



WEBER STATE UNIVERSITY

Staff Advisory Committee

December 1, 2015, 2015

2:30 EH 221

Present: Ty Naylor, Tawnya Johnson, Cherrie Nelson, Debbie Hansen, Brad Mortensen, Lonnie Lujan, Sandy Hogge, Amelia Williams, Debby Murphy, Casey Bullock, Kellee Smith, Rachel Cox and Margaret Rickards.

Guests: Barry Gomberg, Holly Hirst, Nancy Emenger, Stephanie Hollist and Mike Moon.

Excused: Jenni Unguren, Kim Webb and Nathan Clark

1. Welcome and previous meeting minutes reviewed (November 3)
 - a. Kellee Smith of Parking Services was welcomed to the committee as a new member.
 - b. Minutes were motioned for approval by Debbie, seconded by Rachel, all approved.
2. Budget – No update
3. SAC Pull-up sign: No problems moving the sign. Eight drawing entries so far.
4. New policy proposal overview: Education and Training of Personnel
 - a. Holly Hirst described the 1 ½ - 2 year process of developing policy to address the responsibility of the institution, employee and supervisor in training as a condition of employment.
 - b. The committee was generally positive about the proposal and found it to be a good outline of the university's commitment to a trained and knowledgeable workforce, and to have the resources and training tools available.
 - c. For feedback, Stephanie Hollist and Barry Gomberg surveyed the committee asking members to individually rank training priorities for new employees.
5. Action items – Follow up
 - a. PPM: 3-29a – Barry agreed with Cherrie's suggested update to the PPM that defines immediate family members. Brad will now take the proposal to President's Council for approval.
 - b. Adoption benefits – Mike Moon discussed his family situation regarding parental leave in the case of an upcoming adoption of an infant. Presently, there is no provision for time off other than taking vacation leave or unpaid family leave (FMLA). He is asking the committee to investigate two areas of action: 1.) Allow sick leave to be used by mothers or fathers, by classifying the child as 'sick' for the first weeks after birth or adoption, or 2.) Institute paid parental leave that is available for both natural birth and adoption.
 - i. The issue is also pertinent to recent legalization of same sex marriage.
 - ii. Debby will look up some UHESA research she believes she has with some reference to the issue.
 - iii. A subcommittee was formed to research and gather data on the issue:
 1. What is the policy of other USHE institutions, other state agencies, and perhaps private industry?

2. Lonnie will lead the committee, Casey and Debbi volunteered as members. Mike Moon asked to be included in the committee as a non-SAC member.
3. They will report preliminary findings at the next meeting.
- c. PPM: 5-32 Per Diem rate – Nancy Emenger
 - i. WSU has a decentralized travel operation, and to her knowledge, is the only institution that allows use of p-card for travel.
 - ii. The state has a centralized travel office and the policy is very complex, though they do make allowances for premium cities.
 - iii. According to Nancy, reprogramming would be complicated. Some group members expressed that as complex as the programming issue could be, it should still be secondary to the policy issue. Casey said the matter is regularly brought up, and the committee should at least have a satisfactory answer to the concern.
 - iv. Debbi will share a UHESA survey of per diem rates with the committee at the next meeting.
- d. PPM: 3-20 Vacations: Issue will be revisited next fall. Supervisors can now view vacation hours as they accrue for each employee they supervise. According to Debbie, feedback has been positive. Tawnya agreed that it's been a good tool for her.
- e. Staff teaching credit hours – no update
6. Board of Trustees – Brad
 - a. Reviewed employee turnover rates which have recently been somewhat higher, 7-9% of staff and faculty positions. That rate puts WSU near the middle compared to other state schools.
 - b. The Board approved acquiring two more homes in a cul-de-sac off Country Hills Dr. for eventual transit access. In the meantime, the homes will be rented out.
7. Super Staff awards – Margaret asked for the committee to forward their votes to her for three exempt and non-exempt staff members. The subcommittee will try to give the awards out in the next week or in early January.
8. 'UHESA Day at the Capital' has been scheduled to take place on January 28th. Debbi encourage all to attend, if possible.
9. Meeting adjourned 4:00 pm: Margaret moved/Lonnie second, all agreed. The next meeting is scheduled Tuesday, January 5, 2016, EH 221.