



Staff Advisory Council

CREIGHTON UNIVERSITY

I. MISSION STATEMENT

The Creighton University Staff Advisory Council (SAC) serves as an advocate for University staff. The SAC is committed to fairness, justice, respect, and promotion of service in harmony with the Mission of Creighton University. The SAC advises and makes recommendations to the University President in matters affecting the general welfare and working environment of University staff.

II. MEMBERSHIP

A. Eligibility

- a. Eligibility to serve as a member of the Council requires a minimum of one year of employment with the University. Full-time and $\frac{3}{4}$ part-time employees are eligible for SAC membership.
- b. Members must be classified as an E – M employee to be eligible for election.

B. Membership

- a. Consists of members elected according to various areas within the University. (Refer to the SAC website document titled “Department Representation on Staff Advisory Council”).
- b. Each area will have at least one representative, except for areas with fewer than 25 E-M employees; these will be merged with other areas as appropriate. Representation from each area will be determined using the ratio of 1 representative for every 50-75 staff members.
- c. Ex officio members from the following areas within the University are appointed by the department and approved by SAC to serve as a nonvoting advisory member.
 - i. Office of the President
 1. One member shall be appointed as the President’s Office representative. This member role primarily shares thoughts and brings updates from the President’s office and the Board of Trustees to the SAC.
 2. One member shall be appointed as the Presidential Committee Staff representative. This member role will serve as a liaison between SAC and the President’s office. With focus on the Strategic Plan, this member will bring SAC/Staff concerns, updates, thoughts to/from the President’s Council Meetings.
 - ii. Human Resources
 1. One member shall be appointed by Human Resources.

- d. Staff count will be obtained from the Human Resources Department approximately 30 days prior to the nominations process each spring to determine appropriate SAC representation.

C. Election Process

- a. See Nominating Committee section

D. Membership Terms and Expectations

- a. Membership of the Committee, except for those who serve as ex officio, shall be for a term of three years. Members may be re-elected or re-appointed for one subsequent term, after which time they will be ineligible for election or appointed to that committee for one term or three years.
- b. All members are expected to participate in two subcommittees and encouraged to participate in two SAC sponsored events as schedule allows.
- c. Cell Phones and Laptops: All phones should be set to vibrate prior to the start of the meeting. Unless cell phone/laptops are being used for a specific aspect of the meeting, they are required to be closed during the entirety of the meeting.
- d. Attendance: All voting members are expected to attend and actively participate in all monthly meetings
 - i. If a member must be absent, they are expected to contact an executive committee member to recap the meeting within 5 business days unless otherwise pre-arranged with the executive committee

E. Replacement of Members

- a. A member may resign at any time by giving written notice to the Chairperson. Any resignation shall take effect at the time specified in such written notice, or if no time is specified, when the notice is received.
- b. If a member is absent for three meetings during one fiscal year, SAC has the option to remove the SAC member from the council.
- c. If a member is removed or resigns from SAC, then SAC has the option to either
 - i. Replace that member with the nominee for that area who received the next highest number of votes in the last election. If there was no other nominee, a special election will take place; or
 - ii. Replace that member during the next election cycle if resignation is later in the year
- d. If a member is reclassified to a level not represented on SAC, he or she may resign or serve on SAC for the remainder of the fiscal year. If a SAC officer is reclassified, she or he may continue to serve as an officer until the next officer election cycle, after which time he or she will no longer be a member.
- e. If a member changes division within the University, SAC has the option to allow the member to serve out his or her term. If any area then becomes underrepresented, the Nominating Subcommittee has the option to fill the vacancy according to current rules.

III. OFFICERS OF THE STAFF ADVISORY COUNCIL

Officers of SAC are elected by the Council for a one-year term to carry out the duties of these offices and attend SAC Executive Committee meetings. Secretary, Treasurer, or Communications Lead may serve consecutive terms.

