

Staff Advisory Council Meeting Minutes

SAC May 2019 Meeting			
5.9.2019		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, Carissa Loughrey, Raven Ortolan, Liz Peer, John Rumbaugh, Brian Tuttle, Mervin Vasser, Angie Wayman, Craig Weber, Teddi Wiegand,		
Reflection & Spotlight			
	Teddi Wiegand gave the Reflection. No Spotlight this month		
Approval of Minutes from April 2019			
John R made a motion to accept the minutes. Carissa seconded. Motion carried			
Conclusions	Minutes approved		
Visitor: Tricia Sharrar			
Discussion	Tricia Sharrar, Vice Provost for Academic Administration and Partnerships came to discuss the offerings from the Center for Professional and Corporate Excellence. This office was developed to partner with local businesses to offer training and courses that are not a part of a traditional certificate or degree program. Creighton employees have been asking about them and Tricia is working on finding ways for staff to be a part of it. Right now, some are open to Creighton employees who can pay with a P-card. HR has been working with the Center on what they think should be offered for staff. The Center for Professional and Corporate Excellence can be found at excellence.creighton.edu		
Conclusions	SAC will discuss what offerings staff might be interested in and will get back with Tricia for further conversation.		
Action Items		Person Responsible	Deadline
Look at offerings; see what might be of interest to Creighton staff		SAC members	June meeting
Discuss offerings and determine what to share with Tricia		SAC members	June meeting
Long-term planning survey update			
	John and Raven		
Discussion	99 respondents to survey. Top two vote-getters were almost tied, with about 50 votes each. Next two had about 30 votes. Write-in suggestions were also compiled. Write-ins will be added to spreadsheet for completeness sake and will have notes added. Some will be sent to another appropriate group or office on campus, some are already being worked on, etc.		
Conclusions	Next meeting, SAC will determine what to work on next, and how to approach it.		
Action Items		Person Responsible	Deadline
Look at write-ins and add information if you have it (other areas to tackle suggestion, plans already in place, etc.)		SAC members	June meeting
Think about which initiatives to tackle next and ideas of how to do this		SAC members	June meeting
Nametags for SAC members update			
	Monica		
Discussion	Monica contacted JPCook and they sent her mock-ups of nametags. Each is about \$20. This seemed expensive to the group. A member suggested enamel pins instead and the group thought this was a great idea, as they are probably more inexpensive and can be passed from member to member.		
Conclusions	Members would rather we save money on the nametags and investigate enamel pins		

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Action Items		Person Responsible	Deadline
Contact JPCook to ask about enamel pins		Monica	June meeting
Reminders			
	Mary		
Discussion	Reminders: SAC rep elections this month. Nominations due May 17. Elections start May 30. Update timelines for standing committees and any other events in shared drive by June 30 Let Angie know of any speakers you'd like to have at a SAC meeting next year.		
Action Items		Person Responsible	Deadline
Get nominations in		SAC members	May 17
All Things Ignatian poster			
Mary			
Discussion	<p>All Things Ignatian poster. This poster presentation features individual and collaborative initiatives that highlight the Ignatian Mission of Creighton and is sponsored by the division of Mission and Ministry as part of Mission Week. We seek concrete examples of innovative programs and projects that draw upon and manifest Ignatian values in action, all the more so if they reach out to other parts of Creighton and enhance the whole university's mission.</p> <p>Women & Men for and with Others: Sharing gifts, pursuing justice, and having concern for the poor and marginalized. Cura Personallis: "Care for the individual person." Respecting each person as a child of God and all of God's creations. Unity of Heart, Mind, & Soul: Developing the whole person. Integrating all aspects of our lives.</p>		
Conclusions	Teddi volunteered to create the poster. We will need SAC members to attend the poster presentation. May have shifts, like at cocoa cart.		
Action Items		Person Responsible	Deadline
Create poster		Teddi	August 2019
Attend poster session			Sept 12, 2019
Staff Matters Heard			
Discussion	A department on campus received training on updates to the performance review system. This will be rolled out across campus and involves better goal-setting (SMART goals) and more accurate reporting of "does not meet, meets, exceeds" expectations.		
Reports			
Human Resources: Lynne was absent; no report			
President's Office: John was absent; no report			
Presidential Staff Rep: Tracy was absent; no report			
Treasurer: No change.			
Vice Chair: No feedback forms this month. Had gotten some emails. One about the Center for Professional Excellence, which prompted Tricia Sharrar's visit. The others were about the "updated holiday schedule" that was released by HR this week. December 23 (a Monday) is a work day, with the Christmas holiday starting on Tuesday the 24 th . People are wondering if it would be possible for the 23 rd to be part of the holiday as well. Angie will contact Lynne and see what she says about this and report back.			
Secretary: Reminders about poll for July meeting and reflection for June meeting (Craig W)			
Subcommittees			
Subcommittees did not meet.			
Adjournment			
Craig W moved to adjourn. Raven seconded. Motion passed. Meeting adjourned at 2:40 pm.			

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<i>Top 6 Stratgic Plan Initiatives</i>
<div data-bbox="373 457 1214 672" data-label="Text"><p>Earn 8-hours of wellness PTO with completion of SimplyWell program Update bereavement policy Advocate for staff professional development hours Advocate for snow days for essential personnel Advocate for emergency childcare on “personal days” Develop Staff Appreciation program</p></div>