

Staff Advisory Council Meeting Minutes

SAC January 2019 Meeting			
1.10.2019		Time1-3 pm.	Skutt 209
Meeting called by	Craig Weber		
Type of meeting	General Monthly Meeting		
Facilitator	Craig Weber		
Note taker	Mary Duda		
Attendees	Terry Begley, Monica Chapeau, Mary Duda, Dave Feder, Amy Guziec, Carissa Loughrey, Raven Ortolan, Liz Peer, John Rumbaugh, Brian Tuttle, Mervin Vasser, Craig Weber, Teddi Wiegand, John Darwin, Tracy Gady		
Reflection & Spotlight			
	John Rumbaugh gave the Reflection. Monica Chapeau gave the Spotlight about Creighton's Accelerator at the Highlander		
Approval of Minutes from November 2018			
Teddi Wiegand made a motion to accept the minutes. Carissa Loughrey seconded. Motion carried			
	Minutes approved		
Rep for Triennial Dean Review			
	Angie Wayman		
Discussion	Election for Arts and Sciences rep was held in December; Peggy Smith from Biology/Neuroscience was elected by members of SAC.		
Update on Presidential Staff Lunch			
	Craig Weber		
Discussion	Craig needs to get this set up with the President's office.		
Cocoa Cart/Staff Appreciate update			
Discussion	3 locations this year. Approximately 25 attendees at Bergan, 100 at Harper, and 115 at Skutt. Over 30 items were donated as prizes. Twelve leftover boxes of candy canes were donated to Santa Justin. Billy Bluejay, Santa, and Cocoa the Therapy Dog were at various times. About \$500 was spent by SAC, along with donations from The Graduate School and Bergan. The amounts purchased for Skutt and Harper were just about right; there were some leftovers at Bergan. Discussion for next year: Change the week of the events? Stagger visitors (Billy, Santa, etc)? Possibly an afternoon event? Add volunteer slots for setup/cleanup. Set schedule earlier in the year?		
Conclusions	Staff relations subcommittee to discuss		
Long-term Planning for SAC			
	Craig Weber		
Discussion	SAC needs a long-term plan so each year's group can hit the ground running to work on projects and ways to help and advocate for staff. For instance, a mentoring/career management system is one possible initiative		
Action Items		Person Responsible	Deadline
Email Craig and/or Angie with ideas for the plan or how to implement it		All	Feb. meeting
Organizing outings for Staff			
	Craig		
Discussion	SAC could organize outings for staff, similar to what the Graduate Student Government does. (GSG collects fees and therefore many of the outings are free or reduced cost; these would be at the employee's cost). Would build community. Outings such as theater, baseball, zoo, etc.		
Coordination of "drives"			
	Craig		

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Discussion	There are many collection drives on campus that SAC frequently is asked to help with. SAC does coordinate the backpack drive and helps with the Veteran's Affairs office drive. Discussion ensued on how much SAC should be involved.		
Conclusions	Requestors will be directed to Creighton Today for announcements of their drives. A Qualtrics form will be created for other requests to SAC, such as request for volunteers. SAC may keep a list on the webpage of previous drives.		
Action Items		Person Responsible	Deadline
Create Qualtrics form		Teddi	
Contact Creighton Today to see if they have a list of drives		Craig	
Visitors: Rick Davis and Emily Rust to discuss Creighton Today			
Discussion	<p>Creighton Today is the primary communication tool for the university so people know where to find info. Currently there is a 27% open rate. Click rate has improved over the last year and more people are engaging. Headlines are the most read; Campus News the most clicked. Is sent to all fac/staff; can not unsubscribe. More staff than faculty read. Most things that are submitted before 11 am are posted the next day. Leave a note if there is something you want to have emphasized.</p> <p>MarCom needs advocates to help encourage people to read CUToday. A survey will be going out soon; please fill it out.</p> <p>Discussion with SAC about good and bad about CU Today, including discussion of Creighton Calendar.</p>		
Collection for employee			
	Craig		
Discussion	<p>At the November meeting, Lynne mentioned that SAC has in the past sponsored an employee that needed a little extra help at Christmas. SAC took up a collection at the Christmas lunch.</p> <p>Craig reports that there were actually two employees that received the donation. It was also aided by a collection in SPAHP, who held a soup lunch, OB-GYN, and HR. Each employee received \$322.50 and a fruit basket.</p>		
Staff Matters Heard			
Discussion	<p>IT-LS closed down at noon on December 21 and the phone number just said that they were closed. Someone should be available to answer the phone or the voicemail should leave instructions as to what to do.</p> <p>There were a lot of power/network outages in Harper last week that were poorly communicated. Short notice and probably should be put in Creighton Today as a reminder after the Facilities Alert goes out.</p>		
Reports			
Human Resources: Absent, no report			
President's Office: Tom Murray and Jan Madsen will be at next meeting. They won't have a formal presentation; bring your questions. Convocation is February 5 at 3 pm at the Harper Auditorium.			
Presidential Staff Rep: No report			
Treasurer: Funds are up-to-date, including charges for Cocoa Cart. \$1,061.79 currently in account.			
Vice Chair: Absent, no report.			
Secretary: February's Spotlight is Liz and Reflection is Carissa.			
Subcommittees			
Service: Working on next project: planting with Putting Down Roots			
Staff Relations: Dispersing prizes from cocoa cart			
Nominating: Using Creighton Today for Rookie of the Year. Will be looking at representation for shifts in areas.			
Standing Rules: Need to update wording on elections (who does voting) and communication lead.			
Adjournment			
Dave Feder moved to adjourn. Teddi Wiegand seconded. Motion passed. Meeting adjourned at 3 pm.			