



WEBER STATE UNIVERSITY
Staff Advisory Committee

Tuesday, December 6, 2016

Elizabeth Hall 221

2:00 p.m. - 3:30 p.m.

Present: Amelia Williams, Pamela Berg, Lonnie Lugan, Kim Web, Claude Payne, Jackie Shafer, Ty Naylor, Sandy Hogge, Shanuna Pitt, Jenni Unguren, Cherrie Nelson, Brad Mortensen, Tawnya Johnson, Debbie Hansen.

Excused: Kelle Smith

1. Welcome
2. Approval of last month's meeting minutes
 - a. November 1, 2016 Minutes were motioned for approval by Lonnie, and seconded by Ty, all approved.
3. Budget Update: (Pam) We currently have \$3,910.24 in our account
4. Birth and Placement Leave Proposal Update: (Lonnie)
 - a. Lonnie was happy to announce that Phase 1 was well received and passed by the Board of Trustees this morning. It will go into effect immediately. Thanks, Lonnie!! This will be announced in our upcoming SAC Newsletter.
 - b. Phase 2: We will continue working on Phase 2.
 - i. How many employees have used FMLA for birth/placement in the last five years? We found that 20 employees had used the FMLA per year, campus wide.
 - ii. What is the cost per year for those 20 employees?
 - iii. How does UVU make their policy work for them? Cherrie suggested we speak with Wendell Rich (WSU Budgeting) on the subject because he could possibly put some figures together for us. Brad will follow up with UVU and Lonnie will follow up with Wendle Rich.
 - c. Brad was in Washington D.C. and this very subject came up. He stated a 6.4% increase in payroll tax will take place to provide 11 weeks of paid birth/placement leave for certain government employees.
5. Board of Trustees Update: (Brad)
 - a. A security camera policy is in place and cameras will be in several areas on campus.
 - b. The Library construction is finished on the first half of the building and will be switching to the second half of the building come January 9, 2017
 - c. The Social Science building has been approved for renovation. It will be completed in Fall of 2018.
 - d. It is reported that the School of Nursing is doing very well and has the largest program on campus.
6. FLSA Report: (Cherrie) FLSA is on hold due to the lawsuit that came from a Judge in Texas. We also won't know what Pres.-Elect Donald Trump will want to do concerning this issue.
7. UHESA Report: (Jenni)
 - a. UHESA has conferences in the Spring, Summer and Fall and Weber State will need to host one of these in 2018.
 - b. Tuition benefit survey: not all Universities have tuition benefits like we do at WSU
 - c. BFF: Bring a Friend to Finish campaign. We need one or more SAC members to join the BFF committee, participate on conference calls with UHESA, and facilitate the campaign at WSU. Last year we had a table at Major Fest and would likely do that again rather than creating a separate event.
 - d. Legislative Committee (Ty/Claude) no response from UHESA about a meeting

- e. PR/Media Committee (Ty) Brad could share info from the Legislative session etc with this group
 - i. It was suggested that SAC should have a Facebook page, for outreach and marketing purposes. Ty showed what UVU's page and mentioned others have one too. This would be a good thing for SAC. We would have Ty and Claude maintain the info / pictures in regards to the facebook page. This would be a great way for advertising the SAC Committee and what we would like to accomplish. Lonnie volunteered to set up the page.
- 8. Sub-committee Reports/Business:
 - a. Super Staff Awards - Tawnya/Sandy
 - i. Will award in January 2017. We had 69 nominations. Tawnya will send Google calendar appointments.
 - b. Customer Service - Debbie/Jackie
 - i. Working on providing training for hourly employees online, possibly modules that could be done from the employee's desk. There would be different tracks for employees depending on their experience and time at WSU.
 - c. Employee Wellness Advisory – Jenni/Tawnya
 - i. Wellness Ambassador Program: A wellness committee on campus where individuals from various departments will take information back and report on what Wellness is currently doing and any up and coming programs. We could help with this by including this info in our newsletter.
 - d. Staff Development – Ty
 - i. prepare for the next round of nominations
 - e. Faculty Staff Association - Kim/Claude
 - i. no current events
 - f. Legislative - Ty/Claude
 - i. no report
 - g. Faculty Senate - Jackie
 - i. they are meeting this week
 - h. Parking - Debbie/Sandy
 - i. they would like a presentation from UTA like SAC had in the fall
 - ii. students recently shared their concerns about parking at a symposium
 - i. New Employee – Jenni/Kellee
 - i. another orientation is scheduled for next week; there have been several this semester
 - j. Medical Benefits Advisory Committee – Amelia/Lonnie
 - i. has not met
 - k. PR/Media Relations - Jenni/Tawnya
 - i. Jenni is working with Jeremy to give our website a facelift
 - ii. it was recommended that our subcommittee responsibilities be listed on the website
- 9. 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
 - a. Debbie will provide us with the specific numbers and we will follow up on this at the next meeting
- 10. Ideas for informing campus about SAC
 - a. FAQ section on website
 - b. SAC accomplishments on website
 - c. Electronic fliers about what we're working on - SAC members could share in their staff meetings, with colleagues, etc.
 - d. Thank the Faculty/Staff Association for their efforts - help campus recognize we're separate
 - e. Invite President Wight to a future meeting
 - i. ask about his goals/purposes for SAC are

- f. Host PPM info sessions for staff on variety of topics
- g. we could create promotional videos
- h. SAC business cards
- i. We as SAC members should continue to think about what we can and should do.

Next Meeting – Tuesday, January 17, 2017 in EH 221 at 2:00 p.m.