

Professional Staff Advisory Committee Meeting  
March 19, 2013 2:30 to 3:00 p.m.  
Lindquist Alumni Center – Garden Room

Committee Members Present: Kristin Radulovich, Margie Esquibel, Melissa Leonard, Amber Robson, Debbi Murphy, Carey Anson, Alan Ferrin, Lynette Jensen, Brad Mortensen, Cherrie Nelson

Excused: Mark Read

1. Approval of Minutes – Feb. 19, 2013

Kristin clarified the new Associate of Science degree is in Pre-Education. Carey motioned to approve minutes with correction; Amber seconded the motion, minutes approved with correction.

2. Budget Update

Debbi reported the balance at the end of February 2013 was \$687.52; however, some of the reallocation of funds from the new employee welcome bags supplies have not been recorded.

3. Board of Trustees and Legislative Update

Brad reported there is more work to be done finalizing where the funds from the legislature will be applied. Meeting with the Board of Regents in the next few weeks. Science building design funded, hopefully next year the construction will be funded.

4. New employee welcome bags – check old assignments and make new assignments next month.

Kristin encouraged committee members to finish previous month's assignments. New assignments will be made during April's meeting.

5. Update on "Super Staff" Awards – Present award for January on March 20<sup>th</sup> and vote on February's award:

Committee will present January's award to Paul Oldman on March 20, 2013, at 9:00 a.m. in the Miller Administration Building. Heather Chapman was selected as February's Super Staff member. Amber will contact her supervisor to arrange presentation. Nominations needed for March.

6. Discussion items:

- a. Time line for elections for new PSAC board members: Lynette and Carey will take the lead – call for nominations should go out end of March, first of April – due by April 12, 2013. Nominees have until April 26, 2013, to submit the requested information, and voting will open end of April and close mid-May. Need one representative from Area 1 – Administrative Services/University Advancement/President's Office, and one representative from Area 3 - Academic Affairs.
- b. Questions for President Wight:
  - What is your vision for staff at Weber State University?

- Share your experience with your first legislative session along with how you think staff in higher education is perceived by the legislature.
- Possible salary increase?
- What are your thoughts about combining the two committees; PSAC and CSAC?

### **Joint PSAC and CSAC Meeting**

3:00 to 4:00 p.m.

Lindquist Alumni Center – Garden Room

CSAC Committee Members Present: Jeanette Low, Jill Loftus, Marlen Avalos, Sharen Hislop, Toni Tompson, Brittney Haycock, Aubrey Jenkins, Norm Tarbox, Helen Fink

PSAC Committee Members Present: Kristin Radulovich, Margie Esquibel, Melissa Leonard, Amber Robson, Debbi Murphy, Carey Anson, Alan Ferrin, Lynette Jensen, Brad Mortensen, Cherrie Nelson

- Discuss the change from Classified and Professional to Exempt and Non-Exempt status: Cherrie reported the change is being made on websites, forms, applications and reports. Programmers are working on a “global exception” to change in PPM.
  - Cherrie asked what will be the best way to communicate this change and is more education needed campus wide to understand the designations? Suggestions - flyers, emails, bulletins, phone message, or committee representatives speaking with staff in their respective areas, salary letters in July, open enrollment meetings, benefits confirmation letters, possibly be pushed through the portal. Overall agreement that multiple methods are needed. Education is needed across campus on the new designations, once this happens, hopefully the campus culture in regards to all staff will change.
  - Do we need to rename our PSAC and CSAC Committees?
    - Suggested forming a joint subcommittee of CSAC and PSAC to look at ways to best communicate and educate faculty and staff regarding the changes.
- Combining PSAC and CSAC:
  - Both committees have concerns with combining the two committees – committee make up, many issues the same with all employees, but there are some differences (i.e. retirement and vacation leave), and possible reasons to combine - the staff voice will be larger, more unifying.
  - President Wight joined the conversation and noted that combining the two committees will give the staff a larger voice and also provide possible career pathways that are less divided. Encouraged a joint subcommittee to really look at all the pros and cons carefully.
  - Kristin noted the two committees currently do a great job collaborating with each other and are looking at joint marketing efforts and opportunities.
  - It was decided the joint subcommittee should look at all of the pros and cons, historical information, make up of staff members by representation areas, how other universities staff committees are structured, etc. CSAC and PSAC committee members should contact Aubrey Jenkins and/or Lynette Jensen if they wish to serve

on the joint subcommittee. Joint sub-committee members will report back to respective committees with findings.

- Marketing efforts: Amber reported not all areas received the poster for Super Staff Nominations. More copies are being made and committee members can hand deliver to their areas. Cherry suggested using the new wording – exempt and non-exempt on the new posters. PSAC sent out an electronic postcard congratulating the exempt super staff awardees for August, September, October, November and December. Will plan to send out quarterly. A print postcard with exempt and non-exempt super staff awardees can be done and the cost split between the two committees – currently the total cost would be \$165.00 per quarter. Helen will get Amber the names of their awardees for next mailing. Also suggested to contact WSU News for possible space in the quarterly edition. Amber will follow up. Looking at ways to move to one website for nominations – less confusing.
- Special guest – President Chuck Wight – staff members took turns asking President Wight a few questions.
  - Question: What is your vision for the staff at WSU?
    - Answer: Everyone contributes to our students' success. We do a good job of getting students here.
  - Question: What is your vision for the institution?
    - Answer: We will continue to build on our strong ties to the community. We are nationally recognized for our role as an open admission/dual mission institution. We need to provide more student support and activities to engage our students in and out of the classroom.
  - Question: Will faculty and staff receive a salary increase?
    - Answer: Yes, but it is complicated and will be a few more weeks until final amount determined. Working with Board of Regents on tuition increase, and once finalized, salary increases can be determined. The goal is to meet the 1% given to all state employees.
  - Question: How do you feel about representing WSU at your first legislative session?
    - Answer: It was easy – WSU does a great job. We are the best open university in the West; we have the second lowest tuition in the West. We bring the goods and at the end of the day, we are moderately successful. Utah communities are calling for a need to support higher education, unfortunately there is not enough tax dollars, and the need is very high in public education.
  - Question: What is the best thing, or best surprise, you have discovered at WSU so far?
    - Answer: How well out students end up doing. Our open admission policy requires us to meet them where they are and bring them to degree completion. US News ranked WSU number 1 regional university in the Western region – based on the only one with a 100% admission rate.
  - Question: What is your expectation of the staff here at WSU?

- Answer: Support our students as much as possible. We need to expand the “iron triangle” – decrease cost to students, “increase excellence,” and “increase access” - all three of these areas tied to a university’s success. Staff plays an important role in achieving these goals.
- Meeting adjourned at 4:14 p.m. Next PSAC meeting on April 16, 2013 – 2:30 p.m. MA 301 – Lampros Board Room