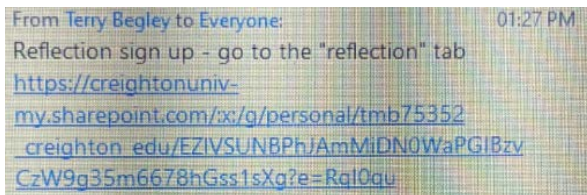


# Staff Advisory Council Meeting Minutes

SAC July 2020 Meeting					
9.10.2020		Time 1 pm		Via Zoom	
Meeting called by	John Rumbaugh				
Type of meeting	General Monthly Meeting				
Facilitator	John Rumbaugh				
Note taker	Katrina Brungardt				
Attendees	John Rumbaugh	Katrina Brungardt	Terry Begley	Brian Tuttle	
	Carissa Loughrey	Dana Suntken	Erica Peterson	Jeanna Reusink	
	Brad Schmidt	Liz Peer	Lynne Caruso	Monica Chapeau	
	Nicole Lakeman	Danny Steiner	Ann Bryen	Kimberly Hallock	
	Jennifer Rasmussen	Kari Giles	Dillon Simon		
Reflection & Spotlight					
Terry Begley gave the Reflection.					
Approval of Minutes from August 2020					
Discussion	No changes to previous meeting minutes				
Carissa made a motion to accept the minutes. Brad seconded. Motion carried, minutes approved					
A moment to be grateful					
John asked the group to take a minute with all the COVID craziness to step back and share with the group one thing they are grateful for today. Everyone participated and found this a great way to step back and give thanks.					
Reports					
Discussion	Human Resources – Lynne Caruso: Performance Evaluation deadline the end of the month. Virgin Plus has launched, complete your personal assessment by the end of the month. This year the Benefit Fair will be virtual. The expected date of the fair will be November 10 <sup>th</sup> . The times of the fair are unknown at this time but Lenora Salts and the Benefits group are working on it.				
	President’s Office – John Darwin: No report this month				
	Presidential Staff Representative -Tracy Gady: No report this month				
	Treasurer’s Report - Monica Chapeau: The receipt for the 2019-2020 Rookie of the Year cake was turned in. The account currently holds \$3215.47. New Members, your Staff Advisory Committee pins are coming.				
	Vice-Chair’s Report – Terry Begley: Nothing new to report at this time.				
Chair’s Report – John Rumbaugh: The 24 <sup>th</sup> Street Construction is progressing well. The Creighton crosswalk light is now gone.					
Old Business					
Discussion	Sub Committees: we will have the sub-committees meet in breakout sessions after the SAC meeting. We will then come together as a group to share the status of each committee.3				
	<p>Reflections and Spotlight: We need each member to sign up and share a reflection. Terry shared the link to the sign-up page in the chat box.</p> <p>We would also like to start up the Department spotlight again. In the past it has been a 10-15-minute presentation on your department and what you do.</p>				



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New Business	
Discussion	<p>Plan for the new year: In the past SAC sent out a survey to our staff, we received approx. 100 responses. This year we believe if a survey were sent responses would be COVID driven and appropriately so. As a group we would like to see or do that could make an impact on our staff?            Suggestions include:</p> <ul style="list-style-type: none"> <li>• Sending a Thank You to staff</li> <li>• Creating a walking video of the changes occurring on campus as not everyone has been brought back</li> <li>• Creating a virtual Thank You, Canva.com offers lots of great and we do not have to worry about touching anything.</li> </ul> <p>Guest Speakers: We would like to bring in more guest speakers for the group. Past guests have been Jan Madsen, Provost Murray, Sharice Alexander with the King Institute, Creighton Wellness, just to name a few. Think about who you would like to hear from? One suggestion was the New Provost.</p> <p>Ways to keep staff Engaged: We would look at our own Facebook page. As a group we could make it more active. In the Chat Terry shared the link to the SAC Facebook page:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>From Terry Begley to Everyone            SAC facebook page:  <a href="https://www.facebook.com/Creighton-University-Staff-Advisory-Council-SAC-125716364121501">https://www.facebook.com/Creighton-University-Staff-Advisory-Council-SAC-125716364121501</a></p> </div> <p>Location for future SAC meetings? The group agreed to keep going on Zoom at this time.</p>
Sub-Committee Breakout Session	
Discussion	<ul style="list-style-type: none"> <li>• The subcommittees came together in breakout sessions to regroup. Together the groups want to look at how we can involve the Phoenix Campus. Monica to reach out to the faculty committee to see what they are doing to include Phoenix</li> <li>• The Standing Rules committee discovered that an updated clean copy of the Standing Rules needs to be posted to the website.</li> <li>• The Staff Relations group is looking at new ways to approach the yearly attended Cocoa Cart.               <ul style="list-style-type: none"> <li>○ Suggestions included: Grab and go – place a cocoa pkt in a cup with maybe a small bag of marshmallows with a candy cane and maybe a cookie. Then staff could stop by and just grab off a table or cart.</li> <li>○ We would like to keep the raffle for staff going. The committee is being asked to collect items if possible. When you are at a restaurant and you go to pay for your meal, ask the server if the establishment would donate.</li> </ul> </li> <li>• Service Committee: Next month we should have more information regarding the Veterans Drive</li> <li>• Nominations Committee: Nothing new to report at this time.</li> </ul>
Staff Matters Heard	
Discussion	<p>When do we expect the water fountains to be turned on again? Erica shared that CIRT wants them off when it is just the bottom part but if it is a bottle filler it can be turned on unless the hook up does not allow for it to be separate.</p> <p>When will campus recycle again? Recycling has been halted for the first semester. If a department wants to take their recycling to Gaylords, there is a recycling center on 17<sup>th</sup> and Burt. The physical address is 815 N 18<sup>th</sup> Street</p> <p>What is going on with all the phishing emails lately? As a reminder, when you receive what you believe to be a phishing email, please forward them on to <a href="mailto:Abuse@creighton.edu">Abuse@creighton.edu</a>. Creighton has both true scams coming through as well as an outside organization that is testing staff and faculty. The outage that occurred has nothing to do with the phishing scam</p> <p>When will the retirement match start back up? The retirement match freeze is currently for one year only. John will circle back with Father regarding this matter and update the group at the next meeting.</p>
Adjournment	
Meeting adjourned at 2:40 pm.	