

Staff Advisory Council Meeting Minutes

SAC October 2019 Meeting			
10.10.2019	Time 1 pm	Skutt 104	
Meeting called by	Angie Wayman		
Type of meeting	General Monthly Meeting		
Facilitator	Angie Wayman		
Note taker	Mary Duda		
Attendees	Terry Begley, Trina Brungardt, Monica Chapeau, Mary Duda, Dave Feder, Kimberley Hallcock, Carissa Loughrey, Liz Peer, Jennifer Rasmussen, Jeanna Reusink, John Rumbaugh, Brian Tuttle, Mervin Vasser, Angie Wayman, John Darwin, Lynne Caruso, Tracy Gady, Danny Steiner		
Reflection & Spotlight			
	Liz Peer gave the Reflection. Jennifer Rasmussen and Kimberley Hallcock gave the Spotlight.		
Approval of Minutes from September 2019			
Discussion	No changes or updates		
Jennifer made a motion to accept the minutes. John R seconded. Motion carried			
Conclusions	Minutes approved		
All Things Ignatian report			
Discussion	Several members attended the poster session and feel that it was good for SAC to be there; many people stopped to talk and learn about SAC. Poster can now be used at events such as Cocoa Cart. THANK YOU to Teddi for creating the poster!		
Staff experiencing trauma			
Discussion	Tabled until November because Brad was unable to attend this month's meeting.		
"Good News" on Prayer Requests from Collaborative Ministries			
	Mary Duda		
Discussion	<p>From June: "SAC member was approached about sharing "good news", such as births and marriages. Could this be sent as part of collaborative ministry's outreach?"</p> <p>Mary talked to Fr. Andy Alexander, who said he was open to this suggestion; he would just like some parameters so it doesn't get to be too much.</p> <p>SAC feels that the prayer request emails are very worthwhile and part of the university's mission. Good news would be a welcome addition to the current emails for prayers for illness and recent deaths.</p>		
Conclusions	Good news should be limited to only current employees; otherwise it would become overwhelming. Perhaps only births (new additions to the Creighton family!). It would make sense to collect them and send them less frequently, say weekly or monthly, depending on volume, since these tend to be less urgent than an illness or death (to attend a viewing or funeral)		
Action Items		Person Responsible	Deadline
Report back to Fr. Andy		Mary	
Parking Concerns Update			
	Angie		
Discussion	Comments and questions from September's meeting were compiled and sent to Mike Reiner, who replied quickly. His emailed response is not being shared out at this time, but he will be at the next SAC meeting to discuss further.		

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Professional Development Reminder		
	Angie	
Discussion	Keep the professional development opportunities in mind and remind others in your areas to take advantage of these!	
Work from home policy		
	John R	
Discussion	<p>There was an anonymous email in the SAC mailbox, asking about a work from home policy and who is allowed and who is not, and that there are discrepancies. Since this was an anonymous email, no response can be sent, but still had a discussion. There is currently no "work from home" policy because there is no infrastructure in place to do it properly. Some people can do this periodically (<i>e.g.</i> waiting for a contractor, staying home with an ill older child), but this is not a common occurrence. Hourly employees need to be supervised, so working from home is not really an option. Salaried employees are held to a different standard. It really depends on job description and supervisor. There <i>is</i> a flex-time policy on the books and staff can work with their supervisors on a case-by-base basis.</p>	
Conclusions	No action can be taken since this was anonymous.	
Ergonomics in the workplace		
	Monica	
Discussion	<p>A person approached Monica about the possibility of having OT or PT students do ergonomic evaluations on people's desks setups, especially as more people are acquiring Varidesks (stand-up desks). Studies have shown that the time and money spent on these evaluations is paid back with lower workers' comp rates, for instance. Perhaps they could start with new employees to ensure they are in a good place at the beginning and spread out to other areas.</p> <p>A member stated that at Bergan, CHI has a specialist that does these evaluations for all of CHI in Omaha.</p>	
Conclusions	SAC feels this is a worthwhile initiative to pursue. First step is to contact the CHI person to see what she does and if this would be available to university employees. It would be difficult to compare to see if other Jesuit schools offer this because it would be challenging to find on their websites.	
Action Items	Person Responsible	Deadline
Contact CHI person who does ergonomic evaluations	Trina	
Collection points for Veterans' Day Drive		
	Carissa	
Discussion	The Veterans' Day drive is coming up in November; items are collected for a deployed service unit. A list was distributed to sign up for hosting a collection box. Carissa will send out the flyer as soon as it is available.	
Action Items	Person Responsible	Deadline
Print flyers	SAC	
Put out donation box	Those that signed up	
Staff Matters Heard		
Discussion	<ul style="list-style-type: none"> Safety Committee heard that people were having issues with the blood draws at the SimplyWell screenings this year; issues with bruising, not finding veins, etc. SAC agreed that they had heard of many such issues as well. Will let chair of Safety Committee know so she can report to Wellness. Someone was approached about installing a heavy bag in Rasmussen; will pass along to Campus Rec Harper renovations are ongoing; fac/staff is currently involved in design decisions Don't forget SCSJ's coat drive, ongoing throughout October. 	
Reports		
Human Resources: Health and Wellness Fair is November 5. Merit letters should be coming out; check your first pay statement to make sure it was updated. Goals are not open in the system yet but should be soon.		
President's Office: No report		
Presidential Staff Rep: No report		

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Chair: Attended Academic Council meeting, where the following were discussed: Phoenix groundbreaking; upcoming PhD in Pharmacy Science; USNews & World Report rankings, Wall Street Journal rankings and how improving areas across campus will improve these rankings; IT assessment is ongoing.

Treasurer: No updates; next expenditure is Cocoa Cart

Vice Chair: Made contact with one of the SAC reps on the Benefits committee; finding people on other presidential committees to contact. Trying to open the lines of communication both ways.

One email in the SAC inbox about working from home and who is allowed. More information in "New Business"

Secretary: Spotlight is Raven; Reflection is Brian

Subcommittees

Service: Save the date: February 28 is the inaugural SAC service time at the Food Bank for the Heartland (1-3:30 pm). Can use volunteer time for this. Also Veteran's Day drive is coming up in the beginning of November.

Staff Relations: Cocoa Cart: Looking for donations for prizes. Are lining up Santa and therapy dogs, but Billy Bluejay can't be booked this far out. Next month they will have timelines and ads. Dates are December 17, 18 in Skutt and Harper and probably December 16 at Bergen.

Nominating: All SAC positions are now filled. Next big project is Rookie of the Year.

Standing Rules: Updating rules for voting for a representative when there is only one nominee.

Adjournment

Dave moved to adjourn. Liz seconded. Motion passed. Meeting adjourned at 2:45 pm.