

**STAFF ADVISORY COMMITTEE**

**Retreat Minutes**

**Sonora Grill**

**June 18, 2014**

**1:00 p.m. – 4:00 p.m.**

1. Welcome and Roll Call:
   1. Present: Lynette Jensen, Brittney Hicken, Marie Richards, Ameilia Williams, Gina Naisbitt, Carey Anson, Debbi e Hansen, Lori Ornelas, Melissa Leonard, Margie Esquibel, David Chaffee, Alan Ferrin, Parker Alexander, Mark Read, Casey Bullock, Debbi Murphy, Marlen Avalos, Jennifer Ungren, Margaret Rickards, Rachel Cox, Nathan Clark, Cherrie Nelson, Jeanette Lowe, Brad Mortensen
   2. Excused: Georgene Ady
2. Introductions:
   1. New board members: Jennifer Ungren (Student Affairs/Information Technology) from Davis Campus Student Services, Amelia Williams (Student Affairs/Information Technology) from Services for Students with Disabilities and Debbie Hansen (Academic Affairs) from Continuing Education.
3. Budget Updates:
   1. Lynette and Brittney reported the new budget for SAC beginning July, 1, 2014, is $4,000.00. One cost code will be assigned to SAC. There will be approximately $400.00 in carry over from the PSAC and CSAC 2013/14 budgets.
4. Approval of May 2014 meeting minutes:
   1. Need to add Margie and Melissa to those present and on item 9, Wellness PPM update – change to read: Hoping to get it approved at the September Board of Regents meeting.
   2. Moved to accept with corrections – Casey, seconded motion, Lori – approved
5. Current Business Updates:
   1. Wellness PPM presently being reviewed by President’s Counsel.
6. Recognition of those leaving the committee (THANK YOU ALL!):
   1. Certificate and $25.00 Amazon gift card presented to outgoing board members: Margie Esquibel (Administrative Services/University Relations/President’s Office), Brittney Hicken (CSAC Chair/SAC Co-Chair, Academic Affairs - will continue on board in an advisory capacity per SAC bylaws), Lynette Jensen (PSAC Chair/SAC Co-Chair, Academic Affairs – will continue on board in an advisory capacity per SAC bylaws), Gina Naisbitt (Academic Affairs), Carey Anson (Student Affairs/Information Technology), Marlen Avalos (Student Affairs/Information Technology), Alan Ferrin (Student Affairs/Information Technology)
7. Lunch
8. Staff Advisory Committee Overview (outgoing members are welcome to stay, but feel free to leave if needed)

* Our role and responsibility:
  + See Article I. Purpose of the SAC Bylaws located at <http://www.weber.edu/sac/bylaws.html>
* Utah Higher Education Staff Association (UHESA):
  + See Article II. Mission of UHESA located at <http://www.uhesa.org/documents/UHESAConstitution.pdf>

1. Set meeting time(s):
   1. 2014/15 SAC meetings will be held on the third Thursday of each month from 2:30 p.m. to 4:00 p.m. – location TBA. Appointments will be sent to all board members.
   2. August’s meeting will be held on August 7, 2014, from 2:30 p.m. – 4:00 p.m. in preparation for the opening of school.
2. Elect Recorder
   1. The principle duties of the recorder shall be to keep a true and accurate record of the proceedings of all meetings of the committee and to systematically and safely keep such books, papers, records, and documents pertaining to the business of the committee.
   2. Amelia volunteered to be the recorder for the 14/15 year, all were in favor.
3. Sub-committee assignments:
   1. Customer Service: Margaret Rickards and Debi Hansen
   2. Staff Development: Jeanette Lowe and Casey Bullock
   3. Website: Parker Alexander and Rachel Cox
   4. Faculty Staff Association: Jeanette Lowe and Debbi Murphy
   5. Legislative: Nathan Clark, Amelia Williams, Parker Alexander and Casey Bullock
   6. Faculty Senate: Melissa Leonard and Casey Bullock
   7. ITAC: Debbi Murphy and Rachel Cox
   8. Parking: Mark Read and Margaret Rickards w/alternate: Debbie Hansen
   9. New Employee: Marie Richards, Jennifer Ungren, David Chaffee, Brittney Hicken and Lynette Jensen
   10. Super Staff Awards: Lori Ornelas, Melissa Leonard, Debbie Hansen and Margaret Rickards
4. 2014/15 Committee Goals
   1. Continue to increase awareness and visibility of SAC
      1. Currently doing:
         1. Super Staff Awards
         2. New Employee Welcome Visit
         3. Health Fair
         4. Opening Breakfast
      2. Other possible opportunities:
         1. Updated webpages:
            1. Parker has been assigned as the official web master for SAC. Carey will meet with Parker and Rachel to give them the information regarding our web site.
         2. New Employee Orientation:
            1. Marie reported the approval to participate in the New Employee Orientations beginning in August. Cherrie said the orientations take place every 4 - 8 weeks throughout the year.
         3. Quarterly Newsletter :
            1. Committee thought this would be a good idea – short and to the point. Possibly send first one out in July.
         4. Block Party:
            1. Not at this time
         5. Logo:
            1. Brad Mortensen suggested we follow university policy and instead ask University Communications to create a SAC signature. He will contact John Kowalewski.
         6. UHESA:
            1. Will include a link to UHESA’s web page on our SAC site.
         7. Other
   2. Wellness Time PPM:
      1. Update from Brad Mortensen – President’s Council approved PPM – it has been added to the Board of Regents September meeting. A PPM number is being assigned.
   3. Redesign of webpage:
      1. Need to look at how we can make the webpage more useful for staff – possibly include links to other information/activities on campus, etc.
   4. Others goals?
      1. Nathan asked if any progress was being made on reviewing staff salaries. Cherrie reported the wage review process is currently in progress and almost finished. Currently, the implementation date is set for October 1, 2014. Information on the findings and possible changes will begin being communicated sometime in August. Cherrie will provide an update in the SAC August meeting.
5. Adjourn:
   1. Meeting adjourned at 4:00 p.m.