

# Staff Advisory Council Meeting Minutes

SAC April 2020 Meeting			
4.9.2020		Time 1 pm	Via Zoom
Meeting called by	Angie Wayman		
Type of meeting	General Monthly Meeting		
Facilitator	Angie Wayman		
Note taker	Mary Duda		
Attendees (via Zoom)	Terry Begley, Trina Brungardt, Monica Chapeau, Mary Duda, Dave Feder, Kari Giles, Kimberley Hallcock, Carissa Loughrey, Raven Ortolan, Liz Peer, Erica Peterson, Jennifer Rasmussen, Jeanna Reusink, John Rumbaugh, Brad Schmidt, Brian Tuttle, Angie Wayman, Lynne Caruso, Tracy Gady		
Reflection & Spotlight			
	Angie gave the Reflection. Brad Schmidt gave the Spotlight via Zoom recording.		
Approval of Minutes from March 2020			
Discussion	No changes or updates		
Jeanna made a motion to accept the minutes. John seconded. Motion carried			
Conclusions	Minutes approved		
Communications Chair discussion/update of bylaws			
Discussion	Updates were sent out ahead of the meeting, with all changes in red. Vote to accept changes.		
Conclusions	Vote was a unanimous yes to accept changes		
Action Items	Person Responsible	Deadline	
Send to General Counsel to approve changes	Jeanna		
Updates on Provost and VPIT search committees			
	Terry and John		
Discussion	<p>Provost search committee hasn't met since the first meeting; will meet again May 7 to start looking at resumes. Still hoping for interviews in the summer.</p> <p>VPIT: The application has closed; there were more than 80 applications, and there were people with both academic backgrounds and business backgrounds. Search is still ongoing, but slow. Visits may be virtual.</p>		
Elections in progress			
	Raven, Angie		
Discussion	<ul style="list-style-type: none"> <li>• SAC Exec Team               <ul style="list-style-type: none"> <li>○ Vice-Chair: Terry Begley</li> <li>○ Treasurer: Monica Chapeau</li> <li>○ Secretary: Trina Brungardt</li> <li>○ New officers will join current officers at May/June Exec Team meetings and will assume official duties in July. John Rumbaugh will move from vice-chair to chair.</li> </ul> </li> <li>• SAC openings will be opened after voting for presidential committees is finished.</li> <li>• Presidential Committees (3). Nominations are still going on and close on Tuesday; there are more than 30 nominations at this point. Voting to follow.               <ul style="list-style-type: none"> <li>○ Benefits Committee</li> <li>○ Committee on the Status of Women</li> <li>○ Campus Planning Committee</li> </ul> </li> </ul>		
Action Items	Person Responsible	Deadline	
Vote on Presidential Committee members	SAC		
Send out call for nominations and vote for SAC member openings	Nominating subcommittee		
Letter to leadership regarding Pandemic Policy			
	Angie		

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Discussion	<p>Angie was contacted by the chair of the Parent Council of the Russell Child Care Center specifically expressing concern for our colleagues who serve there and how they might be affected. The Executive Council believed it would be appropriate for SAC to offer our own letter of response for a broader spectrum of our colleagues. Thoughts on the policy were solicited from SAC, with the request that this not be spread among colleagues out of respect for university leadership. A letter was developed and sent to Fr. Hendrickson, Provost Murray, and Executive Vice President Madsen, along with two representatives from HR. Fr. Hendrickson responded with a thank you and indicated that someone from HR may be contacting Angie about this.</p> <p>Discussion at this meeting centered around if or how to share the letter. It is important that staff E-M know that SAC is advocating for them. The letter will be distributed to SAC members.</p>	
Conclusions	<p>Ultimately, these are the decisions regarding further sharing:</p> <ul style="list-style-type: none"> <li>• SAC members should not distribute the letter because there is no control over what happens to it after it has been forwarded.</li> <li>• “Talking points” will be developed to share with those who ask.</li> <li>• Information will be posted on the SAC website.</li> </ul> <p>John will post a “blog post” with the answers from previous letters to SAC on Creighton Today with an invitation to go to the website to see more about these items and the response to the Pandemic Policy.</p>	
Action Items	Person Responsible	Deadline
Develop “talking points” for distribution	Exec Team	
Blog post and post to Creighton Today	John/Exec Team	
<b>Staff Matters Heard</b>		
Discussion	<p>One member has been in discussion with other schools from the Big East; others have started furloughing employees. There are questions about what would happen to employees here if Creighton was to start furloughing. Lynne stated that Creighton hasn’t furloughed people as long as she’s worked at CU, so there are questions about how it would work.</p> <p>Terry had some updates from DoIT;</p> <ul style="list-style-type: none"> <li>• Computer refresh has largely been suspended and a refresh would need to be approved by DoIT leadership.</li> <li>• If a university-owned computer breaks and is still under warranty, it can be shipped back for repair and returned to employee’s home. This does take approximately 2 weeks, so DoIT has loaner computers for emergencies and is working on a policy for that.</li> <li>• Duo Two-factor authentication has been implemented and seems to be going well. DoIT gave out quite a few tokens for this. SAC members stated that it is going ok so far.</li> </ul> <p>Shout-out from a member to DoIT for all of their hard work during this transition</p> <p>Note that Fr. Hendrickson’s updates highlighting various areas are very similar to what SAC was advocating for regarding campus-wide Spotlights.</p>	
<b>Reports</b>		
<b>Human Resources:</b> No report; check your email regularly for updates.		
<b>President’s Office:</b> John is on parental leave; no report		
<b>Presidential Staff Rep:</b> President’s Council last met on March 16 and meets again later in April. Most of the meetings lately have been the Executive Council, which the Staff Rep is not a part of. Please keep in mind that the Council is working hard to do the right thing for staff, faculty, and students. Stay Connected, Stay Creighton, Stay <i>Cura</i> .		
<p><b>Chair:</b> Attended Academic Council via Zoom on March 26. Fr. Hendrickson updated the Council on several items:</p> <ul style="list-style-type: none"> <li>• Members of the Creighton Community that were quarantined or in isolation due to COVID-19 infection or exposure to those who were infected</li> <li>• An increase in the number of Zoom licenses, phone bandwidth, and TLC capacity</li> <li>• Construction has started on the 24<sup>th</sup> Street Corridor and has been accelerated in the Harper Center since it is no longer occupied. Construction will start shortly on the new residence hall.</li> <li>• Triennial Review of Deans has been postponed until next year</li> <li>• Provost search (see agenda item above)</li> </ul>		
<b>Treasurer:</b> No changes since last meeting.		
<b>Vice Chair:</b> No report; nothing in SAC inbox, which is surprising.		
<b>Secretary:</b> List of spotlight/		
<b>Subcommittees</b>		

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Subcommittees did not meet.

## Adjournment

Due to Zoom meeting, did not move and second. Meeting adjourned at 2:20 pm.