

Staff Advisory Council Meeting Minutes

SAC February Meeting										
02.14.2023			Time: 1pm – 2PM			Mtg. Location: Hixson-Lied #503 & Zoom for Lynn/PHX				
Mtg Called By		Nicole Lakeman								
Type of Mtg		General Monthly Meeting								
Facilitator		Nicole Lakeman								
Note Taker		Jennie Ayers								
Attendees	X	Nicole Lakeman	X	Kym Bauer			X	Seth Kleinwort	X	Sarah Stapp
	X	Taunya Plater		Margaret Begley	X	Jeff Feldhaus	X	Rebecca Lair		
	X	Kari Giles	X	Andrew Beile		Shelley Gates		Chaz Militti		
	X	Jennie Ayers		Lynne Caruso	X	Denise Handrock	X	Audel Salazar		
	X	Reva Aguilar	X	Megan Connolly	X	Matt Kelberg	X	Rosie McSweeney		
Reflection										
February		Nicole Lakeman								
Approval of Minutes from December 2022										
Discussion		None; Motion 1 st -Taunya Plater, Motion 2 nd -Kym Bauer; All Yes								
Conclusions										
Department Spotlight or Guest Speaker										
Discussion										
Conclusions										
Action Items						Person Responsible		Deadline		
Reports										
HR, Lynne Caruso: Lynne's final day with Creighton will be March 31, 2023 W-2's are available for printing online if you haven't received it in the mail yet										
President's Office, Jeff Feldhaus: There are new trainings available on the Bridge training platform Campus townhall will be held in March 2023 – Watch Creighton Today for more information										
Presidential Staff Rep, (VACANT POSITION): None to report currently										
Treasurer, Kari Giles: \$90.43 (allowed \$2000.00 each year) Faculties Cocoa Cart event hasn't been processed through Banner yet When purchasing items for SAC events, please submit all receipts to your BSC and Kari Giles										
Vice Chair, Taunya Plater: None to report currently										
Chair, Nicole Lakeman: SAC President Meeting with Father – Next meeting will be hosted on January 24 th , 2023 Presidential Council is currently working on expanding the graduate programs Total Rewards survey is available online to watch if you missed the live event										
Old Business										
Discussion		<ul style="list-style-type: none"> February monthly meeting will be hosted on February 14th, 2023 to allow committee members to attend the Mary Lucretia and Sarah Emily Award ceremony on February 9th, 2023. Take SAC BlueQ Survey to provide feedback – due date 1/20/23, we will discuss results at next meeting Volunteer Opportunity for SAC Members: Email with details sent out on January 03, 2023 <ul style="list-style-type: none"> Martin Luther King committee is in need of volunteers to help direct people to their seats at the Unity Prayer Luncheon in the Harper Center on Wednesday, January 18th 								

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	○ Volunteers must sign up by Friday, January 13, 2023 to Sarah Oliver		
Conclusions			
Action Items		Person Responsible	Deadline
New Business			
Discussion	<ul style="list-style-type: none">• SAC Committee Meeting Survey Results – Follow Up Survey• Off Campus Group Volunteer Service Opportunities - Volunteer Opportunities - City of Omaha Parks and Recreation• HR Updates from meeting with Judi Szatko		
Conclusions			
Action Items		Person Responsible	Deadline
<ul style="list-style-type: none">• SAC Meetings will be rescheduled during calendar break weeks to accommodate work schedules• Round Robin will be removed from monthly agendas• Prayer and Praise Circle will not be added to monthly		N/A	N/A
HR Updates are provided in the Creighton Today and are found on the main campus website within myHR. If employees aren't able to find the information they are requesting they can reach out to their HR representative or email		N/A	N/A
Volunteer Opportunities: SAC members are asked to provide ideas for off-site volunteer ideas for SAC to participate in for volunteer hours. A Facebook post has also been added to our page asking current and past members to let us know what their favorite places to volunteer have been and why.		ALL SAC Members	March 16 th , 2023
Staff Matters Heard			
Discussion	N/A		
Conclusions	N/A		
Action Items		Person Responsible	Deadline
Subcommittees			

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- Nominating **Chair: Reva Aguilar / Co-Chair: Kym Bauer**
Report: Nominations concluded on 2/13 & all nominees were sent to HR to verify eligibility.
A spreadsheet of all nominations has been forwarded for review by SAC members along with a BlueQ to use for voting purposes.
SAC voting will conclude Friday, 2/17 at 4pm so the plaque can be ordered and ensure arrival by the Spring Break luncheon.
- Standing Rules **Chair: Taunya Plater / Co-Chair: Seth Kleinwort**
Report: Website updates are ready for submission upon SAC approval
Converting SAC DFS shared folder to SharePoint
- Service **Chair: Kari Giles / Co-Chair: Audel Salazar**
Report: ***Creighton Food Pantry Drive***-Jake Tatta will provide us with a list of needed items for the Creighton Food Pantry mid-late February. He will also include how long he would like us to host the food drive. The pantry has limited storage space.
- Staff Relations **Chair: Nicole Lakeman / Co-Chair: Rebecca Lair**
Report: Cocoa Cart-All prizes have been hand delivered or interoffice mailed to all those that won on the main and Bergan campuses.
Planning Session for upcoming Spring Events on Main Campus and Bergan

Adjournment

Adjourned 2:15, Motion 1st-Taunya Plater, Motion 2nd - Sara Stapp; All Yes