Staff Advisory Council
Meeting Minutes
Thursday, September 10, 2009
1:00-3:00 pm
Skutt Student Center, Room 104

Members Present: Eddy Butkus, LeeAnn Crist, Karen Farias, Celeste Hubbard, Beth Krause, Jennifer Larsen, Ann Luteran, Tadd Martin, Luann Miller, Jami Monico, Toni Parsley, Taunya Plater, Deb Russell, Jan Schnack, Tami Thibodeau, Colleen Warin, JoAnn Wilde

Members Absent: Cathy Anderson, Jimmy Carter, Annette Thomas

The meeting was called to order at 1:00 pm. Celeste Hubbard offered reflection.

1. Approval of August minutes:
   The minutes of the August meeting were reviewed. A motion was made for approval. The motion was seconded, all were in favor.

2. Reports:
   - Treasurer:
     - LuAnn Miller reported on the available funds in the SAC account. The committee felt that the projected expenditures for the year will be covered by the available funds.
   - Staff Relations:
     - Taunya Plater reported that SAC has free tickets for upcoming soccer and volleyball events. Those were dispersed to SAC members for distribution to constituents.
     - The SAC bookmarks have been printed. These were distributed to SAC members so they could be shared with constituents as well. Taunya pointed out that the bookmarks show a SAC event each month of the fall semester. If these are well-received, we will have new bookmarks printed for the spring semester.
     - Taunya reported that she has reserved the west two-thirds of the Student Center Ballroom for the December 10 SAC Forum. The reservation is for 12:00-3:00 on that date. The event will be held from 12:30-2:30 so that more constituents could possibly stop in during their lunch. The committee discussed the budget for this event.
   - Nominations:
     - Tami Thibodeau reported that the Nomination Committee has created timelines for Rookie of the year nominations, SAC Council membership nominations and Presidential committee nominations. Reports showing these timelines will be shared with the SAC membership next meeting. Tami will check the University Statutes to see which Presidential Committee nominations SAC is responsible for. The Nominations Committee will be meeting again in December. In the meantime they will continue with preparations and setup for the various voting processes so that they are ready to roll in January when the nomination process begins.

- Issues:
    - Jan Schnack reported that this committee will be meeting next Tuesday and receive instruction from Jami on what to do when there is an issue. Already Jan has been contacted by a constituent regarding the faculty/staff parking lot between Burt & Cummings – so she has contacted Rick McAuliffe with that concern. Another concern the committee is aware of is the enforcement of the CU smoke-free policy.
    - The Issues Committee will have a drop-box at the SAC forum for constituents to notify the committee of concerns.
- Staff Service:
    - Jami Monico announced that staff release for unpaid time off of work has been granted for the October 23 work day at the Little Sioux Boys Scout camp. This event will be placed on the CU calendar with a RSVP so that it will be known ahead of time how many people will be participating. Jami and LuAnn have volunteered to coordinate the food. SAC will provide lunch for the participants. Jami will be sending out a notice to CU staff soon so that all who are interested can begin to plan for this event.
    - Celeste Hubbard reported that the Staff Service Committee has elected to join with the Salvation Army on the "Back-to-School Backpack Program" as SAC's spring service event. Celeste has been in contact with a member of the Salvation Army to discuss the needs of the program. In addition to our efforts, it is proposed that the CU SAC team issue a challenge to the UNO SAC team for a friendly competition to benefit this effort. The timeline for these collections will be March-June. We will also volunteer to fill and distribute the backbacks when the Salvation Army organizes that effort in the summer months. The Service Committee will attempt to have the details of this effort ironed out in time for the December meeting (Forum).
- Standing Rules:
    - Beth Krause reported that their group has not met yet but they have obtained information on the process for managing and changing standing rules and will be meeting to discuss this soon.

3. Guest speaker: Kathy Custard
    - Kathy came to the meeting to share information on H1N1 preparations at CU. She reported that the emphasis here is on strong and aggressive prevention efforts, with a contingency plan for what to do if we should need to close the campus. Contingency plans are being turned in at this time. Information is being disseminated to all CU employees offering guidelines on what to do in the event of illness. For the time-being policies such as FMLA are being relaxed in order to lessen paperwork demands in the event of employee illness.
    - From a student perspective, CU has developed a sheltering plan for students who might need this care and support in the event of their illness.
    - Vaccinations should be arriving tomorrow and all Healthcare and childcare workers will be vaccinated on a mandatory basis. They are currently looking at the question of offering the seasonal flu vaccination prior to the Benefits Fair. All employees, regardless of insurance, are eligible to receive these vaccinations free of charge.
    - Kathy asked that we all look at our areas a little differently now regarding where we might clean, where we could place hand sanitizers, what other efforts we might make to have good practices in place to promote wellness. We also need to practice greater understanding for absenteeism at this time.

4. New Business:
    - Pay Slips: Toni Parsley reported that pay slips will be going away in November, so all employees are encouraged to access their employee self-service page to check that it is active and to make certain they understand how to retrieve their pay information from there. Computers are available in the libraries and other locations for employees who do not have ready access to computers at their work site or home.
    - Future Speakers: Taunya reported that possible future guest speakers may include a representative from VITA (?), a program that offers free income tax preparation. Taunya is working with a representative of this program. Other ideas for future guest speakers may be Tom Lenz of the School of Pharmacy regarding Cardiovascular Risk Reduction, Public Safety for an update, Dr. Heaney regarding the research efforts at CU, Catering on services they provide, CMA for update. Currently speakers are scheduled through February.
    - Camera: Taunya suggested SAC purchase a camera. The committee was in favor of doing this. This purchase is approved.
    - Holiday Luncheon Gifts: Taunya reported that she has spoken to HR regarding donating gifts for the Holiday Luncheon drawing. HR needs to know of the donated items by the end of October; they must have possession of them by the end of November. The committee approved SAC participation in providing gifts for the holiday drawing.
5. Old Business:
    - Martin Luther King Day Committee Appointee: Taunya asked for a volunteer for the Martin Luther King Day Committee. Celeste Hubbard volunteered.

Adjournment: There being no further business, the meeting was adjourned at 2:57 pm. SAC officers were asked to report outside for a group photo.

Respectfully submitted,
Celeste Hubbard
SAC Secretary