

Staff Advisory Council Meeting Minutes

SAC November 2018 Meeting		
11.8.2018	Time 1:00 p.m.	SOD 240P
Meeting called by	Craig Weber	
Type of meeting	General Monthly Meeting	
Facilitator	Craig Weber	
Note taker	Mary Duda	
Attendees	Sheri Bacon, Terry Begley, Monica Chapeau, Mary Duda, Dave Feder, Amy Guziec, Carissa Loughrey, Liz Peer, Jeanna Reusink, John Rumbaugh, Angie Wayman, Craig Weber, Teddi Wiegand, Lynne Caruso, Tracy Gady	
Reflection & Spotlight		
	Angie Wayman gave the Reflection. Sheri Bacon gave the Spotlight on Strategic Sourcing and their new software solutions	
Approval of Minutes from October 11, 2018		
Discussion	No discussion	
Jeanna made a motion to accept the minutes. Amy seconded. Motion carried		
Conclusions	Minutes approved	
Elections		
	Angie Wayman	
Discussion	3 new SAC reps: Terry Begley, Raven Ortolan, Brian Tuttle. One new rep for CSW, Mary Ann Tietjen. Carissa is the new treasurer.	
Website update and launch		
	Teddi Wiegand	
Discussion	Finishing up changes and can send next week. Got few responses for trivia questions; please send any you may have. Trying to reinvigorate Facebook page. Working with UCOM to possibly help promote Creighton Today via the facebook page.	
Chair's meeting with Fr. Hendrickson		
	Craig Weber	
Discussion	Talked with Fr. H about 6 topics: 1. Tracy's position is a 1-year appointment. 2. Parking is a touchy subject. Can email questions to exec team to ask Public safety for answers. The appeals process has changed; are there any stats on what that looks like? 3. Surveys: is there a way to be aware of what surveys are going out and the language involved so we have guidelines for a possible Employee Satisfaction Survey in the future? 4. SAC will be prepared for the Rookie of the Year regardless of whether the Jesuits host the luncheon this year. 5. Staff is concerned that the Phoenix campus will be a money sink; Fr. H is confident that it will make money. 6. Women's facility has not been named yet, but it is not named "Women's Practice Facility": this is a placeholder name.	
December potluck		
Discussion	Next month is the potluck; Teddi is creating a SignUp Genius for items for the food. SAC members are asked (but in no way obligated) to bring candy canes or \$2 for the cocoa cart.	
Remote employees		
	Sheri Bacon	
Discussion	Sheri talked to HR and asked if Phoenix employees (along with any in Hastings) are on Creighton email, and is there any way to differentiate them from on-campus employees? They are on Creighton email, with no way to differentiate, so they get our emails about on-campus happenings. Several items about this: We will need a rep for off-campus employees when there are approximately 50; probably will need to Zoom for meetings. Staff is currently limited in these areas, but will need to monitor this. Offsite people may be deleting SAC emails because many do not apply to them (e.g. collection drives, etc). Rep will be able to help determine how SAC can be inclusive. Will revisit this issue in the fall as more people come on board in Phoenix.	
Bylaw Update		
	Jeanna Reusink	

Staff Advisory Council Meeting Minutes

Discussion	Updates to sections about new positions and clarification on presidential ex-officio positions. No discussion; changes passed.
Conclusions	Bylaws updated as-is
Staff Matters Heard	
Discussion	Teddi talked to Rick Davis; someone from his office will come to SAC to discuss Creighton Today. Mary was invited to a meeting with Wellness, who is struggling with attendance at their programming and have been tasked with figuring out why. One possible issue is the change to all information being funneled through Creighton today, so Wellness pulled together a group of people on campus who regularly schedule events to discuss. That group decided to utilize the Creighton Calendar (calendar.creighton.edu) more extensively, since this is a tool that is available. The group asks SAC to use the calendar for their events, as well, both for advertising and to prevent overlap of programming. Discussion ensued as to why Wellness participating might be falling off and one possible reason is the lack of earning points and therefore prizes. Apparently the new company does not offer this program. SAC would like to invite Wellness to come talk to the group to discuss this issue, if Wellness is able to and wants to.
Reports	
<p>Human Resources: No response from senior leadership on bereavement leave. If your supervisor approves it, no questions will be asked from payroll or HR. No response from senior leadership on lack of grade level on job postings. The grade level still exists but is not integrated with the job posting in the new system. Can always call generalist to ask about a posting and the conversation is confidential. The grade level probably will not return to job postings. Internal postings can be found on myHR under the Careers icon. They are there a minimum of two weeks. Reminder that it is Open Enrollment time, which ends 11/16. Goals need to be in by November 30. There are training sessions, both live and Zoom, scheduled next week. In the past, SAC had "adopted" a family of a Creighton employee for the holidays. HR is wondering if SAC is planning on doing that again, as they have 2 such families this year.</p>	
President's Office: No report; John Darwin was unable to attend the meeting	
Presidential Staff Rep: Busy time of year. Please attend upcoming Strategic Planning Forums. Past forums are online and available to watch. All are encouraged to attend and/or watch the forums.	
Treasurer: Carissa is the new treasurer and will meet with Amy Hansen to transfer information. Still no change in funds.	
Vice Chair: 3 new members. New Committee on the Status of Women rep. No questions on the SAC email line.	
Secretary: Next meeting is the potluck. December 13 at 11:30 am in Lower St. John's. Mervin has the reflection.	
Chair: No nominees for Athletics rep. Asked if there is any objections to allowing Craig S to continue through this year. Motion passed. No nominees for VPStudent Life. That position will remain open until next election cycle at the end of this school/fiscal year. Lunch with president cancelled for November. Folks that were chosen for this lunch will be first in line for next lunch.	
Subcommittees	
<p>Service: Coat drive is through December 1. Veteran's Day collection is November 7-9. Decided "no" on adopting a family (too little notice), but can look into it for next year. May still collect an amount to buy a gift card for one of the needy families. Have some ideas for spring project: promote Creighton Employee Emergency Fund; Support Creighton Cupboard (student food pantry); support Operation Others, which is run by Creighton Prep and supported by other Catholic high schools in Omaha.</p>	
Staff Relations: Cocoa Cart is December 10, 11, 12, at Harper, Bergan, and Skutt, respectively. Santa is scheduled for the on-campus locations. SAC members are asked to bring candy canes or \$2, if they are able, by December 7.	
Nominating: Talked about election system. Will send notes to Jeanna to coordinate this with Standing Rules	
Standing Rules: Updating wording on election process to possibly consolidate some sections.	
Adjournment	
Angie moved to adjourn . Dave seconded. Motion passed. Meeting adjourned at 3:05 pm.	