

**Staff Advisory Council**  
Meeting Minutes  
October 11, 2012, 1:00 p.m.  
Skutt Student Center 104

Members Present: Liz Clark, Colette O'Meara-McKinney, Terri Faga, David Barnum, Colby Bradfield, Kristie Denne, Erin Schnell-Gaines, Justin Carter, Sandra Leighton, Terry Begley, Kat Petersen, Justin Burgett, Shayla O'Brien, Sharalyn Steenson, Liz Flaherty

Members absent: Sue Chamberlin, Caroline Nubel

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

1. Approval of minutes:

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

2. New Business:

- Liz Clark will request agenda items a week before monthly meetings. Sue Chamberlin is reviewing the number of staff members in each division and will report back so it can be determined how we will return our membership numbers to what they had been in the past. The term of the SAC officers has been moved from January to December and it has been decided to also adjust the term of subcommittee chairs to those months. This will allow our newest members to more quickly assume executive roles while being mentored by members who will soon complete their terms.
- Collette reported on the new format for the Service Recognition program, which will include both staff and faculty. A location has not yet been determined for the December event. She said that Liz Clark, along with Tom Coffey, the President of the Faculty Council, will give a short presentation at the November 7 Town Hall.
- There was good discussion at the Focus Group meetings. Participants appreciate Fr. Lannon's efforts to communicate; Kat said that people were vocal about wanting two-way conversations.
- Eleven applicants have been narrowed to three candidates in the Provost search. All have accepted interviews and will be on campus in November; the SAC officers will meet with them.
- We took time for meetings with our subcommittees.

3. Speakers: There were no speakers at this meeting.

4. Reports:

- Standing Rules: Liz Clark noted it will take several months to make the needed changes to the Standing Rules.
- Nominations: The report from Human Resources about staff numbers is being reviewed. If we can increase the number of SAC members, a special election will be required.
- Jesuit Relations: Kristie has not heard from Fr. Roc O'Conner and will continue her efforts to contact him. The children at the Child Development Center will make birthday cards for the priests. We will have a pot luck luncheon mixer from Noon-1:00 p.m. on December 13 for those Jesuits who can attend.
- Staff Relations: Colby will see how much help is needed during the November Town Hall. If we supply door prizes as part of the Service Recognition program, faculty will be asked to contribute. Sandra said that Facilities Management will be asked to provide better maps to help address parking issues. More notice is requested for campus events that affect parking and traffic flow.

- Staff Service: Sharalyn said that toilet paper will be collected during November for the Siena/Francis House. She will create a poster for distribution and it will be advertised in the SAC Highlights, Creighton Today and Jaynet-News.
- Treasurer's Report: Sharalyn gave a report.

There was discussion about SAC and campus communication. Kat has done some research about posting to campus list serves. It is believed we should promote our own events, and we will continue to use Creighton Today and Jaynet-News as our main avenues of communication. Available list serves will be used sparingly. The campus is moving toward listing all events on the Creighton Calendar, making our sources of news the Calendar and Creighton Today.

Adjournment: The meeting was adjourned at 3:05 p.m.

Respectfully submitted,  
Liz Flaherty  
SAC Secretary