A. Positions

a. Chairperson

- i. The presiding officer of SAC shall in general supervise and control all its business. The Chair position may only be held by a member who has served on SAC for more than one year.
- ii. When present, presides at all the meetings of the Council.
- iii. Sends written notice to new members and ensures that new members are oriented.
- iv. Requests yearly budget funding from the Vice President for Finance in conjunction with the SAC treasurer.
- v. Attends one-on-one meetings with the University President, ad hoc meetings as assigned, Academic Council meetings, and must be available to serve on special projects requested by the President.
- vi. Works with the Vice Chair and seeks answers from higher administration to the SAC emails and anonymous feedback questions.
- vii. Sends out a monthly communication to all staff.
- viii. With the Nominating Subcommittee, is responsible for the election of new officers.
- ix. In conjunction with SAC officers, plans SAC meeting agendas.

b. Vice Chairperson

- i. In the absence of the Chairperson, or in the event of his/her inability or failure to act, shall perform the duties of the Chairperson; when acting as Chairperson, shall have all the powers of the Chairperson.
- ii. Automatically Serves as Chairperson in the year following their Vice Chairperson position.
- iii. Any member of SAC in their first or second year on the Council may hold this office.
- iv. Works with the Chair to receive staff issues submitted to the SAC mailbox and anonymous feedback form, reports those issues to SAC, and responds to the staff who submitted the issue with an answer or resolution to the concern.
- v. Coordinates activities related to new member education.
- vi. Acts as the Communications lead and is responsible for managing SAC communications including:
 - a. Creates/updates email templates for communications sent on behalf of SAC.
 - b. May be asked to assist other members with communications.
 - c. Manages Website
 - d. Maintains and updates SAC social media.

- e. Facilitates all communications going to Creighton Today.
- f. Manages SAC logo

c. Secretary

- i. The Secretary shall keep an archive of meeting minutes and member attendance. In the absence of the Secretary, a member of the Council will record the meeting minutes. Any member of the council may hold this office and, if membership term allows, may be re-elected for a second term.
- ii. Provides meeting minutes to Chair of SAC to be distributed to SAC members. The secretary will send the approved minutes to the SAC member responsible for the website to be uploaded.
- iii. Prepares and distributes future meeting agendas and attachments (as needed) per Chair approval.

d. Treasurer

- i. The Treasurer has responsibility for all funds of SAC and performs the duties of the office and duties assigned to him/her. Any member of the council may hold this office and, if membership term allows, may be re-elected for a second term.
- ii. Receives and issues receipts for funds in the name of SAC through the University accounting system.
- iii. Assists the Chairperson and subcommittee chairs with budgeting for yearly projects.
- iv. Orders materials for SAC.

B. Election Procedures

a. Nominations

- i. Taken in April for the Vice Chair, Secretary, and Treasurer.
- ii. Nominations will be submitted from the Nominating Subcommittee to the outgoing Chair who will inform nominees of their nominations and receive approval from the nominees to add their name to the ballots. Individuals can be nominated by any member of SAC and may also self-nominate.
- iii. If an individual has been nominated for multiple positions, that individual must choose only one position for which he or she will appear on the ballot.
- iv. The nomination process ends before voting begins unless a position cannot be filled. In this case, the Nominating Subcommittee will seek additional nominations.

b. Voting Process

- i. Conducted by the first week of May.
- ii. The outgoing Chair will relay the election results to the Office of the President.
- iii. Newly elected officers will begin attending Executive Committee meetings in June and July, and then take office in August.

- c. Resignations
 - i. An officer may resign at any time by submitting written notice to the Chairperson. Resignations will take effect at the time specified in such written notice or, if no time is specified, then at the time of receipt. A special election will be held to fulfill the position of the Chairperson, Vice Chairperson, Secretary, or Treasurer for the remainder of the term.

IV. MEETINGS

Meetings of SAC will be held monthly and on call of the Chairperson. Robert's Rules of Order will be the guide for conducting business. No meeting of SAC will be held unless there is a quorum of 50%. Any member of SAC may place items on the agenda.

V. COMMITTEES

SAC maintains the right to oversee all Standing Subcommittees. Among these rights, is the capacity to create any new or dissolve any existing Standing Subcommittees. SAC also reserves the right of “committee review” and may overturn any decision made in Standing Subcommittees.

