Staff Advisory Council
Meeting Minutes
February 13, 2014
Skutt Student Center 209

Members Present: Sandra Leighton, Joann Crinklaw, DeDe Hedlund, Michelle Pope, Shari Bennett, Dave Barnum, Colette O’Meara McKinney, Sharalyn Steenson, Justin Burgett, Liz Clark, Terri Faga, Colby Bradfield, Kristi Denne, Chris Karasek, Lynn Caruso, Nick Orsi

Guests: Hollie Thomas, Jason Gerlt and Catie O’Malley

The meeting was called to order at 1:00 p.m. DeDe Hedlund offered reflection. Minutes were approved with corrections.

1. Chair Report:
- The Committee discussed the email from Fr. Lannon. There seems to be a lot of uncertainty amongst the staff.
- Sandra announced that we now have a portal to use on Workplace Perks Partner now for Creighton special discounts. She passed out a handout detailing the workplace perks. This compares a little bit to Simply Well where you will get points every time you use it and are then eligible for prizes. Sandra is waiting for the pass code for us to start using it and then we will market it to staff.
- Chris asked for volunteers for a committee to keep our SAC website updated. Colby, JoAnn, DeDe and Dave (as an advisor) will serve on this committee. Chris will set up Typo 3 training.
- Justin and Michelle updated us on the Sourcing Expo. Justin passed out post-it notes with the SAC logo on it to pass out at the expo. Michelle will talk to Kim regarding if we can use the Salvation Army kettles for a service project at the expo. Justin will be meeting the VP of Marketing at Midtown to discuss if the special offers that are offered to students can be added to SAC Sensational deals. Dave suggested that if one of us is at a store, restaurant, etc. that we thought would be something that might be nice for the deals that we approach the manager and ask if they would be interested in joining our discount application.

2. Subcommittee chair updates:
- Vice Provost for Mission and Ministry: Interviews begin today and will continue until the end of February.
- Vice Provost for Student Life: Sandra and Nick will serve on this committee and they are in the beginning phase.
- President’s report: Colette answered questions that the committee had regarding Father’s e-mail.
- Vice President for Information Technology: Still in the beginning stages. There was a meeting regarding what the position entailed and what we are looking for. They hope to have this position in place by July 1.
- Treasurer’s Report: Michelle said that our balance as of today is $1,656.01 and all bills have been accounted for in this balance. The balance recorded on last month’s deposit of 2,824.03 was incorrect.
- Human Resources Report: Lynn announced that the Best Places to Work has been put on hold. Three of her team members are guest speakers today and will be able to answer a lot of the questions that were brought up earlier in the meeting.
- Backpack Campaign: Sharalyn and Michelle announced that our goal is 5,000 crayons. Money or crayons are accepted.

3. Upcoming Campus Events:
- Sourcing Expo – March 4, 10 a.m.-2 p.m. – Skutt Student Center Ballroom
- Town Hall – March 25th, 3 p.m. at the Harper Center
- Backpack Campaign
4. Speakers for SAC include Fr. Lannon in April, Dawn Obermiller in May, June is open and July is Lisa Brockoff.

5. Guest Speakers:
   - Hollie Thomas (Performance Management): The Staff Performance Evaluations are moving to online. The benefits of moving to online are: help employees better connect their work to the strategic plan, real-time updates, single sign on, spell check feature, reminders to managers regarding processes, and the ability to add items throughout the year. Educational training for staff and managers will begin in March.
   - Jason Gerlt (Compensation): The compensation project began July 2013. Jason met with the department leaders, VP’s and Deans. Surveys were sent to managers. Based on the data collected from the surveys and other sources, the compensation ranges were moved by 6%. Human Resources focused on individuals who fell below the minimums. Employees who will be receiving a raise will be notified soon. Biweekly employees will see the raise on the February 14th paycheck and monthly employees will see the raise March 1. In early March, Human Resources will be sending total compensation packets to all employees to their home address.
   - Catie O’Malley (Shared Services): Employees are encouraged to visit the website for the Strategic Plan. The road map for the Shared Service Center is located on the website as well as other information regarding the Strategic Plan. 400 Creighton employees will be interviewed to determine commonalities among job duties. The 400 individuals were picked based on VP’s and administrators input.

Adjournment: The meeting was adjourned at 2:45 p.m.

Respectfully submitted,

Terri Faga, Secretary