



**WEBER STATE UNIVERSITY**  
Staff Advisory Committee

**March 1, 2016**  
**2:30 EH 219**

Present: Lonnie Lujan, Debbie Hansen, Sandy Hogge, Amelia Williams, Jenni Unguren, Ty Naylor, Kim Webb

Guest: Holly Hirst (filling in for Cherrie Nelson)

Excused: Casey Bullock, Margaret Rickards, Nathan Clark, Rachel Cox, Kellee Smith, Brad Mortensen, Tawnya Johnson, Debbi Murphy

1. Welcome and previous meeting minutes reviewed (February 2, 2016)
  - a. The committee was unable to approve minutes due to insufficient committee members. These minutes will be approved at the Tues, Apr 5 meeting.
2. Budget – No change.
3. SAC Pull-up sign: The drawing winners are Lori Aston, Genevieve Bates, Claire Nye, and Leslie Loeffel. Each winner won a \$25 Wildcat Store gift card. The committee felt the “Spot the SAC Sign” was a good way to reach out to staff. Moving forward, the committee decided to have a table or post the sign at the major staff events: Back to School Breakfast, Benefits and Wellness Fair, Employee Learning Week and the Adjunct Faculty Retreat. SAC had a table presence at the Employee Learning Week on Mon, Mar 7. Kellee, Debbie, and Amelia staffed it.
4. UHESA Update (**Bring a Friend to Finish: BFF**) – There were two staff members (Shelly Belflower and Terry Wright) who brought a BFF and turned in a drawing coupon to the Wed, Feb 10 Welcome Week/Major Fest event. Both staff members and their BFFs won a \$50 Wildcat Store gift card. UHESA is also sending out t-shirts for all committee members to wear on a certain future date. The date has yet TBD.
5. Sub-committee Reports/Business
  - a. **Customer Service and other:** Debbie/Lonnie - Students are concerned about the gym not being available during holiday breaks and have asked for longer hours during these times. Kristin Radulovich sent a survey requesting time options. This is still open for discussion and at some point a formal proposal may need to be developed asking for longer hours.
  - b. **Employee Wellness Advisory:** Jenni – No report, this committee has not met recently.
  - c. **Staff Development:** Amelia/Lonnie – The next round begins Mar 7. Applications are due Apr 1. Conference completion must be within six months of the project deadline. The next round will be in Aug.
  - d. **Faculty Staff Association:** Kim – The next activity will be a Bowling and Pizza/Salad Day on Fri, Apr 22, 12-3 PM, Shepherd Union Wildcat Lanes. Other upcoming events are: Ballet: Beauty and the Beast, Spring/Summer Golf League, and Ogden Raptors Game and Picnic.
  - e. **Legislative:** Casey/Ty – No report, this committee has not met recently.

- f. **UHESA Media:** Ty – They have met one time about 3 months ago to discuss goals of the committee. Their next conference call will be in Apr.
- g. **Faculty Senate:** Casey/Ty/Lonnie – No report, this committee has not met recently.
- h. **Parking:** Debbie/Sandy/Tawnya – The Student Sponsored Transportation Symposium was held recently. Most of the parking committee members attended and some were on the panel. The symposium was available for all students, however only 12 attended. Those who attended asked great questions and learned more about UTA.
- i. **New Employee Orientation:** Debbi/Jenni/Amelia/Kellee – The last one was Tue, Mar 1. Amelia presented. There was a new employee who was interested in being on SAC. Amelia referred her to the website for more information.
- j. **Super Staff Awards:** Margaret/Tawnya/Sandy/Kellee – A nomination email will go out the end of Mar, beginning of Apr.
- k. **Medical Benefits Advisory Committee:** Jenni/Amelia – This committee meets once a year and discusses updates on the National Healthcare Reform and state insurance rules, national and local trends, WSU plans, and PEHP updates for the upcoming year. Norm Tarbox chairs the committee and they met on Fri, Feb 26.
  - i. Currently, WSU is under PEHP. We are protected by this plan because other institutions are under it as well and it saves the university money. In the future, WSU may be self-insured.
  - ii. The Cadillac Tax has been delayed for two years. There is talk of repealing it totally.
  - iii. Beginning this year, there will be coverage for Autism Spectrum Disorder. Children ages 2-9 (stops on 10<sup>th</sup> birthday) are eligible for the benefit. It covers up to 600 hours per year of behavioral health treatment among other things. Contact PEHP with questions.
  - iv. The committee discussed Teladoc (a company that uses telephone and videoconferencing technology to provide on-demand remote medical care by cell phones, internet and phone). Another institution offered this plan, however only 10 people utilized the service and it couldn't be justified to continue with the plan. The committee felt WSU should look into providing this.
  - v. The Employee Wellness plan for staff to "Know your numbers" has been a success. So far, 285 this year have applied to receive their bonus. Last year, 1,000 received their bonus.
  - vi. The legislature has wrapped up. Information on the budget should hopefully be presented by Fri, Mar 4 or sometime after. Salaries were discussed and there could be a PEHP cost increase, but this may be covered by the legislature.
  - vii. The physical therapy/occupational therapy visits have changed to 20 total visits per year. In recent years, PEHP covered 20 visits each (PT and OT).
  - viii. Check to make sure your chiropractor is in-network. After July, out-of-network chiropractors are not covered.
- 6. Birth and Placement Leave Proposal Update – Committee members voted to move forward with the "Birth and Placement Leave" proposal, adapted from UVU's "Birth Leave" policy. As well as move forward with the USU – adapted Sick Leave policy amendment only. Lonnie has submitted the proposal to HR. Holly Hirst is currently reviewing it and will give feedback to Brad when finished.
- 7. Board of Trustees – No update.

8. Adjunct faculty teaching policy: Amelia, Debbi, and Brad discussed this recently. Original policy intends that adjunct faculty can teach more than four credits per semester and earn more than 15% of their salary with vice president, dean or director approval. The discussion prompted that the policy is not clear enough and is being interpreted incorrectly. This has caused some major confusion as to what adjunct faculty can and cannot do. Recommendations include rewording the policy and/or more education on what the policy states. Brad will report more details at the next meeting.
9. Action items follow up:
  - a. PPM: 5-32 Travel: Per diem rates - The committee discussed per diem rates at other institutions. It was decided that we could leave the policy as is, propose an in-state/out-of-state rate, or add an “or” option to the current policy. If additions/changes are made it to, a sub-committee will need to be formed and data gathered. We would need to work closely with Nancy Emenger if this route was chosen. Since there was not a whole quorum present, the committee will continue this discussion at the next meeting and vote.
10. Meeting adjourned 3:45 pm: The next meeting is scheduled Tuesday, April 5, 2016, EH 221.