

Staff Advisory Council

Meeting Minutes

December 8, 2011

1:00 p.m.

Harper Center 2066

Members Present: Tami Thibodeau, Liz Shanahan, Susan Chamberlin, Marsha Schlautman, Tadd Martin, Heather Smith, Colby Bradfield, Kristie Denne, Erin Schnell-Gaines, Sandra Leighton, James Dorsey, Sharalyn Steenson, Shayla O'Brien, Liz Flaherty

Members absent: Colleen Warin, Terry Begley, LeeAnn Crist, Eddy Butkus, Jennifer Larsen, Laurie Bier

The meeting was called to order at 1:00 pm. Marsha Schlautman offered a reflection.

1. Approval of minutes:

The minutes of the November meeting were reviewed. A motion was made and seconded to approve the minutes. All were in favor.

2. Old Business:

There were some questions submitted to Linda Penland and Joe Zaborowski about the eProcurement program that was explained at the November meeting. Those questions and their answers follow:

Does the screen time out? Yes, after 20 minutes.

Can you use a MAC? Yes, the Safari browser is supported.

What will replace the DPR? It is called a retrofit.

Can a template be saved for future use? Yes.

Can a DPR be saved as a template? Yes, a retrofit can be used again and again.

Is there an auto-trigger that tells Buyer 1 that Buyer 2 is placing an order for the same item? No, the Purchasing Department obtains annual volume discounts rather than discounts by order.

3. New Business:

Shayla O'Brien is a new member of SAC, replacing Denise Miller who has resigned. We introduced ourselves. Shayla will serve on two committees.

Tami had been asked to bring staff concerns to Fr. Lannon. She forwarded to him the Harper Center/College of Business move, salaries, Xerox concerns, volunteer time off, maternity/paternity leave, contribution of sick and vacation time, and an Ombudsman program. Dan Burkey has sent Tami comments from some of the Vice Presidents and will meet with Tami and Tadd at 3:30 today to discuss.

Harper/COB project – there were concerns with the announcement. Fr. Lannon wanted to alert the campus of the project with details to follow and he did not realize that the lack of information caused difficulties for some of the staff who work in Harper. Tami noted that communication from Fr. Lannon has been great and that his goal was to have the next level of planning details available to the Board of Directors on December 5; Tami will ask Dan Burkey about that meeting. Further study of the Skutt Student Center will be necessary to make decisions about relocating departments; showing impact on meeting and conference space; deciding the best campaign approach to raising money for the college; planning construction and moving costs; and preparing the COB enrollment growth plan. All departments being moved from Harper will specify their space needs, and their location and availability to students will be evaluated carefully.

Salaries – the University Committee on Benefits is a good resource to discuss the broad benefit issues that concern staff. A market comparison approach will be discussed with Dan Burkey. This is not something that can be decided quickly.

Xerox – it continues to be important to report incidents to the Help Desk so the problem devices can be fixed. Inconsistencies in repair help were noted. A Print Advisory group has been formed with Xerox and Purchasing, and Joe Zaborowski will be the Creighton contact. The group will focus on service and support from Xerox. Tami will relate to Dan Burkey that Xerox continues to have issues and that there are complaints about Customer Service.

Volunteer Time Off Policy – Tami will present this policy to the Advisory Board. It has been brought up in the past but not approved. The University does support Mission and volunteerism and current paid time off offers opportunity for it.

Paternity/Maternity Leave – the Committee on the Status of Women has requested to speak to SAC to present their proposed policy. They will be asked to come in January.

Donating sick/vacation time – the majority of SAC members were interested in further discussion about drafting a policy to take to the Committee on Benefits. There is no mechanism in place for tracking, and after lengthy discussion about the logistics and the underlying issues, Tami asked that SAC members do some research to see what other universities and companies are doing.

Ombudsman – Jeff Branstetter from Human Resources will speak to SAC about this. It was suggested that this might be a good topic for Town Hall.

Tami noted that everything that was discussed must go through the Cabinet.

There have been requests from the Committee on the Status of Women and from Dean Obenhauer from the Financial Aid Office to speak to SAC, Tami will organize the schedule. Fr. Lannan will visit in February and the Town Hall may be moved to April to allow time to get space. Presentations by Facilities, Fr. Roc O’Conner, and Staff Relations are possible.

There was some discussion about staff participating in Staff Development without having to take vacation time.

4. Reports:

- Standing Rules: No report.
- Issues: Tadd Martin: Someone asked if staff may shred personal papers. That should be okay as there is no charge to Creighton for shredding. Tadd will contact Ed Dupree in Purchasing to confirm.
- Nominations: Sue Chamberlin said they are beginning to gather information for Rookie of the Year.
- Jesuit Relations: Eddy Butkus will arrange a meeting in January and invite Fr. O’Conner. Goals will be reviewed.
- Staff Relations: No report.
- Staff Service: No report.
- Heather Smith said that 10 new SAC deals are being offered. HR has link to SAC discounts in their December Highlights. Heather would like to offer a monthly raffle to attract people to the website.

5. Guest speakers:

In lieu of a guest speaker, door prizes for the Staff Luncheon were gift wrapped.

Adjournment: The meeting was adjourned at 2:10 p.m.

Respectfully submitted,
Liz Flaherty
SAC Secretary