

Staff Advisory Council Meeting Minutes

SAC January 2020 Meeting		
1.9.2020	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, Kari Giles, Kimberley Hallcock, Carissa Loughrey, Raven Ortolan, Liz Peer, Erica Peterson, Jeanna Reusink, Brian Tuttle, Mervin Vasser, Angie Wayman, John Darwin, Lynne Caruso, Tracy Gady	
Reflection & Spotlight		
	Monica Chapeau gave the Reflection. There was no Spotlight.	
Approval of Minutes from November 2019		
Discussion	No changes	
Carissa made a motion to accept the minutes. Terry seconded. Motion carried		
Conclusions	Minutes approved	
Ergonomics in the Workplace Update		
	Trina	
Discussion	<p>Trina talked to Lenora Salts in HR, who sent her to Katie Booton in Risk Management. Katie said Creighton used to have an OT professor that was interested in ergonomic issues, but she left the university. Katie reached out to the OT department, and there is a professor that is interested in this area; she will follow up.</p> <p>Currently, staff can have an ergonomic assessment; there is a cost of \$125 to the department. Katie asks that interested parties go through her for scheduling so she can follow up in case of any issues.</p>	
Conclusions	Trina is waiting to hear back from Katie about the possible OT professor.	
Action Items	Person Responsible	Deadline
Follow up with OT professor.	Trina	
Professional Development Update		
	Angie	
Discussion	<p>After meeting with Tricia Sharrar earlier this year about professional development opportunities, the exec team has been thinking about some sort of professional development program. Perhaps a badging system, or something else that would motivate people. Ideas include "History and/or workings of Creighton" (the "what" and "who" of Creighton) or offerings that make people better employees. Angie asked for ideas. One idea was to make short 2-3 minute videos that highlight different areas and what they do, similar to the St. John's Bible series that was recently in Creighton Today. Also will need to talk to Chris Stanczak, Senior Learning and Development Specialist in Human Resources, who works on professional development.</p>	
Cocoa Cart follow-up and after action		
Discussion	<p>THANK YOU to all that helped with the Cocoa Cart! Approximately 80 more people attended than last year. This seemed to be a good week for people to attend: after finals and the university Christmas party. Many good prizes were donated. The council spent more this year than last (~\$880 vs. ~\$500). This is due to several factors, including: different caterer at Bergan, large price increase for cookies (\$8.69/dozen vs. \$12.99/dozen), sponsorship in 2018. Marshmallow bags seemed to be appreciated. People seem to enjoy having Billy, Santa, and the therapy dogs there to interact and take photos with. For next year: order more cocoa instead of having refresh. Encourage people to bring their own mug (many seem to have done so at Harper already). Maybe start at 9:30 - most people seemed to come between 9:30 and 10:30.</p>	
SAC in the university statutes		
	Angie	
Discussion	<p>Angie was approached by Academic Council to see if SAC should be part of the University Statutes. This would make SAC more permanent; currently it is a Presidential Committee. Angie met with Justin Tolman from the Academic Council and told him SAC would like to proceed with the change. Currently, Academic Council is moving forward with the language to update the statutes to include SAC (among other</p>	

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	changes).		
Phoenix representation			
Discussion	<p>A rep was contacted by a constituent in Phoenix after the Cocoa Cart dates were announced, to see if there was a similar event for Phoenix staff. Attempts were made to set something up but connecting was difficult. Next year, every effort will be made to work with Phoenix staff to help them plan a similar event, but someone in Phoenix will have to help with set-up, etc.</p> <p>This leads to determining how to represent Phoenix staff on SAC. Currently there are less than 20 E-M staff in Phoenix, spread across at least 2 areas. SPAHP is currently working on representation of Phoenix fac/staff in their school and may be a good role model. Also, the Phoenix campus is similar to Bergan, in that they are separate from the main campus, have a variety of people, and not all issues apply to all areas equally. Currently, there are more questions than answers, but SAC is aware of the situation and trying to find a good solution.</p>		
Conclusions	SAC needs to stay on this issue to ensure that Phoenix is represented appropriately. Need to have staff appreciation for Phoenix staff this winter.		
Action Items		Person Responsible	Deadline
Include Phoenix in "cocoa cart" festivities		Cocoa Cart subcommittee	Fall 2020
Discuss ways to include Phoenix in SAC			
Upcoming SAC openings			
Discussion	Reps will be rotating off of SAC this summer. Reps should be thinking about their replacement, and if they represent more than one area, think about reaching out to those in other areas. Those that are filling in for someone else's term are eligible to run for a full 3-year term this summer.		
Staff Matters Heard			
Discussion	Nothing was brought up at this time.		
Reports			
Human Resources: Go to HR Corner on Creighton Today to access upcoming opportunities. People should be entering their goals at this time.			
President's Office: No report.			
Presidential Staff Rep: No report.			
Chair: Angie attended the Academic Council meeting at the end of December, but they did not discuss very much. Angie and Terry are on the search committee for the new VP of Information Technology; that group has met once and will be meeting every other Friday.			
Treasurer: Current amount in account: \$1,267.07. More information in section on Cocoa Cart.			
Vice Chair: No report			
Secretary: February's meeting is in Skutt 209. The Spotlight will be Monica and the Reflection will be Raven. Need a reflection for April and June. (Trina volunteered for April).			
Subcommittees			
Service: Please register ahead of time for the Service Afternoon at the Food Bank on February 28.			
Staff Relations: Cocoa Cart recap is above. Will be writing down information for next year's subcommittee. Not many duties left for the rest of the year.			
Nominating: Rookie of the Year nominations will go out in early February, for SAC to discuss at the next meeting.			
Standing Rules: No report.			
Adjournment			
Jeanna moved to adjourn. Raven seconded. Motion passed. Meeting adjourned at 2:20 pm.			