

# Staff Advisory Council Meeting Minutes

SAC May 2020 Meeting		
5.14.2020	Time 1 pm	Via Zoom
Meeting called by	Angie Wayman	
Type of meeting	General Monthly Meeting	
Facilitator	Angie Wayman	
Note taker	Mary Duda	
Attendees	Terry Begley, Trina Brungardt, Monica Chapeau, Mary Duda, Dave Feder, Kari Giles, Kimberley Hallcock, Carissa Loughrey, Raven Ortolan, Liz Peer, Erica Peterson, Jennifer Rasmussen, Jeanna Reusink, John Rumbaugh, Brad Schmidt, Brian Tuttle, Angie Wayman, Lynne Caruso, Tracy Gady	
Reflection & Spotlight		
	Trina gave the Reflection. There is no Spotlight due to time considerations	
Approval of Minutes from April 2020		
Discussion	No discussion	
Terry made a motion to accept the minutes. John seconded. Motion carried		
Conclusions	Minutes approved	
Guest speakers: Provost Tom Murray and Executive Vice President Jan Madsen		
Discussion	<p>Dr. Murray and Ms. Madsen attended the meeting to talk to the group. A list of questions was provided to them by SAC on Wednesday. They discussed various items related to the pandemic and provided answers to some of the questions (some require more research). An email from Fr. Hendrickson with more details on the financial situation will be forthcoming later this month.</p> <p>Both offered their sincere thanks to SAC for their leadership and to staff in general for their support, flexibility, and quick transitions. Work is still getting done and they are grateful for all staff does to keep the university operating. Special mention to the Teaching and Learning Center and DoIT for all of their support to changing to online teaching.</p>	
Updates on VPIT and Provost Searches		
Discussion	<p>Jan Madsen provided the update on VPIT: The search is continuing, if a more slowly. Senior leaders are reviewing the candidates forwarded by the search committee. The hope is that there will be announcement by the start of the next fiscal year.</p> <p>Tom Murray provided the update on the provost search, with the caveat that he is not involved in the search: The committee met last week to do a first pass through applications. There will be another of those meetings and then a short list. Zoom interviews to follow. This search is still on schedule.</p>	
Continuing Elections		
Discussion	<p>Presidential committee nominations were closed and voted on by SAC members. New reps are: Benefits: Felicia Halsey, Lanny Warren, Doug Deman Campus Planning: Andrew Beile CSW: Caitlin Feldmann</p> <p>We are currently soliciting nominations for SAC reps; voting will be done after that. Currently have 2 nominations each for CCAS/Heider, UCOMM and VPAD. 0 for Provost area. Has been posted in Creighton Today, but that publication will be going to once a week starting next week, so current reps may need to ask for nominees.</p>	
Standing Committee Sign-ups		
Discussion	Mary Duda	
Discussion	Mary reminded the group that next month will be sign-ups for Standing Committees for next year. Angie discussed what each subcommittee does.	
Action Items	Person Responsible	Deadline
Distribute sign-up sheet	Mary Duda	June mtg
Staff Service		

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	Angie
Discussion	Since staff is not on campus, it is not clear what service opportunities there are for staff. Typically in the summer we work with the Salvation Army for their backpack drive. We will determine what they will do and go from there. Possibly encourage use of drop points in the metro. This situation may extend to fall so next year's council will have to figure out what to do with other service projects (coat drive with SCSJ, collection with Veteran's Affairs office)
<b>Staff Matters Heard</b>	
Discussion	<ul style="list-style-type: none"> <li>There was a question submitted to a SAC member about the bereavement policy and whether it would be possible to extend that leave to a week for a close family member, similar to what other companies are moving to. This will be added to the previous question submitted to HR regarding which family members the bereavement policy applies to.</li> <li>Jennifer advised that the BSC is still rolling out the expense module in CUBuyPlus. They have been training the School of Medicine lately via Zoom. Once that is finished, they will move on to the Heider School of Business. Keep an eye peeled for more information. Also, information on the End of Fiscal Year will be coming out soon.</li> </ul>
<b>Reports</b>	
<b>Human Resources:</b> Reminder that staff needs to complete self-assessments and supervisors should be working on reviews.	
<b>President's Office:</b> John Darwin is still on parental leave	
<b>Presidential Staff Rep:</b> The President's Council has been meeting and has been focused on faculty/staff/student experience during the pandemic.	
<b>Chair:</b> Angie attended the Academic Council meeting in April (there is another one immediately following this meeting). She reports that most of the discussion was on the pandemic and its effect on Creighton. The university will be having some financial issues related to this, part of which are related to a decreased undergrad enrollment for fall. The Academic Council is still working on the Faculty Handbook; still waiting to see what they do with SAC and how it will fall in the statutes.	
<b>Treasurer:</b> No change since last meeting.	
<b>Vice Chair:</b> No report	
<b>Secretary:</b> Stay tuned on next meeting. Need someone for reflection. Raven volunteered.	
<b>Subcommittees</b>	
Subcommittees did not meet; Staff Service was discussed with the full group. There are currently no updates to the bylaws.	
<b>Adjournment</b>	
Jeanna moved to adjourn. Carissa seconded. Motion passed. Meeting adjourned at 2:10 pm.	