



WEBER STATE UNIVERSITY

Staff Advisory Committee

May 3, 2016
2:30 EH 221

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

Excused: Casey Bullock, Rachel Cox and Ty Naylor

Guest: Holly Hirst

1. Welcome and previous meeting minutes reviewed (April 5)
 - a. Minutes were motioned for approval by Margaret, seconded by Debbie, all approved.
2. Open enrollment, April 11 – May 15 (eWeber portal, 'employee enrollment') - No action is needed for no change in coverage. However, flex spending must be updated annually. There are still a few open enrollment meetings scheduled. No separate enrollment for Amwell.
3. Super Staff Awards – Margaret: 58 nominations have been submitted, with several employees receiving multiple nominations. The awards committee will present their selections for SAC to approve at the June 7th meeting.
4. 2016/17 Vice Chair nominations:
 - a. Amelia will be the next SAC chair, Jenni will move to a voting general member of the committee to finish out her three year term.
 - b. Having run unopposed, it was unanimously approved that Lonnie will serve as the 2016/17 Vice Chair of the committee. Debbie initially motioned for approval/Jenni seconded.
5. 2016/17 Recorder – Jenni will send an email to current SAC members and approach the new members to gauge interest prior to the retreat. She is planning to have a vote for a new recorder at the retreat.
6. Summer retreat – Tuesday, June 7, 12 – 2:30 pm, Hug-Hes Café
 - a. 2016/17 meeting schedule – Jenni and Amelia will present a few options
 - b. Subcommittee assignments:
 - i. Jenni asked that leads describe the focus of responsibility.
 - ii. Jenni will have committee descriptions posted on the website, and will encourage review by all current and new members. She will ask that all members be prepared to volunteer.
 - iii. Posted descriptions will also be helpful to the university community.
7. Birth and Placement Leave proposal update – Lonnie discussed further revisions to the original proposal, primarily that the leave will allow '10 working days of paid birth and placement leave' in conjunction with 4 weeks accrued sick leave. Wording in the proposal is included to make it clear the combined 6 weeks falls under FMLA. Holly and Cherrie will review the document carefully for unintended consequences, and bring it back to SAC for final approval when

meetings resume in the fall. The goal is to present the proposal to the trustees as soon as possible after that.

8. Board of Trustees – Brad

- a. The Financial Services team received a citation for the ninth straight year of clean audits.
- b. Scott Sprenger has been named the College of Art & Humanities Dean.
- c. Tracy Hall Science Center is progressing on schedule. Move in is scheduled for late May and a grand opening will occur in August.
- d. The Wattis building and Stewart Library are undergoing renovations. The W4 lot has been torn up for resurfacing, and for geothermal well drilling.
- e. The Board of Trustees approved SAC's immediate family definition as proposed in PPM: 3-29a.
 - i. Debbie will notify the employee who asked SAC for help clarifying immediate family relationships.
- f. The Board of Trustees approved new programs and discontinued some underutilized academic programs.

9. Action item:

- a. Educating staff about WSU per diem rates – The committee discussed ways to support the university per diem rates, as compared to other state institutions, in the newsletter and on the website.
- b. Adjunct faculty teaching policy – Amelia expressed problems with misunderstanding the restrictions of the university's policy. The policy needs to read clearly and applied consistently in all departments. The approval levels, in particular, need to be clearly defined. The committee discussed removing the salary restriction completely. Cherrie stated that new FLSA requirements, expected sometime this summer, may impact the policy. The changes may affect exempt and non-exempt status, complicating the adjunct teaching policy.

10. Tawnya motioned for the meeting to adjourn, Amelia seconded, all approved. Meeting adjourned 4:00 pm: The next meeting is scheduled Tuesday, June 7, 2016.