Call to Order – 1:00pm

Reflection – Sue Jenkins

1. New Business
   - SAC Terms and sub-committee appointments were reviewed and changes made. Sarah O. will take over as Chair of the Nominating Committee.
   - Speakers for future meetings will be scheduled on a selective and as needed basis (i.e. big events coming to campus, repeated themes in anonymous feedback form, groups wanting to speak to the Council). Joann C. will be point of contact for scheduling speakers. Fr. Hendrickson, Dan Burkey, and Dr. O’Connor should be scheduled twice a year.
   - President’s Luncheons will take place on 2/23 and 4/13. Nick O. will schedule the upcoming luncheons and reach out to staff. Lynne C. will get him an updated staff list.
   - Monthly Communication to staff will have a new format moving forward to highlight SAC, Creighton community happenings, and announce speakers for upcoming SAC meetings to ask for questions for the speakers.
   - SAC members should email the staff that they represent to introduce themselves.
   - Meeting minutes for speakers will take a new format that will include asking permission of the speaker to record the meetings, summarize the meeting and get approval from the speaker on what will be included in the minutes, and including a clause for silencing any information. If this works, this will be written into the Secretary’s duties. Nick O. will check on the recording capabilities of room 209 in Skutt.
   - SAC will begin to focus on staff relations to create awareness of the council to get a better feel for what is going on around campus and what we can give to our staff. SAC members will be available to go to departments to speak about SAC upon request of the departments.
   - SAC will hand out department appreciation Valentine cards and candy on Friday, Feb 12th. This is thanking staff for all they do and to show them appreciation from SAC. Sarah T. motioned for approval; Joann C. 2nd the motion. I’s approved. Mary E. and Shavonne W. will work on the verbiage of the card. Joann C. will help Sue M. get hers departments delivered due to being out of office. Felicia N. will help deliver to other departments as well. Final department numbers sent to Sarah T. by January 21st.
   - SAC will look into small events like coffee and hot cocoa cart to give back to staff. Looking for balance between pop up events and planned events. Survey the staff to determine interests.
   - Pancreatic Cancer ribbons will be used in November to create awareness of Pancreatic Cancer month and remember Fr. Schlagel.
2. Reports
   o Treasurer’s Report – Shavonne
     i. Balance of $2,757.75
   o President’s Office – Colette
     i. 200 honorees for the Staff Service Awards on Feb. 19th.
     ii. 2016 Opus Prize to be delivered at Creighton this fall. It will be a major Omaha event. Colette or Eileen to present to SAC in February.
     iii. Convocation will be on Feb. 2nd. President’s State of the University Address will share his vision and strategic planning.
   o Human Resources – Lynne
     i. Professional Development calendar is finished and posted on HR’s web page.
     ii. Performance Evaluation goals/objectives are due in the system by Mar. 31st. Only 25% of campus has them in as of now.

3. Subcommittee Short Work Time
   o Standing Rules, Staff Service, and Staff Relations committees did not meet. Nominating committee met to work on Rookie of the Year information.
     i. Spring Break Too Luncheon was still in the air at this time due to pricing of the event.
     ii. Nominating committee to meet to draft Rookie of the Year nominations email to send out once luncheon is approved.
     iii. SAC committee to think about donating funds to help with the luncheon.

4. Subcommittee Reports
   o No reports

Adjournment – 2:10 pm