



**November 3, 2015, 2015**  
**2:30 EH 221**

Present: Ty Naylor, Kim Webb, Tawnya Johnson, Cherrie Nelson, Debbie Hansen, Jenni Unguren, Brad Mortensen, Lonnie Lujan, Sandy Hogge, Amelia Williams, Debbi Murphy and Margaret Rickards

Excused: Rachel Cox, Casey Bullock and Nathan Clark

1. Welcome and previous meeting minutes reviewed (October 6)
  - a. Motioned for approval by Debbie, seconded by Ty, all approved.
2. Budget – October budget report not yet available.
3. Special election results – Kellee Smith of Parking Services received the most votes to fill the vacancy left by David Chaffee leaving WSU. She will be asked to join the next meeting.
4. Super Staff – Award nominations are due Friday, November 6<sup>th</sup>. 42 nominations have been received so far.
5. Action items:
  - i. Family and Medical Leave follow-up:
    1. Cherrie shared a draft update to PPM: 3-29a in an effort to define immediate family members. She will pass it on to Barry Gomberg for review.
    2. If the committee approves the final document, the update will need to be approved by President’s Council to go into effect.
    3. Debbie will follow up with the staff member who had the initial concern.
  - ii. Per Diem rates:
    1. Current university per diem rate is \$47/day regardless of travel area. The suggestion was made by staff to have a variable rate that would more fairly cover higher costs in more expensive areas of the country.
    2. The state of Utah has a two-tiered rate, one that allows for extra compensation in costlier areas.
    3. Jenni will invite Nancy Emenger and/or Brad Budge to a meeting to further discuss the matter with the committee.
  - iii. Vacation year period - Discussion of changing vacation period to either the calendar year or the school year (July 1-June 30).
    1. The staff member who brought it to the attention of the committee, felt that it would be easier to take ‘use or lose’ vacation during December when university business was slower.
    2. According to Debbie, a recent Payroll Office report showed that 10% of university staff forfeited vacation time because they did not take it in time. She said that the time period was changed to October 1-September 30 supposing that staff would more likely use excess time

during summer months, thus avoiding loss and allowing for better office coverage.

3. Kim proposed a survey to see when staff would like the vacation period to be.
  4. Suggestions included better education for supervisors in their responsibility to coordinate office coverage and manage employee vacation time. A regular Payroll Office update to supervisors listing employees in danger of losing time was also thought to be worthwhile. Ty could likewise build an Argos vacation hours report as a tool for supervisors to proactively plan with staff.
  5. The committee will use the payroll report that Debbie referred to as a baseline and revisit the issue next November to see if there is any change after stepped up supervisor training.
6. Newsletter
- a. Spotting the Sign – A drawing will be held with some type of gift card as the prize. Ty will create a google form to collect entries and add it to the newsletter. One weekly entry, per person. The drawing will take place the week of February 15th.
  - b. The committee reviewed the newsletter template Ty created. He has added a feature for staff to submit comments or questions that is sent directly to the SAC email address. An option for follow up is also included on the form.
  - c. Jenni asked everyone to send her their favorite game show and why. She wants to include the answers in the next newsletter as a way of introducing committee members.
7. Board of Trustees update – Brad
- a. Changes to the retirement policies affecting people hired after November 16<sup>th</sup>. Newly hired nonexempt employees can now go on the TIAA-CREF plan. Currently employed nonexempt staff cannot switch from URS to TIAA-CREF.
  - b. Trustees were concerned about risk management issues (e.g. data breaches, active shooter, campus safety) and how they were handled at WSU.
  - c. As a follow up to the adjunct teaching credit limits (for exempt staff) – Brad says President’s Council had questions about handling non-teaching compensation. The 4 credit or 15% salary limit was set in place to address both. To address adjunct teaching only, the committee discussed 6 credits per semester, up to 12 credits a year without a salary percentage rule, as a good compromise.
8. Next meeting – It was agreed that a December meeting will be held. **Debbi will bring treats!**
9. Meeting adjourned 4:30 pm: Debbie moved/Lonnie second, all agreed