

Staff Advisory Council

Meeting Minutes

January 12, 2012

1:00 p.m.

Harper Center 3029

Members Present: 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, Jennifer Larsen, Laurie Bier, Sharalyn Steenson, Shayla O'Brien, Liz Flaherty

Members absent: Colleen Warin, Tami Thibodeau.

The meeting was called to order at 1:00 pm. Heather offered a reflection.

1. Approval of minutes:

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

2. Old Business:

There had been discussion in December about creating a policy for employees donating paid time off to staff with an emergency need. Tadd spoke with the Benefits manager in Human Relations and it was related to him that there are obstacles with Nebraska legislation that may preclude the donation of vacation time.

3. New Business:

The proposed Volunteer Time Off Policy has been taken to the President's Advisory Council, there is no report.

CU Alert – Everyone at Creighton should be registered to facilitate good communication. All SAC representatives will ask their constituents to sign up. There was discussion about CU Alert for hospital employees. The Campus Safety Committee has reported that Tenet employees don't qualify for the standard CU Alert as they are a separate entity with a separate security system, but Creighton employees working in the hospital can sign up using their NetIDs.

Speakers – Representatives from the Committee on the Status of Women will be here today to discuss the Parental Leave Policy; Dean Obenauer was also asked to speak today but Tadd has not heard from him; Jeff Bransteder will talk about the Ombudsman program at a future time; Fr. Lannon's visit has been changed to May 10.

4. Reports:

- Standing Rules: No report, awaiting University reorganization by Fr. Lannon.
- Issues: Tadd Martin: Questions addressed include:
 - Why did we not get January 2 as a holiday? Because the University is closed the week before January 1, it was decided that January 2 was not a holiday.
 - Carryover of time off, it is believed that the benefits are currently good and carryover will not be changed. Time off is determined by grade level and time of service.
 - Service awards, why do we only pick from a catalog rather than being able to choose a gift card? A gift card is taxable income so the University has moved to gifts from the catalog. This was the second year of the policy.
 - Is there a cost savings using Xerox? Joe Zaborowski reported that a website will be created giving more information about Xerox, both how to do things and the cost savings. There had been a question about service, which is not an additional cost but is included in the contract. Terry said there is a seam in the copy paper wrap and every tray needs to be identified as to how to load paper. There was discussion about envelopes and the need for separate desktop

label makers that have been purchased by some departments. The new web page will show how to make envelopes. A Council with Creighton and Xerox is being formed to review every problem with the machines and administrators will be involved.

- A \$2 discount per ticket to a Creighton employee was refused at Marcus Theatre. Tadd spoke to their PR firm and a gift card has been sent.
- Nominations: LeeAnn said they have received six nominations for Rookie of the Year, including multiple nominations for one person. She will advertise on Jaynet-News during the upcoming week. Nominations close on February 1, after which the Committee will review them and select the top five. The entire Council will then vote. We were encouraged to seek additional nominations.
- Jesuit Relations: Eddy has scheduled a meeting on January 13 with the Committee to review goals. There are some new Jesuits on campus who may be interested in participating. Over time, this committee will be successful.
- Staff Relations: Heather noted a few new SACSational Deals. Dr. Thomas Zepf has reported that the Greybackers are pleased that they can participate in the Deals. The Town Hall will be in April because of conflicts in March with other events. The goal is to limit it to one hour with 10-15 minutes per speaker. Suggested speakers are Dawn Obermiller; Facilities Management; the Committee on the Status of Women; Fr. Roc O'Conner; Linda Penland with information about the Business Service Center and what it means for the University and for individuals; Joe Zaborowski with highlights about EProcurement; Jeff Branstetter to talk about the Ombudsman program; Mary Duda, with updates on garden plots and the possibility of a Farmer's Market during the summer. The Purchasing Department Fair will be on March 8 and there will be two breakout sessions about EProcurement. There was a question about breaking into segments the presentation of the Town Hall on the SAC website so that people can watch individual parts.
- Staff Service: No report.
- Treasurer's Report – Sue gave an update.

5. Guest speakers:

Mary Duda and Marsha Pierce, representing the Committee on the Status of Women, spoke about the proposed Parental Leave Benefit that their committee and Human Resources have designed. There was a question and answer period. A decision about support from SAC was deferred until the February meeting.

Adjournment: The meeting was adjourned at 2:20 p.m.

Respectfully submitted,
Liz Flaherty
SAC Secretary