



WEBER STATE UNIVERSITY

Staff Advisory Committee

January 5, 2016
2:30 EH 221

Present: Brad Mortensen, Jenni Unguren, Debbie Hansen, Lonnie Lujan, Sandy Hogge, Debbi Murphy, Kellee Smith, Kim Webb, Nathan Clark and Margaret Rickards.

Guests: John Kowalewski and Adrienne Andrews

Excused: Amelia Williams, Casey Bullock, Cherrie Nelson, Tawnya Johnson and Ty Naylor

1. Welcome and previous meeting minutes reviewed (December 1, 2015)
 - a. Minutes were motioned for approval by Debbi, seconded by Debbie, all approved.
2. Budget – \$4,000 annual allocation was deposited in the SAC account. Margaret has purchased items and gift cards for the Fall 2015 Super Staff Awards.
3. SAC Pull-up sign: The sign was placed in the Library mail room for the week of January 4th. Rachel will move the sign next on January 11th. There have been 10 entries for the drawing that will be held the week of February 15th.
4. Marketing and Communications – John Kowalewski presented a ‘positioning statement’ designed to refine WSU’s brand and marketing strategy. The effort is meant to provide several taglines that may differ in significance and meaning to various university groups, but should all tie in to the same theme: “We are Weber”. He discussed WSU faculty, staff and student survey results. Marketing identified the top five preferred statements and weighted them with larger type in the statement. An official launch has yet to be determined. John offered to visit other university groups that SAC members may be affiliated with to present the new strategy.
5. Action items follow up:
 - a. Adoption, family leave:
 - i. Lonnie passed around a list of comparable information from USHE institutions. BYU and Westminster family leave information is not available to the general public.
 - ii. The most generous plan seems to be offered by UVU, which includes 10 working days paid leave for male or female employees, for the birth or adoption of a child. UVU employees must take vacation or unpaid leave if they wish for more time off.
 - iii. Adrienne Andrews stressed that family leave policies should be reflective of a family friendly institution, as SAC should push for, and the present policy needs to be updated anyway due to recent same-sex legalization. She asked to be kept updated on the subject and agreed to look over the proposal the committee comes up with. The topic had come up at a recent meeting Adrienne had with Mike Moon, who was unable to attend the January SAC meeting.
 - iv. Nathan asked to join the sub-committee, comprising of Lonnie, Debbi, Casey and Mike Moon (as a non-voting, non-SAC member).

- v. The committee as a whole voted to move forward on the issue. First steps will be to create and discuss a draft proposal, get HR and legal approval, then present to the President's Council. The sub-committee will have a draft for the full committee to review in time for the February meeting.
 - b. PPM: 5-32 Travel: Per diem rates
 - i. Debbi will research rates at other USHE institutions.
 - ii. An option was discussed that employees can always try requesting extra compensation from their department supervisors for travel fees to more expensive areas.
- 6. Meeting adjourned 4:00 pm: The next meeting is scheduled Tuesday, February 2, 2016, EH 221.