

Staff Advisory Council  
March 10, 2016  
Skutt Student Center, Room 209

Attendance: Charise Alexander-Adams, Lynne Caruso, Joann Crinklaw, Karen Dixon, Mary Emmer, Ed Grudle, Jasmine Harris, Keith Kozak, Susan Magnuson, Felicia Nuno, Sarah Oliver, Colette O'Meara-McKinney, Nicholas Orsi, Sarah Taylor, Shavonne Washington-Krauth

Call to Order – 1:03pm

**1. New Business**

- Minutes approved as submitted by majority with a motion by Keith K. and 2<sup>nd</sup> by Nick O.
- Eileen Burke-Sullivan and Colette O. presented on the upcoming Opus Prize Awards Week that will take place November 14-17, 2016. The awards ceremony will be at the Holland Performing Arts Center on November 17<sup>th</sup>. It will be free and open to the public. Creighton has been picked as the Jesuit school partner to host the awards in Omaha. Faculty and students are involved in the process of determining the winners and incorporating the finalists into the curriculum for the Fall Semester.
  - i. Suggestion is for SAC to do something specific that will highlight the staff during this week.**
- Next Activity – Easter Egg Hunt from 3/14 to 3/27. Staff to determine locations of 3 large eggs, take a picture and post to SAC's Facebook page to be entered into a drawing for a \$50 CU Bookstore Gift Card. One entry per picture with different eggs.
- Presidential Staff Luncheon – A lot of man hours go into finding twelve people to attend the luncheon.
  - i. Staff Relations Committee will look at revising this process and submit a proposal to SAC on how to move forward with the selection process.**
- SAC Chair's Meeting with Fr. Hendrickson – These meetings are bi-monthly. This past meeting was to update on SAC's activities and to ask about the structure of the Governance model for the university. Reiterated that staff would like to be represented to make sure to be a voice for all staff and not just SAC members.
- SAC Spotlight – March's spotlight will be on the HR Department. The answer to 5 questions were submitted by Molly Billings and a representation and organization chart was provided for the spotlight as well.
  - i. Each SAC member will sign up for a month to spotlight a department in the area they represent.**
  - ii. Mary E. will do the spotlight for April.**
- HR Committee and MLK Committee representation from SAC - Mary E. will be the representative for the HR Committee.
  - i. Sarah T. will find out more about the MLK Committee to see who would be a good fit (i.e. how many meetings, days, times, help needs)**
  - ii. Colette O. will get Sarah O. information for which President Committees need staff representation.**
- Website Updates – Sarah T. is looking for volunteers to help with updating the FAQ section of the website.
  - i. Joann C. will volunteer.**

## 2. Reports

- Treasurer's Report – Shavonne W.
  - i. Balance of \$2,498.05
    - a. Purchased 100 SAC Brochures for HR (\$35.17)
- President's Office – Colette O.
  - i. Area Examen Process is approaching. This can be done individually or with a group. Two round table discussions are scheduled for April 22 (9a-11a and 1p-3p).
    - a. **SAC will do the Area Examen as a group in the April meeting. Sarah T. will reach out for an outside facilitator for the process.**
  - ii. Fr. Hendrickson is participating in the RAGBRAI 2016.
- Human Resources – Lynne C.
  - i. Year-end goals and objectives are due at the end of March. If staff needs to update them, their manager can update the system to have it resent to the staff member. Once finished updating, it will need to be resubmitted for approval.
- Other
  - i. Nick Orsi reported on the VP for Finance Search Committee – March 17<sup>th</sup> & 18<sup>th</sup> will conduct offsite interviews and 3 finalists will be brought to campus in April.
  - ii. Rookie of the Year winner is Angie Wayman from Heider College of Business. Thank you to Sarah O. for working on this.
    - a. **Suggestion for next year is to mention which departments the nominees are from during the luncheon.**
  - iii. May meeting speaker suggestions are Tim Brooks and Tracy Chapman to discuss the Intranet & MARIO Group. May's meeting will need to be rescheduled due to graduation.
    - a. **Nick O. will reserve Skutt, Rm 209 for May 5<sup>th</sup>**
  - iv. Mary E. sent Sarah T. designs for fresher looking SAC Updates email
    - a. **Jasmine H. to help create a template**

## 3. Subcommittee Reports

- Nominating Committee – Presidential Committees information will be compiled and the nomination/election process will begin.
- Staff Service – Back to School Campaign will be starting up soon.
  - i. **Charise A. will contact the Salvation Army and Cc Joann C. & Felicia N. as point of contacts.**
- Staff Relations – Work on proposal for updating the selection process for the President's Luncheon.
- Standing Rules – No report

## 4. Work Time

- Staff Relations Committee met during work time.

Adjournment – 2:40p