

Staff Advisory Council
Meeting Minutes
Thursday, August 11, 2011
1:00-2:00 pm
Harper Center 3027

Members Present: Tami Thibodeau, Eddy Butkus, James Dorsey, LeeAnn Crist, Liz Flaherty, Tadd Martin, Marsha Schlautman, Susan Chamberlin, Erin Schnell-Gaines, Heather Smith, Sandra Leighton, Laurie Bier, Kristie Denne, Colby Bradfield, Sharalyn Steenson, Denise Miller, Liz Shanahan.

Members Absent: Terry Begley, Jennifer Larsen, Colleen Warin

The meeting was called to order at 1:05 pm. Liz Flaherty offered a reflection.

1. Approval of minutes:

The minutes of the July meeting were reviewed. A motion was made and seconded to approve the minutes with minor changes. All were in favor.

2. New Business:

- A reflection sign-up sheet was sent around. Thank you to all who signed up.
- New members and officers were introduced.
 - Congratulations to our officers: Tami Thibodeau, Chair; Tadd Martin, Vice Chair; Liz Flaherty, Secretary; and Sue Chamberlin, Treasurer.
 - We would also like to congratulate and welcome our new members: Sandra Leighton, Laurie Bier, Kristie Denne, Colby Bradfield, Sharalyn Steenson, Denise Miller, Liz Shanahan. All have been taken out for their welcome lunch.
- **Timothy R. Lannon, SJ, inauguration.** Tami Thibodeau discussed the schedule for the week and asked all to keep staff informed and to request staff attendance at the major events. Faculty and staff will be sent invitations to inaugural events via email.
 - 9/25 – Mass and dinner with the Jesuit Community
 - 9/26 – Lied Center for the Arts, Gallery opening with a Sacred Blessing on the main stage
 - 9/27 – Lied Center for the Arts, Songs for a New World
 - 9/28 – School of Law, Russell Sullivan lecture; Harper Center, John Curtain, MD, and private dinner
 - 9/29 – 5:00 p.m. Mission Mass at St. John's church, streamed live, followed by private dinner
 - 9/30 – 4:00 p.m., inauguration at the Kiewit Fitness Center followed by a 5:30 p.m. reception at the Harper Center. Attendance is requested.
 - 10/1 – Service project, Student Center Ballroom, food drive from 9:00 a.m. - 4:00 p.m. Volunteers will be solicited to collect food in the Omaha community, to sort the food at the student Center, and to deliver the food to local shelters. Mass and social for Creighton alums from 1972, 1973 and 1974. Fr. Lannon is an alum of the class of 1973.
 - 10/2 – 4:30 p.m. Mass at St. John's and dinner with the Board of Directors
 - 10/3 – Quarterly Board of Director's meeting and annual Board of Director's meal with students.
- **Grievance Committee.** LeeAnn Crist addressed an issue of representation to this Presidential committee. The new member must be from Finance, Student Services, the President's Office, University Relations, General Counsel or DoIT. As Bryan Hanson is not from one of these divisions, additional nominees were solicited and two names have been forwarded. The applications were reviewed and voted upon with one abstention. Matt Sullivan has been elected the new

representative. Shirley Spain has requested that Bryan Hanson be allowed to assume the position in 2012; that request was approved.

