Staff Advisory Council
Meeting Minutes
Thursday, April 14, 2011
1:00-3:00 pm
Skutt Student Center 104

Members Present: Terry Begley, Eddy Butkus, James Dorsey, Susan Chamberlin, LeeAnn Crist, Karen Farias, Celeste Hubbard, Jennifer Larsen, Marsha Pierce, Marsha Schlautman, Erin Schnell-Gaines, Heather Smith, Tami Thibodeau, Annette Thomas, Colleen Warin

Members Absent: Tadd Martin, Liz Flaherty, Taunya Plater, JoAnn Wilde

The meeting was called to order at 1:00 pm. Eddy Butkus offered reflection.

1. Approval of minutes:
The minutes of the February meeting was reviewed. A motion was made and seconded to approve the minutes. All were in favor.

2. New Business:
- April 19th, there will be a block party for Alumni, Students, Faculty and Staff before the CU vs. NU Baseball game. More details to follow.
- On April 26th, there will be a thank you to Father Schlegel on the mall.
- Eddy thanked SAC for sending flowers to her stepdad’s funeral.
- Public Safety Audit—the results were surprisingly positive, however, there are areas that still need work. The results will be made public as soon as the report is received from the consultants. This was further addressed in Father’s talk.
- Financial Advisory Committee requests that people pass on ideas of revenue generating/cost cutting from their constituents. If we have suggestions, contact David DenBeste and he will bring it to the FAC.
- Website update. Feedback has been positive regarding our new website design. Thanks to the webteam, Tadd and Marsha for their effort.
- Future Speakers—there will be no speaker in May since we will be at the Kroc center. Tami will try to reschedule Lennis to talk about the ADA Committee and Sustainability in June. We will also try to schedule Monica Robinson, Creighton Employee Patient Navigator sometime in the future.

3. Reports:
- Treasurer: Karen Farias
  - We paid for web streaming for the Town Hall Meetings.
- Staff Relations: Tami Thibodeau for Taunya Plater
  - Town Hall—94 attended and 126+ watched it live streamed on the web. Feedback has predominately been positive, other than we need a microphone for questions.
    - We plan to continue to live stream future Town Hall meetings.
    - The videos are available on our website.
  - New SACSational Deals are posted regularly. We need to continue to advertise them on Jaynet news, Creighton Today and Facebook to promote the new deals.
  - Softball and Baseball vouchers—we gave out a number of vouchers for a recent softball game and are giving out ones for an upcoming baseball game.
- Nominations: LeeAnn Crist
  - We would like to congratulate Annie Hergenrader as the 2011 Rookie of the Year.
  - Since we are keeping with the status quo until organizational charts are finalized, we will go ahead with SAC nominations in May and elections in June as scheduled.
  - Presidential committee nominations will take place in June and appointments in July.
- Issues: Tami Thibodeau for Tadd Martin
Gas pumps/one way—near the childcare center, drivers are forced to go the wrong way due to orientation of the gas pumps. If you notice someone driving dangerously through there, please call public safety x2104 with a description of the vehicle/license plate so that they can discuss it with the person.

- Raises. The current fiscal year 2012 budget plans for a 2% merit pool increase.
- Voluntary Separation Program. At this time, the voluntary separation program won’t be offered for staff but there are discussions about a voluntary faculty reduction program.

**Staff Service: Celeste Hubbard**
- Backpack drive—so far, we have collected 320 rulers towards our goal of 5,000. Sue is sending out regular reminders on the Creighton Calendar, on Jaynet news, posting them on Creighton today, in CUMC’s news letter, will have an article in the Creightonian and will post them on the student news list serve.
- In lieu of May’s meeting, SAC members will present our rulers to the Salvation Army at the Kroc Center. We will meet at 12:30 to be at the Kroc center at 1pm. Celeste will check about scheduling a shuttle to drive members. A motion was made to have the Kroc center presentation instead of a regular meeting. This motion was seconded and all were in favor.

