



**September 6, 2016; 2:00 pm-3:30 pm**  
**EH 221**

Present: Amelia Williams, Brad Mortensen, Cherrie Nelson, Claude Payne, Debbie Hansen, Jackie Shafer, Jenni Unguren, Kim Webb, Lonnie Lujan, Sandy Hogge, Shauna Pitt, Kellee Smith

Excused: Pam Berg

1. Welcome and introductions
2. Approval of June 7, 2016 SAC Annual Retreat meeting minutes
3. Sub-committee Reports/Business - Jackie Shafer agreed to serve on the Faculty Senate subcommittee as an alternative member. Pam Berg remains the lead. Also, Amelia suggested that if you have any item you feel we need to take action on, let her know.
  - a. Customer Service - No update (Debbie/Jackie)
  - b. Employee Wellness Advisory - No update. The committee has not yet met this year (Jenni/Tawnya)
  - c. Staff Development - No update (Ty)
  - d. Faculty Staff Association - Stromberg Complex Open House and Dinner, Sept 17, Open House: 3-5 PM, Dinner and Door Prizes: 4:30-6 PM. Season Opener Football Game, 6 PM, WSU vs Sacramento State, tickets available for only \$7. You should've received a flyer regarding these events in campus mail. For more information, visit: [weber.edu/fsa](http://weber.edu/fsa).
  - e. Legislative - No report (Ty/Claude)
  - f. Faculty Senate - No report (Pam)
  - g. Parking - No report (Debbie/Sandy)
  - h. New Employee Orientation - There have been several more orientations this summer. We have received good feedback from the staff at them. Staff asked questions about what the committee has been working on this past year. A candy bar, WSU cup, notepad, and roster are given to each new employee. Sandy also mentioned the orientations are now more frequent (Jenni/Kellee).
  - i. Super Staff Awards - The spring semester awardees were Troy Bell, Allison Hess, Chad Downs, Adrianna West, Colleen Boam, and Mickey Cole. Each awardee received a \$50 Bookstore gift card and other fun prizes. Each awardee was also very surprised and excited to receive the award. Jenni will have their pictures posted to the website and they will also be featured in our fall newsletter.
  - j. Medical Benefits Advisory Committee - This committee does not meet until spring semester. No report (Amelia/Lonnie)
  - k. PR/Media Relations - Jenni/Tawnya
    - i. Opening Breakfast - Thank you to those who helped with the table at the breakfast. We had many staff stop by and visit with us. We also gave out SAC swag. We were lucky to have a breakfast table reserved just for us.

- ii. Benefits & Wellness Fair - This event will be Wed, Sept 28, 11 AM-2 PM. Most of the slots have been filled to help with our table. However, the 11:30-12 PM slot still needs filling. Jenni sent a sign-up email on Tues, Sept 13 for sign up. Please refer to the email if you are interested.
  - iii. Pictures on website - Jenni will be gathering a professional picture from you soon so that we can post it to the SAC website. It will also be added to the fall newsletter.
- 4. Birth and Placement Leave Proposal - Lonnie
  - a. Update - After Lonnie recently met with Cherrie, she felt it might be more well-received if we just adjusted the current *Maternity Leave* policy rather than creating a new leave category (*the proposed Birth and Placement Leave*). Her recommendation was to have *Maternity and Adoption Leave*, adjusting the current Maternity Leave policy to include employees who adopt. This would only allow employees to use paid sick leave - removing the additional 10 working days of paid leave under the *Birth and Placement Leave* proposal. Brad also supported Cherrie's response verifying that it might be more well-received. He also discussed the original *Birth and Placement Leave* proposal with Chuck and there are concerns regarding funding.
  - b. Plan: The committee thoroughly discussed whether or not to move forward with the original *Birth and Placement Leave* proposal or to move forward with amending the current *Maternity Leave* policy - i.e. taking sections in small steps and introducing the original proposal in the future after the amendment has been made. The committee felt that further discussion is needed before voting on either option. Lonnie motioned for an additional meeting, Shauna second. Amelia will send an appointment for an additional meeting. She will also invite Adrienne Andrews and the original subcommittee members.
  - c. Further discussion: In addition, there was also discussion about gathering baseline data on FML usage among WSU staff and having WSU's Accounting department contact UVU's Accounting department to examine how they have funded their policy - since we would like adopt a section(s) from their policy. Cherrie mentioned she will look into gathering the last five years of FML usage, but it may be difficult. She will also contact our Accounting to have them contact UVU. More baseline data gathering options will be discussed at our additional meeting. Foster care has previously been discussed, but no decision has been as to whether or not to include it in the current proposal and/or amendment.
- 5. FLSA Update - Cherrie
  - a. The committee was unable to receive an update due to meeting time constraints. Those who were interested in receiving one stayed after.
- 6. Board of Trustees - Brad
  - a. Enrollment is down 4%
- 7. UHESA Update - Not discussed due to meeting time constraints.
- 8. Gym Locker Pricing - Not discussed due to meeting time constraints.
- 9. Meeting adjourned 3:45 pm. The next meeting is scheduled for Tuesday Oct 4, 2016, 2-3:30 pm, EH 221.