

# Staff Advisory Council Meeting Minutes

SAC March 2019 Meeting			
3.14.2019		Time 1 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, Adam Haakenson, Carissa Loughrey, Raven Ortolan, Liz Peer, Jeanna Reusink, John Rumbaugh, Brian Tuttle, Mervin Vasser, Angie Wayman, Craig Weber, Teddi Wiegand, Lynne Caruso, Tracy Gady		
Reflection & Spotlight			
	Angie Wayman gave the Reflection. Dave Feder gave the Spotlight.		
Approval of Minutes from February 14, 2019			
Terry Begley made a motion to accept the minutes. Angie Wayman seconded. Motion carried			
Conclusions	Minutes approved with no changes		
Update on Presidential Staff Lunch			
	Craig Weber		
Discussion	Craig had a week to pull together 2 groups of people for 2 lunches. Got about 20 people for each lunch and received positive reviews. Probably will not be another lunch this academic/fiscal year.		
Update 10-year Plan			
Discussion	Items have been added to the list but we need to prioritize them. Raven volunteered to polish the list. John R will help her and they will develop a BlueQ to send to all E-M staff to rank and develop a timeline. Will be sent through SAC email and not Creighton Today.		
Action Items		Person Responsible	Deadline
Complete list of items		Raven	
Develop BlueQ and distribute		Raven and John R	
Rookie of the Year Recap			
	Angie and Craig		
Discussion	14 nominees and 24 pages of nominations. Each nominee will get a document with their nominations. Kelly Spaan from the Office of Equity and Inclusion was this year's awardee. Congratulations!		
SAC identification (shirt vs nametags)			
	Craig Weber		
Discussion	SAC members don't wear the shirts that often; should we switch to nametags with name, SAC mark, and department?		
Conclusions	Vote taken; passed unanimously to switch to nametags		
Action Items		Person Responsible	Deadline
Order nametags for SAC members			
Adding other staff to communication list			
	Mary Duda		
Discussion	A member asked if the listserv can be expanded to include other staff; their supervisor was wondering why they weren't included in an email. Answer: we only represent staff levels E-M. Can certainly add other people to communications. List of employees is updated twice a year. Can add "email <a href="mailto:SAC@creighton.edu">SAC@creighton.edu</a> " to communications.		
Staff Matters Heard			

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Discussion	<p>A member has heard a lot of low morale: people don't feel like they are being heard or are being left out of decisions. Discussion of what this means and how to help.</p> <p>360° reviews would help (evaluating supervisors as well as other way around). Enrollment management does this; HR has an informal program where the generalists are evaluated by their customers.</p>
<b>Presidential Committee Updates</b>	
Discussion	Craig recently got an email that SAC will need to replace SAC reps on three presidential committees.
<b>Reports</b>	
<p><b>Human Resources:</b> Three professional development series coming up. FSA carryover needs to be in by the end of March. HR has looked into the bereavement policy and done an extensive review. It is not an official policy but a Standard Operating Procedure and is still within industry standards and probably will not change.</p> <p><b>President's Office:</b> John Darwin was absent</p> <p><b>Presidential Staff Rep:</b> Strategic Planning forums start in 2 weeks and run through April. More information on website and Creighton Today</p> <p><b>Treasurer:</b> Carissa was absent but the tablecloth has been ordered and the budget adjusted accordingly.</p> <p><b>Vice Chair:</b> No report</p> <p><b>Secretary:</b> Spotlight: Adam; Reflection: Monica</p>	
<b>Subcommittees</b>	
<p><b>Service:</b> Upcoming joint effort with Putting Down Roots. April 26 will be a work day of some sort. Not sure where but sometime in the afternoon. Possible service project: collecting clothes and/or household goods for refugees who come through CHI Health Clinic near campus. Question: Can we support students in need on campus? Does the Creighton Cupboard need our help? Angie to look into.</p> <p><b>Staff Relations:</b> Cocoa cart is finished for the year</p> <p><b>Nominating:</b> John R is ramping up efforts; there are a lot of elections coming up soon. Will be done through BlueQ.</p> <ul style="list-style-type: none"> <li>○ SAC officer elections – April. New officers to shadow exec team meeting for May and June before July transition. Start asking for nominees. Those with 2 years left are eligible for Vice-chair; those with 1 or 2 years left are eligible for other positions.</li> <li>○ SAC Representative elections – May. Need to be done with nominations by end of May and set up new members in June for July orientation luncheon. Please nominate people you know. Can run for consecutive terms. Looking at assignments; Phoenix may hire up to 35 people and Administration is up to 200 employees.</li> <li>○ SAC Standing Committee positions -- June. Should be asking for 2019-2020 commitments in ask in May, confirm in June; add new Reps in for July meeting.</li> <li>○ Presidential Committees – late spring. SAC members are not eligible for these committees, but those rotating off of SAC are eligible.</li> </ul> <p>Will need to choose standing committee assignments this summer; need more even distribution of members. Nominating may be divided into subsections (ROTY, SAC rep, etc).</p> <p>Looking at possibility of Zoom for meetings if people are unable to attend in person (traveling for work, in Phoenix). Not intended to replace live attendance at meetings.</p>	
<b>Standing Rules:</b> A few small updates; will run through subcommittee via email and then bring to large committee for approval.	
<b>Adjournment</b>	
Teddi moved to adjourn. John R seconded. Motion passed. Meeting adjourned at 2:35.	