

Staff Advisory Council Meeting Minutes

SAC April Meeting			
April 14, 2016		1:02pm	Skutt , Rm 209
Meeting called by	Sarah Taylor		
Type of meeting	General Monthly Meeting		
Facilitator	Sarah Taylor		
Note taker	Jasmine Harris		
Attendees	Charise Alexander-Adams, Joann Crinklaw, Karen Dixon, Mary Emmer, Jasmine Harris, DeDe Hedlund, Susan Jenkins, Susan Magnuson, Felicia Nuno, Sarah Oliver, Nicholas Orsi, Nancy Smith, Sarah Taylor, Shavonne Washington-Krauth		
Approval of Minutes from March 10, 2016			
Discussion	No changes submitted. Motion for approval by Mary Emmer and seconded by Joann Crinklaw. The motion carried.		
Conclusions	Minutes approved.		
Action Items	Person Responsible	Deadline	
Election Updates			
	Sarah Oliver		
Discussion	Presidential Committee Selections were confirmed. Committee on the Status of Women – Tracy Grady-SPAHP, Martha Lemmer-Law School, Fallon Parks - EdD		
Campus Planning – Tie breaker between Joann Crinklaw and Scott B; Public Honors & Events – Beth Stinebrink. and tie breaker between Laura M. and Alynne Wize			
Conclusions	Tie breakers will be announced after they are tabulated.		
Action Items	Person Responsible	Deadline	
Send out email seeking nominations for opened SAC positions.	All SAC representatives	4/15/2016	
Presidential Committee selections to be announced.	Sarah Oliver		
Staff Luncheon w/ the President			
	Nick Orsi		
Discussion	12 individuals attended. The luncheon went well. It is hard trying to get people who are able to or want to attend.		
Conclusions	A new approach is needed for the selection process.		
Action Items	Person Responsible	Deadline	
A new selection process to be presented to SAC for approval at May meeting.	Keith Kozak	5/4/2016	
SAC Spotlight			
	Mary Emmer		
Discussion	The Violence Intervention and Prevention Center was the department for April Spotlight (see attached flyer)		
Different departments should be spotlighted for each month. The SAC Facebook link should be included in the monthly communication			

Staff Advisory Council Meeting Minutes

to drive staff to visit the page and get other information needed.		
Conclusions	SAC members will sign-up to spotlight a different department each month.	
Action Items	Person Responsible	Deadline
Add the SAC Facebook page link to the monthly newsletter	Sarah Taylor	
May's Department Spotlight	DeDe Hedlund	5/5/2016
HR/MLK/Finance Search Committees		
	Mary Emmer, Sarah Taylor, and Nick Orsi	
Discussion	Mary Emmer will be representative for HR Committee. Further information is needed about the MLK Committee before anyone will commit to be the representative. The Finance Search Committee will meet with 3 candidates on campus starting 4/15 through 4/20. 1 candidate will meet with just Fr. Hendrickson and Dan Burkey.	
Conclusions	Sarah Taylor will get more information about the MLK Committee. A decision for the Finance Search Committee will be made in May.	
Action Items	Person Responsible	Deadline
Attend the upcoming HR Committee meeting	Mary Emmer	4/26/2016
Attend the upcoming MLK Committee meeting	Sarah Taylor	5/5/2016
UNO Staff Advisory Council		
	Sarah Taylor	
Discussion	UNO Staff Advisory Council's President reached out to Sarah Taylor for a meeting. The focus was to see how the two Staff Advisory Councils could be a resource to each other.	
Conclusions	The councils will get together to meet once every 2 months and discuss possible future collaborations.	
Action Items	Person Responsible	Deadline
May 2016 SAC Meeting		
Discussion	The original meeting is the week of graduation.	
Conclusions	Meeting rescheduled for May 5 th in Skutt, Room 209	
Action Items	Person Responsible	Deadline
Backpack Campaign		
	Charise Alexander-Adams	
Discussion	Each SAC representative can collect the money. 2 oz hand sanitizers can be purchased in bulk through Student Health.	
Conclusions	Backpack campaign collection will run from 4/19 to 5/18	

Staff Advisory Council Meeting Minutes

Action Items	Person Responsible	Deadline
Flyers to be sent to SAC reps and included in Creighton Today, Dean's Admin List, SAC Newsletter	Sarah Oliver Sarah Taylor	
Attend Collegiate Group's meeting for more information about campaign	Felicia Nuno	
Speakers for SAC Meetings (non-agenda item)		
	Sarah Taylor	
Discussion	Somchan "Ying" Vuthipadadon, Ph.D., Director of Institutional Research would be a good speaker for SAC.	
Dawn Obermiller wants to present to SAC the Health & Wellness data.		
Conclusions	It is preferable that Dawn Obermiller submit the slides of the Health & Wellness data with comparisons to	
Previous years. This can be spotlighted in a SAC newsletter.		
Action Items	Person Responsible	Deadline
Contact Ying to present at the August SAC meeting	Sarah Taylor	
Treasurer/Human Resources Reports		
	Sarah Taylor	
Discussion	Treasurer Report - Account Balance: \$2,338.11. Funds were rolled over last year. SAC is allotted \$1,500/year.	
HR Report - Performance Management is open for review. 9, 10, 11 month staff with supervisors that leave for the summer should		
complete the review process before the end of the semester. 12 month employees time frame is 6/13 to 7/31 with 8/1 due date for submissions.		
Conclusions		
Action Items	Person Responsible	Deadline
Find out if the funds will rollover this year.	Sarah Taylor	