

1. Welcome: Jackie, Tawyna, Sandy, Debbie, Kim, Pam, Ty, Amelia, Lonnie, Shauna, Brad, Cherrie, Jenni, Claude.
2. Approval of November 1, 2016 meeting minutes: motion by Kim Webb, all approved
3. Board of Trustees Update: Brad
 - a. Board of Trustees approved a couple of policies.
 - b. Rate increase for housing; Occupancy is 82% in Wildcat Village and 99 % in University Village.
 - c. Auxiliary report was approved.
 - d. President Wight reported on what keeps University Presidents up at night: student's mental health concerns, access, affordability, safety and violence on campus, competition with private sector, perception of value of degrees, faculty recruitment, free speech on campus, and many other concerns.
4. Birth & Placement Leave Proposal Update - Lonnie
 - a. Lonnie presented the proposal at President's Council. Amelia, Cherrie, and Mike Moon attended and contributed as well.
 - b. Phase 1: allowing use of sick leave for adoption. Cherrie was asked to make some wording adjustments, but otherwise this should be discussed and passed at next month's President's Council meeting.
 - c. Phase 2: 10 paid working days allowed for all employees for birth or placement of a child. President's Counsel (PC) has questions about how many staff this affects, how other universities find funding for this leave, and how WSU will find funding for this leave.
 - i. SAC will continue to research this information and bring it back to PC
 - ii. Cherrie/HR will look into data from FMLA - could possibly hire an intern to help sort the data
5. Expired accrued vacation leave - Ty
 - a. 2600 hours of accrued vacation leave expired this year
 - b. This has dropped roughly 100 hours/year for the past several years
6. FLSA Update - Cherrie

- a. All affected staff should have received a letter from HR. HR's website has a lot of information, FAQs, etc.
 - b. Information meetings held for staff to attend - explained the difference between categories, their leave accrual, adjunct teaching policies, etc.
 - c. Thanks to Cherrie and HR for their hard work on implementing these policy changes.
7. Shared Leave Pool
- a. Amelia requested clarification about this policy, Cherrie provided information
 - b. Parameters: must need 20 days of leave, have appropriate paperwork, approval by supervisor to ensure previous accrued time was used correctly
 - c. How people can donate: can directly donate to general pool or specific person but you must still have 40 hrs in your bank afterwards
 - d. Debbie asked if leave could automatically roll into this pool instead of losing it on October 31st. No - employee has to request it otherwise leave is lost
 - e. Many staff are unaware of this pool - how to use it, how to donate to it
 - f. How could SAC help spread the word: share info with supervisors to pass along to staff; the newsletter; publicity. SAC determined the newsletter was the most appropriate way to share this info and it will be included with our next edition.
8. Gym locker pricing - Ty
- a. Jackie explained that the price increase was a policy misunderstanding and has been changed back to the original price. Ty will report back to the staff member who contacted him.
9. Sub-committee Reports/Business:
- a. Customer Service: Debbie/Jackie - striving to provide training to all student employees, made available through Training Tracker
 - b. Employee Wellness Advisory: Jenni/Tawnya - committee hasn't met
 - c. Staff Development: Ty - today is the last day for this round
 - d. Faculty Staff Association: Kim/Claude - no report
 - e. Faculty Senate: Pam -
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- f. Parking: Debbie/Sandy- working on increasing options for charging locations for electric vehicles on campus
 - g. New Employee: Jenni/Kellee - meetings have been more frequent this semester; more supplies purchased; no current future meeting has scheduled
 - h. Super Staff Awards: Tawnya/Sandy - Amelia will send out call for nominations email soon
 - i. Medical Benefits Advisory Committee: Amelia/Lonnie - hasn't met recently
 - j. PR/Media Relations: Jenni/Tawnya - Newsletter will be going out soon; new logo created for Super Staff awards, discussion of how to use (website, t-shirts). Jenni will send the logo to the group
10. UHESA Update
- a. Legislative - Ty/Claude - they meet soon and will keep us updated
 - b. PR/Media - Ty - they meet soon and will keep us updated
11. Follow up- Have the efforts we've made with Payroll to help people be more aware of their accrued vacation time made an impact? Debbie will look into this and report in December.
12. Next meeting - Tuesday, December 6, 2016 at 2:00 pm in EH 221
13. Adjourn
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