Standing Subcommittee consists of a minimum of four members. Membership begins in August of each year. The co-chairs of the subcommittee will take office each August. Standing Subcommittees meet during or outside SAC meetings as needed to fulfill the duties of the committee and will report at SAC meetings.

A. Standing Subcommittees

a. Standing Rules

- i. Maintains the standing rules.
- ii. Prepares reports, amendments, additions, and deletions to the core documents.
- iii. SAC will approve by a majority vote any changes to the standing rules.

b. Staff Relations

- i. The Staff Relations Subcommittee shall be charged with the preeminent promotion and communication of SAC through inter-campus relations, as well as outreach programs, while fostering our mission of advocacy to Creighton employees.
- ii. Staff Relations will also incorporate the Jesuit Relations Subcommittee.
 - 1. The Jesuit Relations Subcommittee determines strategies to assist the Creighton University staff to become familiar with the different aspects of the Creighton Jesuit tradition. Members will work with at least one Jesuit member from the Creighton community to collaborate on ways to promote opportunities to embrace the Creighton Jesuit identity.

c. Nominating

- i. Solicits candidates from University employees for open positions on SAC.

1. The Committee is encouraged to seek out and recruit diverse nominees from the University, for all open positions.
 2. In March of each year, the Nominating Committee will distribute the online ballot for the spring election to the staff members within the applicable area that needs a representative. This ballot will list position(s) of interest, name of individual, and area of representation. The Nominating Committee will provide the Council with the election results.
 3. 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.
- ii. Immediately following SAC elections, the committee solicits candidates from University employees for open positions on Presidential committees (see Presidential Committees).
 - iii. Solicits nominees from University employees for the annual *Rookie of the Year* Award at least two months prior to the presentation date.
 1. To be eligible for nominations, the recipient of this award must meet the following criteria:
 - a. be enthusiastic about his/her work
 - b. made significant contributions to his/her area or department
 - c. embody the Creighton Credo in his/her workplace
 - d. been employed at Creighton University for no more than two years
 - e. be classified as E-M staff position.
- d. Staff Service
- i. The Staff Service Committee shall be charged with determining different strategies to involve the Creighton University staff members to donate or provide services to other people in the community that need assistance through either supplies or donations. A yearly SAC service project is encouraged to provide the opportunity for staff members to contribute to service and to help the community.
 - ii. The Staff Service Committee can also work with Staff Relations Committee to promote service events in conjunction with free events offered by the Staff Relations Committee for staff members.
 - iii. The chair of the committee will work with the Secretary to promote the service events on the SAC website and through e-mail.

B. Presidential Committees

- a. The Council will seek nominations from its constituents for staff representation on the following Presidential Committees:
 - Campus Planning Committee
 - University Committee on Benefits
 - University Committee on the Status of Women
 - Financial Advisory Committee
 - University Committee on Public Honors and Events

- Americans with Disabilities Act Committee
- i. Only employees E – M will be eligible to apply for these committees.
- ii. Each year in April, the Vice Chair of SAC will check with Human Resources to ensure that each representative is still in these grades. Any member that has been promoted to an A – D level, will be notified that they are no longer eligible to remain a member of the committee.
- iii. A new member will be recruited immediately following SAC elections during the next call for Presidential Committee nominations and terms will begin in July.
- b. The Nominating Committee will distribute an online ballot for the Presidential Committees election to the Staff Advisory Council for a vote.
- c. Representative(s) appointed by the Council to Presidential Committees will be required to report on a regular basis or at the request of the Chairperson to the Council.
- d. Other Special Committees may be established. The Council will seek nominations from its constituents for staff representation on special committees as needed on an ad hoc basis.

VI. AMENDMENTS

Proposed changes to the Standing Rules shall be presented to the Chairperson and approved with a majority vote of two-thirds of the membership. Any changes that affect the University Statutes will be sent to the University President and General Counsel by the Standing Rules chairperson.