**Standing Rules: Tami Thibodeau for Terry Begley**
- The organizational chart was recently modified including a separation of the VP for Administration and Finance into two separate entities. Therefore, our standing rules don’t reflect the current organizational chart. Moreover, Human Resources have not modified their classifications to allow for this distinction in our staff counts to determine representation. Furthermore, the organizational chart may undergo more changes Father Lannon, our incoming President, takes over. Several options were presented to account for these changes; however, it was decided to continue with the status quo until the changes to the organizational chart are finalized. This is necessary to keep the 1/3 rotations off each election cycle. A motion was made, seconded and approved to continue with elections based on the HR ratios we receive, even though they are not reflective of recent organizational chart changes.
  - This will be reviewed after the organizational chart changes are finalized and HR is able to provide us with the new staff counts.

**Jesuit Relations: Eddy Butkus**
- Each of the groups has met with their Jesuit. The lunches went well and the groups would like to meet with the priests again. They will evaluate the meetings and plan to use ideas that work for the next year.

4. **Guest speaker: Father Schlegel, President**
- Father reflected on his time at Creighton and the Staff Advisory Council thanked him for his service.
- **University Shootings**
  - We live in a challenging environment, with shootings happening around the city. Public Safety and others will be addressing improving safety at CUMC.
  - CUAlert was very effective for the most recent shooting. The first round of alerts went out within six minutes, which is longer than we would like but still relatively efficient.
  - Shooter training—there have been several high profile shootings on campus, so training would be advantageous to all members of the Creighton community. There is a video that has been circulated by the Crisis committee to several venues. However, it has several potential issues including that it advocates taking down the shooter, will likely incite questions in individuals watching it, so they need to have panel discussions or some other way to roll it out. It was suggested that a PowerPoint or some other educational material be posted so that faculty, staff, students and visitors could review what to do in the event of another shooting or other emergency incident that occurs. Currently, there is a brief list of what to do in the event of an emergency on the Crisis Committee website: [http://www.creighton.edu/emergencypreparedness/emergencyprocedures/index.php](http://www.creighton.edu/emergencypreparedness/emergencyprocedures/index.php).
  - Father Schlegel/Tami will pass this on to the Crisis Committee to prepare educational
tutorials on their website. It was suggested that we should also emphasize what resources are in place right now, for example, public safety escorts.

- They have been working on issues including lighting and landscaping to make campus safer.
- When the hospital locked down, the dental school didn’t. Staff wondered if the dental school should have been locked down. Health Sciences Library self-imposed a lockdown, but stood guard and let students in as they ran from the hospital. Can doors be limited to card swipe access only?
- Visibility is the best deterrent. We need to have more visible public safety officers/vehicles.

- **Program Prioritization**

  - 12-14 critical issues have been addressed mainly in efficiencies, the rest were punted or rejected.
    - Room reservations have been centralized
    - Minimal program disruption has occurred.
      - Social Work will be integrated into Sociology
      - Computer Science has already been integrated into Journalism and Mass Communication
      - Ancient Languages is being disseminated across Philosophy and Language departments.
      - Dance Degree was removed but the Dance program wasn’t.
      - Creighton Office of Online Learning (COOL) now has its directorship and is working on new programs to generate revenue.

  - The vast majority of the 822 programs are untouched
    - 54 programs that have no personnel or financial impact were removed on paper. For example, five Political Science minors that hadn’t been utilized in five years or more were removed, etc.

- Regarding loss of jobs, there will be some attrition through positions not filled or reallocated within units, but he is unable to guarantee that there won’t be other separations as well. In the past three years, four pink slips have been given out for a work staff of almost 10,000. The voluntary separations may also be offered again sometime in the future.

- 3 proposals were deferred to Father Lannon dealing with College structure

- **How can the medical staff be brought more into Creighton?**
  - It is a challenge, both physical (separation and distance) and psychological/emotional. The more frequently we can interact with one another across units would help.

- **Campus Master Plan**

  - In an ideal world, Rasmussen Center [student recreation center] will break ground this fall. More long-term proposals include new student housing, dental school, research building, and parking garage.
  - With the purchase of surrounding businesses, it was suggested that we could be poised to close off the campus to improve safety. Father indicated that as an urban University, that is non-profit and non-taxpaying, we are meant to be welcoming, invitational and porous and not protective. We need to be responsive to the needs of the community.
  - We will benefit from the College World Series, as well as commercial, entertainment and residential development.

- **Tenet Contract**

  - We have an evergreen contract that rolls over every two years unless one party calls it quits one year out, at which time, we would have to look at our options.

Adjournment: The meeting was adjourned at 2:44 pm.

Respectfully submitted,
Marsha Pierce
SAC Secretary