

# Staff Advisory Council Meeting Minutes

SAC September 2018 Meeting			
9.13.2018		Time 2 pm	Eppley 209
Meeting called by	Craig Weber		
Type of meeting	General Monthly Meeting		
Facilitator	Craig Weber		
Note taker	Mary Duda		
Attendees	Monica Chapeau, Mary Duda, Adam Haakenson, Amy Hansen, Carissa Loughrey, Liz Peer, Jeanna Reusink, John Rumbaugh, Angie Wayman, Craig Weber, Teddi Wiegand, Lynne Caruso, John Darwin, Tracy Gady		
Reflection & Spotlight			
Jeanna Reusink gave the Reflection. John Rumbaugh gave the Spotlight.			
Approval of Minutes from August 2018			
Discussion	No discussion		
Teddi made a motion to accept the minutes. Jeanna seconded. Motion carried			
Conclusions	Minutes approved		
SAC Trivia			
Craig Weber			
Discussion	The SAC website is being updated. To drive traffic, a "SAC Trivia" quiz will be developed with fun questions about SAC.		
Action Items		Person Responsible	Deadline
Develop SAC Trivia questions		No one assigned at this time	
Website refresh			
Teddi Wiegand			
Discussion	Teddi is in the process of refreshing the website. She started an audit and removed two tabs that are no longer needed: "SACsational deals" and previous newsletters. She is also working on indexing all previous Q&A, but this is quite involved and will take a little longer.		
Action Items		Person Responsible	Deadline
Let Teddi know of an changes/updates/things that need to be on the website		All SAC members	ASAP
Refresh website		Teddi	
Staff Matters Heard			
Craig Weber			
Discussion	This is a time to discuss any "buzz" you are hearing on campus, or any questions SAC members have. There were no questions/comments this month.		
Action Items		Person Responsible	Deadline
Bring any issues that are of a concern to each meeting		All SAC members	
Reports			
<p><b>Human Resources: Lynne Caruso:</b> HR newsletter is now a part of Creighton Today. New professional development series rolled out this fall. Shoo the Flu is coming up. SimplyWell screenings run through the end of September. Goals for this fiscal year can now be entered in the system; the merit increase is being reviewed and employees will see any increase in either the 1<sup>st</sup> paycheck of October (biweekly) or October 31 paycheck (monthly).</p>			

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<p><b>President's Office: John Darwin:</b> Successful board meeting last week. 6 new trustees (39 total now). More trustees with medical background as Creighton looks toward the Phoenix expansion. Strategic Plan Town Hall is September 25; includes Q&amp;A.</p>
<p><b>Presidential Staff Rep: Tracy Gady:</b> Series of Strategic Plan Forums will be announced at Town Hall, one for each Goal, plus one for Tom Murray and Jan Madsen. All will be livestreamed and recorded for those that could not attend in person.</p>
<p><b>Treasurer: Amy Hansen</b> No updates; no money has been spent.</p>
<p><b>Vice Chair: Angle Wayman:</b> 2 emails to the SAC feedback form this month. Full responses will be posted on the website.</p> <ol style="list-style-type: none"><li>1. Parking frustrations. Was sent to Mike Reiner, Public Safety Director, for a response.</li><li>2. Can we opt out of the publications that are sent to us (Creighton Magazine and Jesuit Connections). Was sent to Glenn Antonucci, Senior Director of Communications, for a response.</li></ol>
<p><b>Chair: Craig Weber:</b> Met with Fr. Hendrickson. Brought up the idea of a satisfaction survey; Fr. H says now is not a good time. Craig asked for a larger budget, as almost all of our money is used yearly and SAC has had to postpone some purchases. Fr. H agreed to increase the budget by \$500, which will be in the 2019-2020 budget. Craig also talked to Chris Whitt to check in; both his office and SAC are interested in equality and fairness. Dr. Whitt is available to stop in to SAC for a conversation at any time. He may need SAC's help down the line but is still developing his office.</p>
<p><b>Secretary: Mary Duda:</b> Amy H has spotlight next month; Amy G has reflection</p>
<p><b>Subcommittees</b></p>
<p><b>Service:</b> Veteran's collection will be happening and SAC will help support. Awaiting further information. SAC will be partnering with Putting Down Roots, as discussed at last meeting. Will most likely have a 2-hour shift of volunteering on October 5 to prep the area west of Markoe Hall. Still some details to work out.</p>
<p><b>Staff Relations:</b> Cocoa carts will be in place the week of December 17. Bergan, Skutt or Hixson-Lied are definite. Thinking about having one at the Dental School. Possibly will solicit sponsors to help cover costs; has been done in the past.</p>
<p><b>Nominating:</b> 2 open positions: VP Student Life and VP IT-LS. Working on those; hope to have people in place by October meeting. Still working on dates/possibility of presidential luncheon. Looking ahead to Rookie of the Year in spring.</p>
<p><b>Standing Rules:</b> Working on updating the standing rules. Also need to better define ex-officio roles. Developing role and responsibilities for Communications person. Members of this subcommittee are to go through Standing Rules and see if there is anything that needs to be addressed.</p>
<p><b>Adjournment</b></p>
<p>Adam moved to adjourn. Carissa seconded. Motion passed. Meeting adjourned at 3:02 pm.</p>

