

Staff Advisory Council Meeting Minutes

SAC August 2018 Meeting			
8.9.2018		Time 1 pm	Eppley 119
Meeting called by	Craig Weber		
Type of meeting	General Monthly Meeting		
Facilitator	Craig Weber		
Note taker	Mary Duda		
Attendees	Monica Chapeau, Mary Duda, Dave Feder, Amy Guziec, Adam Haakenson, Carissa Loughrey, Liz Peer, Jeanna Reusink, Mervin Vasser, Angie Wayman, Craig Weber, Teddi Wiegand, John Darwin		
Adjournment	Teddi motioned to adjourn; Jeanna seconded. Meeting adjourned at 3 pm.		
Reflection & Spotlight			
	Teddi Wiegand gave the Reflection. Angie Wayman gave the Spotlight about the iJay Apple Store in the Harper Center		
Approval of Minutes from June 14, 2018			
No Discussion			
Angie Wayman made a motion to accept the minutes. Amy Guziec seconded.			
Conclusions	Minutes approved		
Approval of Minutes from July 12, 2018			
No discussion			
Adam Haakenson made a motion to accept the minutes. Dave Feder seconded.			
Minutes approved			
Staff service/ staff relations partnership with Putting Down Roots: Guest speaker			
Discussion	Jay Leighter, moderator for Putting Down Roots, came to discuss SAC partnering with his group for a tree planting. Dr. Leighter, along with several other people, is the recipient of a CGI/GEO grant for study abroad. Included in that grant was money to offset carbon emissions from travel. This comes in the form of money to plant trees or other native plantings for carbon sequestration. A student group called Putting Down Roots was formed to work on this. This is a possible partnership with the Staff Relations and Staff Service groups.		
Conclusions	SAC will discuss and get back with Dr. Leighter.		
Action Items	Person Responsible	Deadline	
Communicate decision to Dr. Leighter	Angie Wayman	ASAP	
Presidential luncheon emails			
	Craig Weber		
Discussion	Craig described what the presidential luncheons are and how staff is nominated to attend.		
Action Items	Person Responsible	Deadline	
Craig to verify luncheons with President's Office	Craig Weber		
SAC members send out invitations	SAC members		
Nominating Committee selects attendees	Nominating committee		
Ideas for SAC meeting speakers			
	Craig Weber		

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Discussion	Craig asked for suggestions for speakers at SAC meetings. Dave Feder suggested Coale Johnson, campus architect, to talk about upcoming projects and plans. Tom Murray/Jan Madsen, as at last year's meeting. Mary Duda suggested someone from Kingfisher Institute, because there are a lot of questions about that new initiative.		
Action Items		Person Responsible	Deadline
Approach speakers about possibility of attending		John Darwin to Madsen/Murray Teddi Wiegand to Kingfisher Institute Dave Feder to Johnson	
Upcoming elections			
	Craig Weber		
Discussion	There is an opening on the Committee on the Status of Women (CSW). An election was held recently for this position; the precedent is that the position will be offered to the next runner-up when a recent election has been held. The runner up from Spring 2018's election is still interested. Discussion followed on whether she should be offered the position; the answer was yes.		
	There are two vacancies on SAC. One in VPIT, one in VPSL. We have only recently received the list of employees from HR; need to determine if representation ratio is equal and then run elections in those two VP areas. There was some discussion about Phoenix and whether they will need representation when more programs come online there. Med School reps will keep an eye on that and report when they hear more.		
Action Items		Person responsible	Deadline
Contact CSW rep		Craig Weber	
Conduct elections in VPIT and VPSL		Nominating committee	
Budget			
	Craig Weber		
Discussion	Craig informed the group of the budget and that most of it is taken up with ongoing programs. He'll offer more information once this year's money is deposited into SAC's account and may ask the President's Office for a small boost.		
Review Roles for new positions			
	Craig Weber		
Discussion	Craig told the group about the two new SAC positions: Presidential Staff Representative and Communications Officer. Both roles are not well defined as of yet; the Standing Rules subcommittee will be tasked with working on this.		
Staff Matters Heard			
	Craig Weber		
Discussion	This is to be a new monthly feature. It is a time for SAC members to bring up things they've heard on campus, both good and bad, for discussion or to ask questions that they have or that someone they represent has asked them to bring forward. Mary Duda mentioned that someone asked her about the fact that the new "biometric exam" for the Wellness Program no longer offers the inexpensive extra bloodwork that had previously been available; this was not communicated until it was time to sign up for your testing.		
Action Items		Action Items	
Ask Wellness what happened; communicate back		Craig Weber	
Reports			
President's Office: No report			
Human Resources: Absent, no report			
Staff Rep to President's Council: Absent, no report			
Secretary: September Spotlight: John Rumbaugh; Reflection: Jeanna Reusink			

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Treasurer: As of 8/8/2018 we have an account balance of \$108.90 which includes payments in July for the SAC luncheon (\$249.78) and the Name cards (\$20.31). We expect the FY19 funds to be transferred to our account on Monday, 8/13 which brings the balance to \$1608.90.

Vice Chair: Item submitted as a question: Parking on move-in day. Staff and faculty are asked to move their cars out of Lot 68 (solar panel lot) by 2 pm on Friday August 17 to accommodate freshman move in. This is difficult for many, because there is not much overflow parking and what there is, is far away. Many hourly employees can not just go home for the day or would need to take vacation. Two issues: what should people do, and could communications have been handled better, because many did not see this in Creighton Today. SAC will send an email to constituents, with Mike Reiner's approval, to inform those that park there. A request was made to have signage put up in that parking lot ahead of the closure, perhaps Thursday night and Friday morning. Questions can be emailed to parking@creighton.edu

Subcommittees

Service: 3 SUV-loads of donated materials went to the Salvation Army last week. A group of about a dozen Creighton volunteers stuffed over 800 backpacks and refilled boxes of supplies. Upcoming projects: Veteran's Care Packages with Veteran's Affairs office in the fall; need ideas for spring. Also will be moving ahead with working with Putting Down Roots in October.

Staff Relations: Began planning the Cocoa Cart. Will be the week of December 17, probably from 9 - 11 am. Are determining locations, but will most likely keep Bergan, Skutt, and Harper. Want to have Santa at 2, Billy Bluejay at 2. Will be looking for volunteers to staff the cocoa cart, take pictures, etc.

Nominating: Will inform Stephanie Hooten of her appointment to CSW. Need to get the list of employees into the correct configuration with recent rearrangements in VP areas. Need to do elections for reps for VPIT and VPSL. Will be working on Rookie of the Year and the Lunches with the President.

Standing Rules: First priority is clarifying the "Presidential Staff Representative" duties and responsibilities.