



**WEBER STATE UNIVERSITY**  
Staff Advisory Committee

**Tuesday, January 17, 2017**  
**Elizabeth Hall 221**  
**2:00 p.m. to 3:30 p.m.**

Present: Brad Mortensen, Cherrie Nelson, Claude Payne, Debbie Hansen, Jackie Shafer, Jennifer Unguren, Pam Berg, Kellee Smith, Kimberly Webb, Lonnie Lujan, Tawnya Johnson, Amelia Williams.

Excused: Sandra Hogge and Ty Naylor

1. Welcome
2. Approval of December 6, 2016 meeting minutes
  - a. A motion was made by Debbie, and Claude second the motion.
3. Board of Trustees Update
  - a. No January meeting. The next Board of Trustees meeting will be February 7, 2017.
4. Birth & Placement Leave Proposal
  - a. Lonnie had spoken with Wendell Rich and Clayton Anderson about funding for the proposal. Based on the average number of employees using FMLA for parental situations, they figured the cost to the university as being \$40,000 for 20 employees.
  - b. The cost of hiring a temporary employee in the employee's absence is the only cost taken into consideration in creating the leave category.
  - c. Administration is not inclined to move the topic further. The SAC continues to be interested, but will approach the topic at another time.
5. UHESA BFF Committee
  - a. Amelia would like the committee to start encouraging staff to Bring a Friend to Finish (BFF) - an initiative that UHESA started last year. The SAC is encouraged to bring a friend, neighbor, or family member to Major Fest on Wednesday, March 1 to help them get started on their path to finishing their degree.
  - b. UHESA has requested a few SAC members to serve on the UHESA BFF Committee. This committee would include participating in the UHESA phone conference calls, arranging for a booth at Major Fest, designing a flyer, and making other necessary accommodations.

- c. Lonnie will send out a table sign-up sheet; Jennifer will take care of gift cards for the drawing; Debbie will schedule the table and update the flyer; and Pam will take care of snacks.
- 6. Dixon Award
  - a. The Dixon Awards coming up on March 22, 2017, recognizes outstanding faculty and staff members. The recipients will have demonstrated careers of excellence and in helping our students succeed. Nominations are now being accepted and will close January 30th.
- 7. Sub-committee Reports/Business:
  - a. Super Staff Awards - Tawnya/Sandy
    - i. Awards have been given to Shandel Hadlock, Tara Peris, and Zack Hansen. Meeting times have been coordinated to award Brogan Stampick, Jessica Oyler, and Andrea Stuart. Watch your email for calendar invites.
    - ii. Debbie typed up a script that we can use when awards are presented. The script promotes the SAC's mission, purpose, how staff can find their SAC representative, and a special thank you to nominators and congratulations to the recipient.
  - b. Customer Service - Debbie/Jackie
    - i. The committee is working on a customer service online training for WSU employees. The training is in it's beginning stages and further decisions are still being made as to who the training should be for, the content, accessibility, etc. The SAC felt that they had no recommendations at this time, so no further comment was made.
  - c. Employee Wellness Advisory – Jenni/Tawnya
    - i. Jenni and Tawnya have not received meeting invites yet to date. Debbie followed up with Raeanna to verify if the SAC was still on their list of attendees. Raeanna has Jenni listed and will send her an invite soon.
  - d. Staff Development – Ty
    - i. No report
  - e. Faculty Staff Association - Kim/Claude
    - i. The 6th Annual Member Appreciation Night will be Friday, January 27 - Dinner at the Ice Sheet and then the WSU Basketball Game vs Idaho State at 7 PM. Participants will meet at the Ice Sheet at 5:45, then travel to the Dee Events Center. If you already have game tickets, you can just purchase dinner at \$4. Pizza will be provided by The Pie, along with salad and a cookie.

- f. Legislative - Ty/Claude
  - i. Legislature week starts Mon, Jan 23. The UHESA Day at the Capitol will be Friday, February 17, 9:00 AM-3:00 PM. All SAC members are invited to attend.
- g. Faculty Senate - Jackie
  - i. The library renovation is underway. Nearly 62,000 books were added to the library supply.
- h. Parking - Debbie/Sandy
  - i. Next Parking Committee meeting is scheduled for January 19, 2017, where the idea of offering collegiate plate stalls on campus will be discussed further.
- i. New Employee – Jenni/Kellee
  - i. The last New Employee Orientation was Wednesday, February 18, 2016. There were about 20 attendees with a few new faculty as well. Jenni, Kellee, and Jackie attended.
- j. Medical Benefits Advisory Committee – Amelia/Lonnie
  - i. This committee has not yet met this semester.
- k. PR/Media Relations - Jenni/Tawnya
  - i. Facebook - Lonnie
    - 1. The Facebook page is up and running. Several staff members have ‘liked’ it so far. Please ‘like’ it if you have not already done so and encourage your colleagues as well. Lonnie will add the Super Staff Award recipients’ pictures when finalized. The Use of Accrued Sick Leave for Adoption and Foster Care information has also been posted.
    - ii. Website - Jenni is meeting with Jeremy Harvey on Friday, January 27 to finalize updates made to the website. A rough draft version will be ready for review during the February 7 meeting.
    - iii. Business Cards - Pam is working to put together a business card for the SAC.
    - iv. Newsletter - Ty has worked hard to get the newsletter put together and it will be sent out soon.
- 8. Follow Up: Have the efforts we’ve made with Payroll to help people be more aware of their accrued vacation time made an impact? What should we do with this information? - Debbie
  - a. Debbie discussed this with her supervisor, Lisa Allen. It was decided that it is the staff’s responsibility to be aware of their personal vacation time and work with their supervisor

to plan it accordingly. The staff need to review their leave in Leave Tracker frequently and be thoughtful of when they are taking it.

- b. The SAC recommended to continue to educate staff members through the semester newsletter that is sent out each semester. The spring newsletter would notify staff to work with their supervisor to use their leave and the fall newsletter would notify staff that if they have excess leave they are not able to use, they can donate it to the Voluntary Shared Leave Pool, as per PPM 3-21c.

9. University Planning Council report - Amelia

***Taken from the Monday, January 23 review email sent by Lonnie Lujan. The email content was also discussed in the Tuesday, January 17, 2017 SAC meeting.***

- a. Amelia and Lonnie shared information and feedback they received from a University Planning Council meeting they attended. Based on the information and on the discussions in the recent SAC meetings related to how we can better communicate to and serve staff, the SAC leadership found themselves asking, “Where do we go from here” Where does the SAC go from here?” They decided to pursue the following actions:
  - i. Find out how involved and connected other USHE staff associations are with their administrations. Amelia requested UHESA send a survey to all institutions asking them about their connections to their universities’ administration.
  - ii. Amelia has reached out to Shane Farver and invited President Wight to attend our **April SAC meeting**, as a chance for him to discuss his vision and goals for SAC.
  - iii. A staff satisfaction survey is being distributed to all non-exempt and exempt staff. The SAC must review this data and be made aware of any areas that need to potentially be addressed as a committee and/or university.
  - iv. In order for the SAC to further communicate to staff or address any potential staff issues, and for a constructive conversation with President Wight, the SAC needs to take a moment and self-reflect. In order to achieve this self-reflection, a survey will be sent to all SAC members and needs to be completed by the **end of the day Tuesday, January 31.**
- b. Action Item(s) - No action items discussed.

10. Next Meeting – Tuesday, February 7 at 2pm, EH 219 - **\*\*Special Note: Meeting location has been changed from EH 221 to EH 219.**