- **Skutt Student Center Advisory Board.** Names were solicited for this Board, which oversees all changes in and to the Skutt Student Center. Teresa Affleck from DoIT is very interested in serving and her appointment was unanimously approved.
- **Appointments.** We would like to thank these members for accepting committee appointments:
 - Web Master – Terry Begley
 - Photographer – Eddy Butkus
 - Life Changing Events - LeeAnn Crist and Sharalyn Steenson. SAC members were asked to forward both work and home addresses to either LeeAnn or Sharalyn.
 - Martin Luther King Day Committee – Jim Dorsey
- **Future speakers.** A video entitled Active Shooter will be viewed at the September meeting. This tool shows how to handle yourself in a shooter crisis and will be shown to all undergraduate freshmen. It will eventually be available to all staff. Rick McAuliffe and Tanya Winegard will answer questions. Fr. Lannon will visit with SAC at the February 9, 2012 meeting.
- **Student Move in** – Jim Dorsey asked that everyone remind their constituents that there will be restricted access and parking on main campus beginning at 4:00 p.m. on 8/19/11 because of move in.
- **Subcommittees** – Tami asked that all new members review the Standing Rules as well as the Statutes. It was noted that those on SAC cannot sit on a Presidential Committee. Commitment to SAC subcommittees was requested so that each chair has the necessary help to be successful.
 - **Standing Rules** – keeps standing rules current. Suggests changes, additional and/or deletions to the core document. Minimum of four members, meets at least quarterly.
Terry Begley – Chair, Eddy Butkus, Colby Bradfield, Liz Flaherty
 - **Staff Relations** – pre-eminent promotion and communication of SAC through intercampus relations as well as outreach programs, while fostering our mission of advocacy to Creighton employees. Minimum of four members, meets at least quarterly.
Heather Smith – Chair, Laurie Bier, Sandra Leighton, Kristie Denne, Erin Schnell Gaines
 - **Issues** – charged with review and reporting of issues while maintaining confidentiality of submitter. Provides assistance to the staff member in an effort to find a solution to the issue in a timely fashion. Minimum of four members, meets at least quarterly.
Tadd Martin – Chair, Sandra Leighton, Liz Shanahan, Heather Smith, Denise Miller
 - **Nominating** – provides a slate of candidates for Rookie of the Year, open positions on the Council and open positions on Special Committees of the Council. Minimum of four members, meets at least quarterly.
Sue Chamberlin – Chair, LeeAnn Crist, Laurie Bier, Kristine Denne
 - **Staff Service** – determines strategies to involve CU staff in service activities. A yearly SAC service project is encouraged to provide the opportunity for staff members to contribute to the community. Minimum of four members, meets at least quarterly.
Denise Miller – Chair, Sharalyn Steenson, Colby Bradfield, Marsha Schlautman, Sue Chamberlin
 - **Jesuit Relations** – determines strategies to assist the Creighton University staff to become familiar with the different aspects of the Creighton Jesuit tradition. Chair of the Committee will work with at least one Jesuit member on collaboration. Minimum of four members, meets at least quarterly.
Eddy Butkus – Chair, Jennifer Larsen, Liz Flaherty, Jim Dorsey, Marsha Schlautman

3. Reports:

- **Treasurer's Report.** Sue Chamberlin gave a report.
- **Staff Relations Committee.** The next Town Hall meeting will be October 13, 2011 and the Committee is soliciting suggestions for speakers. The date of the spring Town Hall is March 8, 2012. Additional SACsational deals will be offered to the Creighton community as an avenue to publicize benefits offered by the University as well as advertise vendors who are willing to offer employee discounts.
- **Jesuit Relations Committee.** Eddy Butkus asked for additional people to arrange lunches with their areas and a Jesuit. Committee membership is not a requirement.
- **Staff Service Committee.** Sue Chamberlin reported on the Backpack Packing Day at the Salvation Army on August 8, 2011. 5,280 backpacks were filled and lunch from Sam and Louie's was provided by SAC. Celeste Hubbard was in charge of this campaign and has agreed to help with the next one. Fathers Kestemeyer and Malone helped and Fr. Lannon stopped by in the afternoon. This was a collaborative effort with UNO and the College of St. Mary's.
- **Standing Rules.** No report.
- **Issues.** No report.
- **Nominating.** No report.

SAC Photographer Eddy Butkus took pictures of the new members, which will be posted on the SAC website.

4. Speaker:

- **Fair Trade.** Creighton student Chris Boitano explained the criteria of being a Fair Trade university and asked for the support of SAC. All were in favor. Information is available here: www.fairtradeuniversities.org and/or info@fairtradeuniversities.org

Adjournment: The meeting was adjourned at 2:50 pm.

Respectfully submitted,
Liz Flaherty
SAC Secretary