

**Staff Advisory Council**  
Meeting Minutes  
Thursday, August 12, 2010  
1:00-3:00 pm  
Skutt Student Center 104

Members Present: Terry Begley, Eddy Butkus, Susan Chamberlin, Stefani Coleman, LeeAnn Crist, Karen Farias, Liz Flaherty, Celeste Hubbard, Tadd Martin, Marsha Pierce, Taunya Plater, Marsha Schlautman, Erin Schnell-Gaines, Heather Smith, Tami Thibodeau, Annette Thomas, Colleen Warin, JoAnn Wilde

Members Absent: Jennifer Larsen, Jimmy Carter

The meeting was called to order at 1:00 pm. Tami Thibodeau offered reflection.

1. Approval of minutes:

- The minutes of the July meeting were reviewed. With minor revisions, a motion was made and seconded to approve the minutes. All were in favor.

2. New Business:

- New members and officers were introduced.
  - Congratulations to our new officers: Tami Thibodeau, Chair; Tadd Martin, Vice Chair; Marsha Pierce, Secretary; and Karen Farias, Treasurer. We would like to thank Taunya Plater for her willingness to serve, the great job she did last year, and her support to the officers this year.
  - We would also like to congratulate and welcome our new members: Terry Begley, Susan Chamberlin, Stefani Coleman, Liz Flaherty, Marsha Schlautman, Erin Schnell-Gaines, and Heather Smith.
    - All new members have been taken out to their welcome lunches.
- Town Hall Meetings:
  - The first meeting will be October 20, 2010, located in Rigge Science from 11:30am-1:30pm. The staff relations committee was proactive and set the dates, and the new committee members will organize the meeting. Father Schlegel will attend the meeting and is a potential speaker. Ronnie Beckwith has agreed to speak at the meeting regarding new employee development on-line learning.
  - The second town hall meeting will be March 8, 2011, located in Harper Hixson Lied Auditorium from 11:30am-1:30pm. We may want to have someone from program prioritization present at this meeting. If you would like Father Schlegel, the staff relations committee will need to ask him.
- We have several special appointments and would like to thank these members for agreeing to serve in this capacity:
  - Martin Luther King Day Committee Appointee—Celeste Hubbard (2<sup>nd</sup> year!)
  - Life Changing Events—Karen Farias
    - New appointment, which will allow us to support SAC members at life changing times, such as graduations, promotions, births and deaths. Please email Karen Farias with your address if you would prefer to receive something at your home or office.
  - Photographer—Eddy Butkus
    - Took new members and new officer's pictures.
  - Webmaster—Marsha Pierce
    - The website is currently outdated, and will be updated soon. Please let Marsha Pierce know if you see anything that needs updated.

- Reprinting name cards
  - Susan Chamberlin offered to use the new Staff Advisory Council logo to remake member's name cards.
- Speakers
  - Members of the committee suggested the following list of speakers:
    - Father Schlegel will speak on January 13, 2011 about University Updates
    - Tom Lenz, speaking about Cardiovascular Risk Reduction
    - Mary Duda or rep, speaking about Sustainability Committee activities and how SAC can get involved
    - Chris Vaverek DOIT email changes and timeframe to gmail
    - Benefits Committee, update on tuition remission policy, 15 years of service benefits, and potential opportunity to sell back vacation.
    - Jeff Branstetter, to discuss the Employee Development Program
    - Rick McAuliffe, to remind us about Safety
    - Dillon Miskimins, to update us on the campus garden
    - Lennis Pederson, to discuss the solar panels
    - Mark Burgers or Mike West, to discuss the effects of Creighton playing at the new stadium
    - Cindy Adair, to update information for catering
    - Dan Burkey, Program Prioritization
  - It was noted that we might have more than one speaker per meeting or utilize these speakers for the Town Hall meetings.
  - It was noted that coordinating speakers with seasons and University events would be helpful.
  - Tami Thibodeau offered to follow up with the speakers to get them scheduled.
- Sub-committee membership:
  - Commitment to SAC and subcommittees was discussed; noting to all members that sub-committees may require substantial time and effort, and this effort should be distributed equally among committee members in order to be successful.
  - New subcommittee members are:
    - Standing Rules—Terry Begley (chair), Karen Farias, Jennifer Larsen, Jimmy Carter
    - Staff Relations—Taunya Plater (chair), Erin Schnell-Gaines, Heather Smith, Karen Farias
    - Issues—Tadd Martin (chair), Marsha Pierce, Heather Smith, Liz Flaherty, Erin Schnell-Gaines
    - Nominating—LeeAnn Crist (chair), Susan Chamberlin, Stefani Coleman, Annette Thomas, Colleen Warin
    - Staff Service—Celeste Hubbard (chair), Susan Chamberlin, Marsha Schlautman, JoAnn Wilde, Annette Thomas
    - Jesuit Relations—Eddy Butkus (chair), Liz Flaherty, JoAnn Wilde, Taunya Plater
  - If necessary, old chairs will get their information to new chairs.
- A reflection sign-up sheet was sent around. Thank you to all who signed up!

### 3. Reports:

- Treasurer: Karen Farias
  - The current balance is: \$1932.00
  - If the SAC budget for this fiscal year has not been added in September, Tami Thibodeau will follow up by requesting it from the Vice President for Administration and Finance.

- Staff Relations: Taunya Plater
    - No report at this meeting.
  - Nominations: LeeAnn Crist
    - No report at this meeting.
  - Issues: Tadd Martin
    - Parking Passes—Tadd met with Rick McAuliffe, who said that the policy parking charges for university employees but not hospital employees has evolved over time, and noted that other universities with hospitals charge parking to university employees but not hospital employees.
      - It was noted that there are other inequities across campus.
      - It was suggested that we look at potential tax liabilities to recommend an appropriate scaled parking fee based on salary.
      - It was noted that reserved parking (Deans and VPs) pay double already.
      - The issues committee will further research and discuss this issue.
  - Staff Service: Celeste Hubbard
    - The “Measure Up” Campaign was very successful! We turned over 5,472 rulers, 14 cases of paper (504 packages!), additional rulers and colored pencils. We had 25 employees who volunteered at least 3 hours of time to help the Salvation Army to pack more than 5,000 school bags.
    - To encourage staff participation, it may be easier for people to donate their time if we have one of our service projects on the weekends instead of having to take vacation.
  - Standing Rules: Terry Begley
    - No report at this meeting.
  - Jesuit Relations: Eddy Butkus
    - No report at this meeting.
4. Guest speaker: Ronnie Beckwith
- New employee development, Online learning
    - Website: <http://www.creighton.edu/hr/employeedevelopment/index.php>
    - Employees aren’t always aware of employee advancement opportunities, so HR is trying to launch new employee development opportunities that allow just in time learning, eLearning opportunities, and manager roundtables and webinar options. Training will focus on three categories: Business of the University, Learning in Role, and eLearning tools. They have recently offered Career Planning and the first topic for Business of the University, “Philanthropy at Creighton”. There will be more career planning sessions, supervisor/manager training, Business of the University sessions, and will implement BLR eLearning classes soon! HR will track what courses we take, and we can print certificates of completion from the BLR website. These classes will be announced through the HR newsletter, Creighton Today, on a flier through intercampus mail, and on the employee development website. If you have questions, please contact Catie O’Malley.

Adjournment: The meeting was adjourned at 2:43 pm.

Respectfully submitted,  
 Marsha Pierce  
 SAC Secretary