Staff Advisory Council
Meeting Minutes
Thursday, August 13, 2009
1:00-3:00 pm
Skutt Student Center, Room 104


Members Absent: Colleen Warin

The meeting was called to order at 1:00 pm. Toni Parsley offered reflection.

1. Approval of July minutes:
   The minutes of the July meeting were reviewed. A motion was made for approval. The motion was seconded, all were in favor.

2. Member introductions:
   All members introduced themselves, indicating the department they are associated with, their length of service at Creighton, and their length of service on SAC.

3. Volunteers for future meetings:
   Sign-up sheets for future meeting reflections and sub-committee membership were sent through the SAC membership for volunteers. In addition to asking for volunteers, an additional sheet was passed around the room for members to indicate whether they already had a SAC name badge or if one was needed.

4. Committee Reports:
   A Treasurer’s report was provided to the council indicating available funds in the SAC account currently amounts to $1496.22. Members who took new members to lunch for orientation were asked to please submit their receipts for reimbursement.

   There were no other committee reports at this time.

5. New Business:
   Taunya indicated that it was thought rather than hold a traditional SAC Town Hall meeting in the fall, we might hold a SAC Forum instead in order to allow our constituents to come by, meet us (as their SAC representatives) and have the opportunity to express their concerns. Taunya proposes that light refreshments be offered during this Forum and that this be held on December 10 at the time of our normal December meeting. With this, then a traditional Town Hall meeting could be planned for the Spring at CUMC. It was suggested that we might also staff a table at the Purchasing Department’s Sourcing Expo in the Spring. Staff Relations will begin planning for these events.

   Tadd Martin demonstrated the CU Calendar & the web portal programs. He indicated that the web portal program is available to staff at this time, but it is not due to go live for another two
weeks so any changes or personalizations made to the program may be lost when the program is finalized and cleared for activity two weeks from now.

It was announced that Ronni Beckwith will be coming to the SAC meeting in October to discuss the time-keeping proposal CU is considering.

Jami Monico indicated that she would like to pass the SAC website to another SAC member for this upcoming year as her term with SAC ends at the end of this year so she would like to ensure someone else is able to take over the website when her term ends. Taunya and Jan have indicated an interest in taking this over, so they will be receiving the appropriate training at Dolt soon. In the meantime, Jami will help as new members learn how to modify the website.

Taunya indicated she would like to develop a timeline of SAC activities so that we know when we should focus on and begin to address specific SAC activities and responsibilities throughout the year. Ideas on what should be included were shared at the meeting. Members will continue to consider this issue and continue to develop and add to the calendar as we go through the upcoming year.

Taunya indicated that she will be inviting all sub-committee chairs to meet with her sometime over the next couple of weeks to talk about the upcoming year. Something each chair will be asked to do at the end of this year is to provide a summary report to SAC of what was done in their committee throughout the year – so this is an effort to keep in mind as we begin the academic year.

6. Old Business:
   There was no old business discussed.

There being no further topics to address, the meeting was adjourned at 2:45 pm. New members or members who wished to have their picture taken for posting to the SAC website were asked to remain following the meeting for this purpose.