

Staff Advisory Council Meeting Minutes

SAC February 2020 Meeting			
2.13.2020		Time 1 p.m.	Skutt 218
Meeting called by	Angie Wayman		
Type of meeting	General Monthly Meeting		
Facilitator	Angie Wayman		
Note taker	Monica Chapeau		
Attendees	Terry Begley, Trina Brungardt, Monica Chapeau, Dave Feder, Kari Giles, Carissa Loughrey, Raven Ortolan, Liz Peer, Jeanna Reusink, John Rumbaugh, Brad Schmidt, Brian Tuttle, Angie Wayman, John Darwin, Tracy Gady, Danny Steiner		
Reflection & Spotlight			
Raven Ortolan gave the Reflection. Monica Chapeau gave the Spotlight.			
Approval of Minutes from January 2020			
Discussion	No changes		
Raven made a motion to accept the minutes. Terry seconded. Motion carried			
Conclusions	Minutes approved		
Professional Development/Campus spotlight update			
Angie			
Discussion	<p>What does this look like? Similar in thought to how we do spotlights in a sense, just with a broader campus focus. Danny had brought up before the idea of a video series vs. in person. These could be reused, quick to consume, beneficial to others. Could get reports to see how many views. Would need to partner with marketing, journalism students, or someone who could produce this well. Borrow equipment from library. We need to determine if we would be doing the same thing as others, competing in a sense. How does this align with our mission? Could see it as more versatile employee, better knowledge base for those who attend or watch. It would not be a ton of work. Would need to assign to a committee - likely Staff Relations since there is only one main focus for their time, or at least a few people to spearhead. Need to determine if useful and worthy. Would it be quarterly, once a semester. We could try once and get some SAC exposure, and then evaluate after?</p>		
Conclusions	Angie will reach out to Chris Stanczak to check in on what HR has accomplished, if they have some contacts. Also, inquire if this is something that Chris can provide some guidance, skills, and more knowledge base.		
Action Items		Person Responsible	Deadline
Angie to follow up with Chris Stanczak in HR.		Angie	Spring 2020
Communications Chair Discussion			
Angie and John			
Discussion	<p>At Executive Council meeting the Communications Chair role was discussed. It was previously Teddi W. role, and since she resigned in Fall, it hasn't been reassigned. Originally, it was created for blog, FB, Creighton Today, email messages, etc. Individuals have been sending emails to share, point colleagues to Creighton Today for announcements. It was decided that there is room in the Vice Chair role to absorb this role and be the point person. Going forward we will not have a separate Communications Chair role.</p>		
Conclusions	Will need to revise Standing Rules.		
Action Items		Person Responsible	Deadline
Revise Standing Rules.		Standing Rules Committee	March 2020
Angie will update Justin Tolman on the Communications Chair role.		Angie	March 2020
Strategic Plan			
John			
Discussion	<p>Wanted to revisit the Strategic Plan. The number one item was professional development. The top three that received the most votes we took action on, so need to decide what else can advocate for. Some other items on the plan received votes, but are not really actionable items (some more HR focused).</p>		

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Conclusions	Looking to revisit the Strategic Plan and figure out if there are any items that can be revisited, or that a sub-committee can work on, or a council as a whole.		
Action Items	Person Responsible	Deadline	
Revisit Strategic Plan and bring to SAC.	John	Spring 2020	
Service Afternoon Reminder			
	Carissa		
Discussion	Carissa mentioned the Foodbank event is coming up on 2/28/20. It is hard to find, so use GPS. Don't go to the front door, there are signs and back lot parking. Wear CU gear, pins, comfortable shoes as there will be all standing. It is scheduled 1:00-3:30 p.m. We will have the backpack event in August.		
Conclusions	Join the event on 2/28/20.		
Rookie of the Year			
	John and Raven		
Discussion	<p>Rookie of the Year will be a hard decision. Had over 20 submissions. Please keep submissions confidential. Raven will create a BlueQ survey and everyone can vote for the top 3 candidates. Take the time to really read the submissions all the way through. We haven't heard 100% if there will be the Spring Break lunch since it hasn't been announced in Creighton Today. However, there were some communications that it will likely be March 11th.</p> <p>After voting for the nominees, will share the winner. If you know some of the nominees, let the committee know and can work into giving them their nomination letter.</p>		
Conclusions	Read all nominees and vote.		
Action Items	Person Responsible	Deadline	
Raven will send a survey 2/13/20 - will have until early the following week to vote.	Raven	Feb 13, 2020	
Staff Matters Heard			
Discussion	Trina asked about a shuttle to Bergan since parking is really bad (maybe 630 a.m. to 5/6 p.m. at night). Terry mentioned a University cell phone plan. Terry also reported the two-factor authentication pilot/Duo App. Look for Breakfast Bytes notice. Brian McLaughlin, IT, coming to meeting in March.		
Action Items	Person Responsible	Deadline	
Ask about shuttle opportunity for Bergan.	Angie Wayman	March 2020	
Reports			
Human Resources: Lynne is not in attendance 2/13/20 - no report.			
President's Office: John Darwin not able to attend. No report.			
Presidential Staff Rep: Provost Listening Sessions to be held the week of February 17. See Creighton Today for more information.			
Chair: Angie received an updated HR list and it is now posted and available for member use on the SAC shared drive. Attended the Academic Council meeting. University Statues are on-going - continuing to work with Justin Tolman. Aiming for rewritten approval by the end of May. There is another meeting end of next month. RadLab is going to be moving - potentially under TLC for more exposure.			
Treasurer: No change in SAC budget from last month. No additional items to report.			
Vice Chair: John reported on the two staff matters heard feedback messages. One was the email issue that was received in regard to a spam email. Followed up with DoIT that we are supposed to report these messages to Abuse@creighton.edu . The second feedback notice was about Barnes and Noble and concerns over textbook pricing. The message was forwarded onto John Jesse who is the University Liaison with Barnes and Noble. Also, Monica sent a web update to include a sentence on the website stating "to keep in mind, that if someone is submitting the feedback and they want a direct response to their comment to leave their contact information."			
Secretary: Mary is not in attendance 2/13/20 - no report. Angie is reflection and spotlight for March.			
Subcommittees			

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Service: Carissa reminded everyone of the Foodbank event on 2/28/20. There is a signup.

Staff Relations: List of Cocoa Cart raffle winners was posted to our website.

Nominating: Look for upcoming survey to vote on Rookie of the Year finalists.

Standing Rules: Section 3, officers will need to be updated – Communications section. Monica will follow up with Teddi on the Facebook account; is the admin access tied to an email address?

Adjournment

Brian moved to adjourn. Trina seconded. Motion passed. Meeting adjourned at 2:25 p.m.