

1. **Question:** Students are parking in the faculty lot on 24th street. Also, there are a lot of cars parking there that do not have permits at all. Why can't the entrance arm be put down?
2. **Question:** For whatever reason there are contractor vans and trucks parking in University Service Vehicle only spots. Since Public Safety does not recognize these reserved spots for actual university vehicles why should we? It is impossible to find a parking spot in most lots after 8:30 AM. When will more parking spaces be built to support our expanding faculty and staff?

Answer for 1 & 2: *Like most college campuses, there is limited parking available adjacent to many of our buildings. Nonetheless, Creighton has a need to reserve some of those proximate stalls in order to facilitate University business which includes not just University service vehicles but vendors and contractors the University hires to provide service, make deliveries and efficiently maintain operations. Unlike some institutions, however, Creighton does have adequate parking available for faculty, staff, students, and visitors. This parking may not necessarily be where we'd like it to be, but adequate parking is available and "relatively" convenient. For the past several years there has been surplus parking available for faculty and staff even during peak demand times in the Burt Street Lot and on the top deck of the 24th Street Garage.*

A new 100 stall student parking lot at 21st and Cuming St. was built several years ago when the Harper Center was repurposed. That lot, and several other student lots in the area, continue to be underutilized. Although conditions could change in the future, there doesn't appear to be a need to create additional parking at this time.

Richard McAuliffe, Director, Public Safety

3. **Question:** If I am driving my personal vehicle for my job around campus, then my personal vehicle is a university service vehicle and I should be able to park in those spots. Especially since there is no other parking available.

Answer: *It is important that parking stalls with designations are recognized and utilized accordingly. Personal vehicles are not allowed in designated University Service Vehicle stalls. If anyone would like to discuss their specific parking needs in more detail, please feel free to contact Public Safety at x2104.*

Richard McAuliffe, Director, Public Safety

4. **Question:** When payday, the first of the month, falls on a weekend we must wait up to two extra days to be paid. When this happened at my last job, we were paid on the Friday before payday instead. Sometimes it is very hard to make it through an extra weekend before getting paid. Can you consider paying on Friday rather than waiting until Monday if the first falls on a weekend?

Answer: *Thank you for your question. Due to tax reporting requirements and the number of days needed to process payroll, we need to maintain a consistent payroll process. We are reviewing ways to streamline payroll processes, including looking at the first day of the month pay date. For now, we need to stay with our current process if the pay date falls on a weekend.*

Tom Drzaic, Human Resources

5. **Question:** The steps were recently replaced in the Cumming and Burt street parking lot. There used to be hand railings on the side but now there are no hand rails. This is a real safety hazard especially in the winter when you arrive at work before the steps and parking lot has been cleared and you are carrying in bags which makes it even harder to have good balance. The steps can be very slippery and a hand rail needs to be installed BEFORE winter arrives. There are many older people who need this rail!

Answer: Kiewit Building Group will be installing the handrails before the end of this week. We had to let the concrete cure before drilling into to install the handrails.

Teresa Bohnet / Associate Director of Projects and Trades, Facilities Management

6. **Question:** The staff buyout program seems to have been successful. Will it be offered again this year?

Answer: There are no plans to offer a staff retirement incentive this year. Such programs may be considered again in the future as we continue reviewing spending on administrative activities in order to provide resources for investments in students and learning.

Dan Burkey, Senior Vice President for Operations

7. **Question:** I am concerned about the differences in the way exempt and non-exempt employees are treated on campus. Exempt employees are allowed to work from home and attend courses during work hours without making up the time. Non-exempt employees are hounded to work within the weekly hourly limits and report every minute of vacation/sick time. Its very frustrating to see this disparity; exempts "grow" their vacation balances even though they are out the same if not more than non-exempt employees-NOT FAIR.

Answer: At Creighton, sick and vacation time are benefits available to staff and are to be used properly according to University policy. Both exempt and non-exempt are required to report sick leave and vacation time.