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## **Creighton Colleagues Program Project Proposal**

**Presented by: Carol Krajcek, Jeff Klein, Andy Kammerer, and Liz Dross**

**Project Title: Staff Department Adopt a Dorm Floor Program**

**Inspiration:** As a Jesuit and Catholic university, our primary mission is the education and formation of students in such a way and in order that they become men and women of faith and of service to their communities. As Fr. Kolvenbach has said: "The real measure of our Jesuit universities lies in who our students become." Based on 'The Service of Faith and the Promotion of Justice in Jesuit Higher Education' by then Fr. General Peter Hans Kolvenbach

**Vision:** A voluntary program where each department would adopt a residence hall floor or community and support that floor or community during the academic year through various activities.

**Mission of Program:** Provide the staff an opportunity to more closely align themselves with the mission of our University, the education and care of our students. If we are going to guide our work by the Jesuit Values we need to embrace the idea of Cura Personalis and look for new ways to reach out to our students.

**Who:** Each staff department or administration department would be eligible

**Timeline:** Each academic year the program would start over and would last the entire academic year.  
2018/2019 Academic Year: This will be the pilot year starting with 4 departments and the McGloin Residence Hall.

**Departments:**

- **Business Service Center/Accounts Payable**
- **Mission & Ministry**
- **University Relations**
- **Division of Information Technology and Library Services**

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**Overview:** Each year a notice would go out soliciting volunteer departments. Student Life would pair the departments with a sophomore residence hall floor. Each department would determine what they want to do in collaboration with Residence Assistant for that Residence Hall Community. A list of ideas would be provided, but they could also come up with their own activities.

**Example Activities:**

- **Notes of Welcome, when they first come to campus and the start of the semester.**
- **Care packages during finals week**
- **Cookies for the floor**
- **Opportunities to Mentor with Department Staff**
- **Invites to department Food Day**
- **Invites to attend campus activities together, ex: Interfaith Service**
- **Participate in Boot Camp for Strengths – 1 day commitment**
- **Host “floor hours” to discuss Strengths**
- **Promote positive activities in the community. Non-alcoholic excursions**
- **Interfaith celebration of the holidays**
- **Host Coaching and Coffee sessions**
- **Introduction sessions – ‘humanize’ the staff**

**What is Needed to Make this Happen – Pilot Year:**

- **Support and approval from Student Life - Complete**
- **Support and approval from the department supporting the pilot - Complete**

**What is Needed to Make this Happen after Pilot Year:**

- **Sustainability Plan**
- **Communication Support**
- **SAC Support**