

Staff Advisory Council Meeting Minutes

SAC November 2019 Meeting		
11.14.2019	Time 1 pm	Skutt 104
Meeting called by	Angie Wayman	
Type of meeting	General Monthly Meeting	
Facilitator	Angie Wayman	
Note taker	Mary Duda	
Attendees	Terry Begley, Monica Chapeau, Mary Duda, Dave Feder, Kimberley Hallcock, Carissa Loughrey, Raven Ortolan Weseman, Liz Peer, Erica Peterson, Jennifer Rasmussen, Jeanna Reusink, John Rumbaugh, Brad Schmidt, Brian Tuttle, Angie Wayman, Lynne Caruso, Tracy Gady	
Reflection & Spotlight		
	Brian Tuttle gave the Reflection. Raven Ortolan Weseman gave the Spotlight about the Career Center; services are open to staff as well as students and alumni.	
Approval of Minutes from October 2019		
	John Rumbaugh made a motion to accept the minutes. Terry Begley seconded. Motion carried	
Conclusions	Minutes approved	
Guest Speaker		
Discussion	Mike Reiner, Senior Director of Public Safety, came to discuss parking concerns and updates. He shared information related to the questions that were posed at the September meeting. He mentioned that there is a parking-specific email address (parking@creighton.edu) that is monitored by several people in Public Safety if there are further questions.	
Staff Experiencing Trauma		
	Brad Schmidt	
Discussion	The group investigating this has found that many higher ed institutions do not have programs in place for this, so they have been looking at Union Pacific's program. UP has extensive experience with trauma and is a good resource. Please let Brad know if you have feedback/ideas/etc.	
Ergonomics in the Workplace		
	Trina Brundgardt	
Discussion	Trina reached out to the person at CHI that did ergonomic evaluations for Bergan; that person has left the university. Trina has reached out to someone else and will report back.	
Veterans' Day Drive Update		
	Carissa Loughrey	
Discussion	Thank you for hosting boxes! All items will be delivered to Veteran's Office this afternoon.	
Vote on Bylaws Update		
	Jeanna Reusink	
Discussion	Need to vote on update to bylaws: "If the number of nominees for any area of representation is equal to or less than the total number of open positions, then each of the nominees may be elected by acclamation." Update was approved by General Counsel	
Conclusions	Update passes unanimously.	
Professional Development Update		
	Angie Wayman	

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Discussion	Exec Team met with Tricia Sharrar about ways to continue to encourage and advocate for professional development for staff. Several ideas of ways to encourage participation, including possibly an "arm" of SAC that would be dedicated to this purpose. This has not been fleshed out yet and will be addressed at future meetings.		
Upcoming SAC Openings			
	Angie		
Discussion	Teddi Wiegand has resigned her position on SAC due to time constraints. Her position will need to be filled for the remainder of her term (through July 2020); that person will have the option to run for a 3-year term following that.		
Action Items		Person Responsible	Deadline
Run nominating and voting process for SAC opening		Nominating committee	asap
Duties of Communications Chair discussion			
Discussion	Teddi was the inaugural Communications Chair; it is a good time to revisit the duties of this position and update. Original vision included: website updates, social media, crafting emails/communications, Creighton Today announcements. Will discuss this further at a future meeting, but be thinking about what this position should be doing.		
Staff Matters Heard			
	All		
Discussion	No discussion.		
Reports			
Human Resources: Sign up for upcoming Professional Development opportunities in Nov/Dec. Performance system should be open next week to input goals for FY20. Open Enrollment closes November 22.			
President's Office: No report			
Presidential Staff Rep: Reminder to attend one of the Strategic Planning Town Halls on November 19.			
Chair: No report			
Treasurer: \$2,000 has been added to SAC's account. No expenditures.			
Vice Chair: 2 anonymous questions (paraphrased below). <ol style="list-style-type: none"> <i>The new convenience store in the Mutual of Omaha Lounge in Hixson-Lied has not been well-explained or advertised. There are no prices on the merchandise and it does not appear to take cash.</i> Discussion ensued; there is a similar setup in the School of Dentistry (also no prices and using cash is not intuitive). Danny will pass this one along to the catering people. <i>There are no staff breakrooms on campus. We have seen janitors eating in closets. Is there some way to have some tables and chairs specifically for staff in Skutt or in some of the buildings?</i> Discussion ensued: some areas have only a kitchen, with no place to eat; some have a dedicated breakroom, some have nothing. This will be passed along to Cathy Rupprecht, Space Utilization manager in Facilities Management. 			
Secretary: Next month is the potluck. Sign-ups will be going around. Note different time (11:30) and location (Lower St. John's)			
Subcommittees			
Service: February 21 is the SAC service afternoon at Food Bank for the Heartland. Look for a link in January or February to register to volunteer. John participated in the PB&Jelly making service at the KFC earlier in the week. This may be a good service/teambuilding opportunity for SAC next year.			
Staff Relations: Cocoa Cart is planned for December 16 (Bergan), 17 (Harper), and 18 (Skutt). A flyer will be ready to share and information will go out on Creighton Today next week. Will have ~20-25 prizes. Santa is confirmed, as is Cocoa the Therapy Dog (for one of the sessions). Billy Bluejay can not be booked yet. Volunteer sign-up sheets will go out in December			
Nominating: Working on filling VPUR slot.			
Standing Rules: no update			
Adjournment			
Kimberley moved to adjourn. Liz seconded. Motion passed. Meeting adjourned at 2:45			