

**Staff Advisory Council**  
Meeting Minutes  
August 13, 2015  
Skutt Student Center, Room 209

Members Present: Charise Alexander-Adams, Joann Crinklaw, Karen Dixon, Mary Emmer, Ed Grudle, Jasmine Harris, DeDe Hudlund, Susan Jenkins, Chris Karasek, Keith Kozak, Shavonne Washington Krauth, Sue Magnuson, Felicia Nuno, Colette O'Meara-McKinney, Nicolas Orsi, Nancy Smith, Sarah Taylor.

Guests: Rick

The meeting was called to order at 1:03 p.m.

- 2:30 pm speaker Rick McAuliffe regarding safety on campus
- Chair Reports
  - Welcome to new members
  - Chris Karasek has accepted a new position with Heider College of Business but will remain SAC president until elections in December.
  - Subcommittee sign up  
All SAC members must sign-up for two subcommittees. The subcommittees include; nominations, standing rules, staff service and staff relations.
  - Reflection sign up  
Chris asked that interested members sign up to offer a reflection at the beginning of our meetings.
  - Presidential Committee elections  
We tried to hold the presidential committee elections on line but not everyone voted and one committee had a tie. To solve both issues we conducted paper ballot elections at this meeting. A list of elected representatives will be forwarded to the President's office.
  - Shared Drive  
Joann Crinklaw worked to set up a shared drive for all the SAC information to be stored in one place. Joann asked all SAC members to add the site to their computers
  - Angela Batson  
Angela has resigned as a SAC representative. We do not need a special election to replace her because we were one representative over in the provost area already. However, we will need a new chair for the staff relations committee.
  - Transition
  - Standing Rules
  - Inauguration update  
Invitations have been sent for the inauguration. It is possible (however, unlikely) the campus may close for the mass and inauguration. Chris reminded the committee to sign up via the link in her monthly SAC communication if you are interested in volunteering for the event. In conjunction with the inauguration festivities there will be a day of service SAC may want to get involved with. SAC asked Collette to update us on this event so we could decide if we wanted to do it. Charise will work on a banner for people to sign which will hang during the inauguration.
  - Staff luncheons  
Staff are randomly selected from a master list to attend a luncheon with the President. Only 10-12 staff are chosen each time but it often takes Chris inviting 40 people to get 10-12 to attend.
  - Backpack Campaign follow-up  
The backpack campaign collected about 7,000 pens and 530 hand sanitizers. The facilities department delivered the collection to the Salvation Army. Six volunteers and about 10 students in the Trio program stuffed backpacks.

- Other Reports
  - Treasurer's Report – Nick  
We have a little more money in the budget than usual. SAC members should be thinking of ways we can use the money to do something fun.
  - President's Office – Colette  
Fr. Hendrickson is getting up to speed on the Strategic Plan and is thoughtfully deciding where to go from here.  
There have been several changes to the Board of Trustees.  
The McCarthy family has loaned the University a St. John's Heritage Edition Bible for 4 years. This bible will be housed in the rare books room at the library. A committee has been formed to look at ways to use it. It will be on display at the Mass of the Holy Spirit and the Missioning Mass.
- Subcommittee Short Work Time
- Guest Speakers:
  - Rick McAuliffe – Public Safety
    - Public Safety can send a CU official email or a CU alert when something happens the campus needs to be aware of. The CU alert system has 10 stock messages that warn of different situations. In the case of the suspect apprehended in Rigge, the events unfolded too quickly for a CU alert to go out. That is why a CU official went out after the event to let everyone know what had happened.
    - The campus security report will be out on October 1<sup>st</sup>.
    - Desiree Nownes, Chair of the Crisis Committee reported all incoming students will be required to watch the active shooter training video. She is working with DoIT to get the video available for Creighton faculty, staff or students to watch from their own computer.
  - Sustainability Plans: Brent Ribble from the Verdis group spoke to SAC. There is a new communication and marketing campaign on campus that will run through Labor Day. Electricity use is highest during the start of school. This campaign is being shared through digital signage, twitter feeds and word of mouth. During peak times staff are asked to turn off lights and devices that aren't critical, close blinds on windows facing south or west and keep building entrance doors closed as much as possible.

Adjournment: The meeting was adjourned at 3:08 p.m.

Respectfully submitted,  
Sarah Taylor