Attending University sponsored professional development sessions supports the development of people and is considered time worked. Exempts and non-exempts need to gain approval from their manager to attend professional development programs. We encourage managers to be flexible with University staff if individuals would like to attend professional development offerings during work time

The University supports work life balance programs for both exempt and non-exempt positions. Working from home is not plausible for all positions due to operational demands of the University knowing that our service to students and the Creighton community is a priority. For those individuals working from home, that arrangement has been approved by the supervisor and performance expectations have been outlined to ensure quality service to customers.

Jeff Branstetter, Associate Vice President, Human Resources

8. **Question:** I am very concerned with the proposal from the sustainability office on removing the space heaters for employees on campus. The winter is absolutely freezing in these buildings. The approved heaters can be purchased on CUBuyPlus as authorized heaters. We have purchased these and now to possibly be told we cannot have them is unacceptable. The automatic temperatures does not mean warm in some areas that have exposed north walls and doors that are open and closing 8 hrs a day.
9. **Question:** I have concerns about the proposed removal of personal heaters across campus by the Sustainability Council. Temperature fluctuations can be extreme from one space to another even though the claim is that temperature is controlled and uniform. Some spaces are unbearably cold without heaters - nearly unbearable.

Answer for 8 & 9: The proposal in question is a proposed update to the existing Energy Conservation Policy. (The current policy, 2.3.2., can be found in the Guide to Policies.) The proposed changes were put forth by the Energy Savings group of the Strategic Planning Operations Initiative and were distributed to the Sustainability Council to promote discussion and comments. At this time, the document is only a proposal and is still open for comment. The Sustainability Council had a conversation about the entire proposal, and this bullet point within the document, at the September 18 meeting and sent comments to the Energy Savings group.

This comment will be passed along to those on that are working on the proposed updates. Further comments are encouraged, as well.

As always, Facilities Management encourages people to contact them (402-280-2780) with temperature issues so that these concerns can be addressed.

Mary Duda, Sustainability Program Manager

10. **Question:** Is there a standard for yearly pay increases? i.e. Is there a table outlined where an overall rating of meets expectations is worth x% and an overall rating of exceeds expectations is worth y%. Does a person who gets an overall rating of needs improvement get a zero increase? If so, can you share this with staff? I've found that year to year the pay increase for an overall rating of exceeds expectations varies substantially –

I think it would be beneficial if the pay increase process was more transparent across my school and the entire university. I'd like to know if an exceeds in one department is worth more/less than an exceeds in another department.

I'd like to know what the average increase for the different ratings are within my own school and across the university. I think we deserve to know how this process works. Pay increases should serve as a motivator.

11. **Question:** Can you provide clarification on how annual raises are determined? Are there set rates across campus for a particular evaluation rating? Who determines the raise? Are all employees in a particular school or department who obtain the same overall rating given the same percentage? The process for determining the actual percentage has never been conveyed clearly and the percentage for the same annual performance varies greatly. It would be helpful to have a grasp of where the number comes from.

Answer for 10 & 11: *Creighton develops merit guidelines to help determine increases. Factors include available budget resources, individual performance and position in salary range for that job classification. Based on these factors, a person with an "exceeds" rating could potentially have a lower merit increase than a person with a "meets expectation" rating. The percent increase is determined by your manager to ensure equity across the department and that the merit pool budget numbers are met. Since performance is a key element in the process, individuals rated as needing improvement should not receive a merit increase.*

As mentioned in Fr. Hendrickson's update last month, the Board of Trustees approved the fiscal year 2016 budget, which included compensation increases for faculty and staff totaling \$4.13 million, with individual increases determined by the factors mentioned above. As a Jesuit, Catholic university we strive to provide merit increases for faculty and staff and a competitive total reward package that includes benefits, professional development, spiritual opportunities, tuition remission, wellness, work-life balance and EAP (Employee Assistance Program).

Jeff Branstetter, Associate Vice President for Human Resources

12. **Question:** A standard policy for lost and found items would be useful; a page on the CU website with instructions for what to do if you've lost or found items would help everyone. As is, nobody seems to want to take over ownership and I imagine many departments across campus have their own version of lost and found - needs to be centralized and communicated.

Answer: *Next month*