

Staff Advisory Council  
Meeting Minutes  
November 13, 2014  
Skutt Student Center, Room 209

Members Present: Nancy Smith, Angela Batson, Sarah Oliver, Chris Karasek, Susan Magnuson, Caroline Nubel, Dave Barnum, Justin Burgett, Charise Alexander Adams, Nick Orsi

Charise Alexander-Adams gave the reflection.

Guests: CJ Jackson, Associate Director Centralized Reservations, Daniel Burkey, SVP of Operations, Creighton University, Ed O'Connor, Provost, Creighton University

Meeting was called to order at 1:00PM.

Guest: CJ Jackson

- Centralized Reservations has been going through many updates and changes to have a more seamless procedure for all areas
- Content of Website has been updated. CR is migrating to a new application, R 25.
- It is web based and allows the end user to go online to submit directly to CR.
- All policies have been updated and consolidated to one area.
- R25 web viewer link on website will show all event reservations in all spaces on campus.
- In spring the whole website change over should be complete.
- All forms available on site.
- If last minute reservations are needed, 24-48 hours out- call CR to reserve.
- Catering has a link- Catertrax if you need just food, not space.
- Questions and suggestions can be emailed to CJ

Chair Report:

- Justin Carter's replacement- No other feedback came to Chris.
- Kelly Sand's name was the only name submitted.
- It was decided that Kelly was going to be asked to join.
- Chris gave a governance update.
- University Council description was updated; Chris will email the final draft to everyone for a final check over. If there are any corrections, additions, please let Chris know by next week.

- Staff Town Hall update: November 18<sup>th</sup>. There will be SAC member introductions. Continue to get the word out about town hall. Emphasize that it will not be video taped.
- Collette announced the staff town hall to the Dean's council, to send out to encourage attendance.
- Thanksgiving fixin's drive will be present there.
- We will be handing our SAC flyer and pens to attendees.
- Decided SAC brochure needed SAC-sational deals to be updated.
- November Town Hall Scheduled for November 25<sup>th</sup>. Need volunteers. Nancy Smith volunteered.
- December SAC meeting to be Potluck. Meeting in the lower level of St. Johns.
- We discussed "adopting" a Creighton staff member that might be in need. Donations can be collected at the December meeting.
- Chair, Vice Chair, Secretary and Treasurer nominations will be handled through email.

#### Other Reports to the Committee:

- Treasurer's Report- We currently have in account \$998.00. Caroline said that the Crayon money from the school supply drive came out of this year.
- President's Report- Collette was absent.
- HR Report- Lynne Caruso was absent, but sent in an update to Chris.
- Open enrollment for benefits is going on until November 21<sup>st</sup>.
- Contact HR if you have questions.
- Simply Well- last chance. November 19<sup>th</sup> is the last chance to sign up for a screening to save on your health care premiums.
- Goals for performance reviews. Decide with your manager on goals for 2015 by November 30<sup>th</sup>. Goals will need to be recorded into the performance management website on HR.

#### Guests: Dan Burkey, SVP of Operations and Ed O'Conner, Provost:

- Spoke to the popularity of University listening session with Fr. Lannon.
- Also spoke to the ongoing presidential search. Currently there are 4 schools competing for Jesuit presidents. They feel that Creighton has the edge out of the other 4 schools for hopes of getting a Jesuit president.
- Also gave an update on the Blue Cross/Blue Shield-CHI relations.
- Referred to the update around hospitals outside of Omaha to be served.
- Still hoping for BCBS and CHI to come to agreements.
- Spoke to the search for a Chief Marketing and Communication Officer for Marcom
- Working with an outside firm for the search. Role should not differ than before.

- Nursing School Deans search: An offer has been made. Hope to make announcements soon.
- Mr. Burkey and Dr. O'Connor opened up the table for questions.
- An update around Shared Services initiative was asked for.
- SAC members who are participating on committees, felt there was still a disconnect and a break down with communication. Dr. O'Connor and Mr. Burkey asked for continued feedback and thanked us for the open feedback.

Adjournment: The meeting was adjourned at 3:15PM

Respectfully Submitted,

Nancy Smith, SAC member