

## Staff Advisory Council

Meeting Minutes

March 8, 2012

1:00 p.m.

Student Center 104

Members Present: Tami Thibodeau, Colette O'Meara-McKinney, Tadd Martin, Liz Shanahan, Susan Chamberlin, Marsha Schlautman, Heather Smith, Colby Bradfield, Kristie Denne, Erin Schnell-Gaines, Sandra Leighton, James Dorsey, LeeAnn Crist, Terry Begley, Eddy Butkus, Sharalyn Steenson, Shayla O'Brien, Liz Flaherty

Member absent: Jennifer Larsen, Laurie Bier

The meeting was called to order at 1:00 p.m. Liz Shanahan offered a reflection.

### 1. Approval of minutes:

The minutes of the February meeting were reviewed. A motion was made and seconded to approve the minutes. All were in favor.

### 2. New Business:

As this was Colette O'Meara-McKinney's first SAC meeting, we introduced ourselves.

Tami reported the updates of the February meeting of the President's Advisory Board. The Parental Leave Policy was identified as having first priority for SAC as it affects many people, it has been discussed for a long time, and it is thought a decision should be made. Tami has sent letters from SAC to the Committee on the Status of Women and to Jesska Daugherty telling them of the decisions to support, the priority, and wishing them success.

A link to the Strategic Planning Committee is now available. Fr. Lannon has sent a number of informative communications over the past two weeks.

Student Union President Matt Gillespie said that the theme this semester is reaching out to students who have concerns that are not normally addressed by the Student Union. They are reviewing issues related to commuter lots/parking around campus and satisfaction with Public Safety. As a follow up to the 2011 Public Safety survey, there will be another survey in April regarding student safety to see if the changes that have been implemented have been effective. Other topics addressed were recycling on campus and a shuttle to the airport.

Fr. Roc O'Conner reported that 82 students, two faculty and three staff members were inducted into Alpha Sigma Nu in February. He noted that Jesuit recruitment is in progress.

Crisis Committee Chair Tanya Winegard said the Committee is reviewing procedures after the recent bomb threat. Public Safety feels that overall the threat was handled very well but the Committee will evaluate for improvements.

A record number of fans traveled to the Missouri Valley Conference championship in St. Louis, MO.

Dr. Frey said that the first group of medical students will begin at the Phoenix campus in a few months.

Fr. Alexander said that a record number of students have signed up for spring break service trips. University Ministry will sponsor an online reading group during Lent.

The reorganization of Creighton is affecting SAC representation and Tami will work with the Administration for clarification. She will review SAC's Standing Rules for possible realignment.

Tami received good feedback when she asked about Creighton and Creighton Medical Associates. Shayla has set a meeting on March 21 to begin discussions and all are welcome. Tami said that the spring Town Hall will be on April 12.

University Relations Interim Vice President Steve Scholer discussed four fund raising efforts that are underway. A phone-a-thon has begun.

The President's Welcome in Palm Springs went well. It attracted a young crowd, many of whom had not attended past events.

Brian Young from DoIT is working with the FBI regarding the increase in cyber attacks. There have been 600 recent attempts, originating mainly outside the United States. The need for security and best practices will again be sent to the Creighton community, perhaps in a letter from Fr. Lannon.

John Wilhelm said the Rasmussen Center construction continues to be on schedule.

The College of Business/Harper move is in the space planning and design phase.

Kim Manning said that representatives from SimpsonScarborough are in Omaha to present to a number of groups. Athletics and Marketing will collaboratively sponsor an alumni event at the Missouri Valley Tournament. A Mass to be celebrated during Alumni Weekend is being planned for St. John's 125<sup>th</sup> anniversary. Strategies are being developed to raise funds for an elevator in St. John's. A Commencement Committee has been established to discuss changes to the Commencement ceremony in 2013 as there will be no December Commencement after 2012. Kim Manning traveled to Phoenix and met with executives there to discuss Creighton traditions and how to incorporate them into the campus.

Dr. Borchers noted that applications are up 4.8% and should total 5,400-5,500; deposits look good. He recently met with Dr. Frey about professional sciences Master's degree programs. There will be a meeting with the deans to discuss plans for better coordination of cross-disciplinary education.

