will follow-up.
- **President’s Office** – Strategic planning process is underway. Involvement opportunities will become available (input, discussions, etc.). Examen outcomes will be discussed at the Creighon Board meeting in September. Father Hendrickson will report on the Examen at the October 11th meeting.
Staff Advisory Council Meeting Minutes

**Human Resources** – Simply Well enrollment appointments open on 9/9. Benefits fair is 11/2 and benefits open enrollment will be from 11/3 to 11/18. HR wants staff to update your personnel file with current information with emergency contacts, and addresses. A new weight loss program is available “The Real Appeal” and the Employee Assistance Program (EAP) is much more than counseling. In October, the Performance Management System will open back up for 2016-2017 goals to be entered.

**Secretary** – SAC members are asked to sign up for monthly Reflections and Spotlight items on the agenda.

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<td>Felicia N.</td>
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**Conclusions**

**Adjournment**

2:58 pm