A climate survey will come out in March. It has been designed for higher education rather than business so it will be applicable to our environment. This survey is different from the SimpsonScarborough survey that will come from Marketing and Public Relations. That one is related to branding and will survey how stakeholders view Creighton. A Public Safety survey will also be coming out. Tami encouraged us to let our voices be heard by participating in all of the surveys. We have been told that the results of the climate survey will be released in May and that action items will be aligned with the Strategic Plan.

Liz Shanahan will represent staff on the Strategic Planning Committee and there will be representation from faculty and students. The website includes goals and the vision and timeline, so it is a great resource. The project is to be completed by April 2013. Tami will take the organization chart to Fr. Lannon to ask him if it is complete so she will know the correct chart from which to work. The University will change to a provost model, with one academic vice president and an executive vice president who will be over the operations side. This model will support a collaborative environment with interdisciplinary education.

Announcements: While reaching out to donors is great, please do not ask for money. That is to be left to the appropriate departments. Be vigilant about cyber safety and keep passwords private. Creighton is the only Catholic, Jesuit institution that will be a site for Inroads Corporation, which recruits and trains diverse and underserved college students and matches them with companies for salaried summer internships. The Inroads office opened in January with the John Fahey Career Center and is currently working with six companies, CenturyLink, Cox Communications, First Data, First National Bank, Mutual of Omaha and OPPD. The University is initiating a campus climate survey and leadership is taking very seriously the commitment to adopt a long-term strategy to enhance our environment. They will review the results of this confidential survey along with past surveys with the goal of following up with an action plan that is more intentional than in the past.

Tami distributed University immunization requirements for 2012-2013, found in the Student Handbook, for people who work on the health services side of campus. Fr. Lannon will be SAC's guest speaker on May 10 and Tami asked that we bring questions for him. The Purchasing Show was a success; Teresa Bohnet from Residence Life won our door prize. Heather had made a copy of the poster advertising the Town Hall for the SAC table at the Show.

Congratulations to both the men and women for winning Missouri Valley Conference basketball championships. There will be a viewing party on Sunday, March 11, at 5:00 p.m. for the men's basketball selection show. If the logistics can be worked out, the game will be shown somewhere on campus.

Chuck Lenowski is working on digital signage that will eventually be campus wide. He would like local support and maintenance. Some content suggestions are emergency notifications, stock tickers, event promotion, weather information, campus maps, and photo displays. Tami asked that if we have ideas for signage we pass them along so she can forward them to the committee.

#### 4. Reports:

- Standing Rules: No report, awaiting University reorganization by Fr. Lannon.
- Issues: Tadd Martin: Tadd has received a question about AAA insurance discounts and he referred the employee to the Benefits website. Someone asked about a walking-on-a-treadmill program as is done at Mutual of Omaha. The Benefits Committee will discuss that item.
- Nominations: Sue said that future nominations will be determined by the reorganization. We must ensure all schools are represented when turnover occurs in July.
- Jesuit Relations: Eddy asked that we save the date of April 26 for the party at the Cardiac Center with the Jesuits. Because this is a new venture, it will be small. Several people involved with the Committee will finish in July and Eddy asked that others plan to continue the lunches.
- Staff Relations: Suggestions for new SAC Deals should be forwarded to Heather. If anyone knows of a business that would be good as a SACsational Deal, please ask them if they will participate. There continues to be some confusion about Marcus Theaters. Midtown Marcus has agreed to give a \$2.00 discount with a Creighton ID although other Marcus Theaters will likely not honor the discount. Speakers are set for Town Hall. There will be snacks and great door prizes and it will be streamed. Heather will advertise heavily.
- Staff Service: Colby and Sharalyn reported that they are working with Celeste and the Backpack Challenge will run in April. They must still decide what item Creighton will contribute. There may be a raffle to help generate interest.
- Treasurer's Report – Sue gave an update.

#### 5. Guest speaker:

Jeff Branstetter, the Executive Director of Human Resources, spoke about conflict resolution. There is not an Ombudsman on campus because of budget constraints, but institutional policies are in place. Jeff has tools that he will share and any contact with HR is confidential. The book [Getting to Yes: Negotiating Agreement Without Giving In](#) is a great resource, as is a discussion planner. Jeff suggested better listening skills. There will be more employee development sessions on conflict resolution.

Jeff asked that everyone participate in the campus climate survey.

Adjournment: The meeting was adjourned at 3:00 p.m.

Respectfully submitted,  
Liz Flaherty  
SAC Secretary