



**WEBER STATE UNIVERSITY**  
Staff Advisory Committee

**Tuesday, February 7, 2017**  
**Elizabeth Hall 221**  
**2:00 p.m. to 3:30 p.m.**

Present: Debbie Hansen, Sandra Hogge, Kellee Smith, Jenni Unguren, Claude Payne, Tawnya Johnson, Ty Naylor, Shauna Pitt, Brad Mortensen, Cherrie Nelson, Jackie Shafer, Kim Webb, Lonnie Lujan

Excused: Pam Berg and Amelia Williams

1. Welcome
2. Approval of January 17, 2017 meeting minutes
  - a. A motion was made by Ty, Jackie second the motion, all approved.
3. Announcements
  - a. Congratulations to Amelia who had her baby on Tuesday, January 24, 2017. She will return to work the end of March.
  - b. A GoFundMe page was set up for Mike Moon and his family who lost their home due to an explosion from a gas leak. The campaign is now complete and was able to raise enough funds to meet their needs. A card will also be sent to Mike signed by the SAC members.
  - c. Cherrie announced that WSU has a Benevolence Fund that provides up to \$1000 to employees who have had a hardship. Those interested may fill out the application by clicking on the following link:  
<http://www.weber.edu/wsuiimages/HumanResources/APPLICATION%20FOR%20BENEVOLENCE%20FUND.pdf>
4. Board of Trustees Update
  - a. A revision has been made to the university holidays - If New Year's Day falls on a Saturday or Sunday, the holiday will be observed on the following Monday.
  - b. A graduate certificate to the Nursing program has been added.
  - c. The board discussed 27 sabbatical leave requests and four program reviews.

- d. The Children's Adaptive Physical Education Society (CAPEs) has been revised so that it will now benefit Disability Services, Physical Education students, and the Education program.
- 5. Bring a Friend to Finish (BFF)
  - a. A table has been reserved for the Wildcat Welcome/Major Fest being held on Wednesday, March 1 for SAC members to promote the Bring a Friend to Finish initiative. The event hours are 9-11:30 a.m. and 3:30-6 p.m.
  - b. An initial sign-up sheet has previously been sent out to ask SAC members to cover the table which will be located on the Shepherd Union 3rd floor mezzanine just outside the ballrooms. There are still sign-up slots available. Lonnie will send out a reminder email on Wednesday, January 8 to encourage SAC members to fill those empty slots.
  - c. A BFF flyer with drawing coupon will be emailed two weeks (February 15) before the event and then another flyer will be sent through interoffice mail one week (February 22) before the event. Brad has approved for the [sac@weber.edu](mailto:sac@weber.edu) email account to use the @lists.weber.edu emails to send the flyer. Lonnie will send the email and Jenni will get the flyer ready for interoffice delivery.
- 6. Sub-committee Reports/Business:
  - a. Super Staff Awards - Tawnya/Sandy
    - i. The call for nominations for spring 2017 awards will be sent on Wednesday, February 15. Nominations will be due Wednesday, March 3.
  - b. Customer Service - Debbie/Jackie
    - i. Discussion took place as to whether or not the customer service committee has fulfilled its duty or if it will still need to continue meeting. Convening depends on what management would like to have accomplished. Consideration also took place as to whether or not the committee should be turned over to the SAC.
  - 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. The application deadline for round three was February 1, 2017. Around 12-15 applications were submitted. The committee will begin accepting applications for round four on March 1, 2017.

- e. Faculty Staff Association - Kim/Claude
  - i. Enjoy a night on the town with a dinner and a show on Saturday, February 25. Dinner (\$12) will be held at the Ruby River Steakhouse beginning at 5 p.m. followed by the play 'A Funny Thing Happened on the Way to the Forum' in WSU's Allred Theater at 7:30 p.m. FSA Members are responsible for purchasing their ticket to the play.
- f. Legislative - Ty/Claude/Brad
  - i. The UHESA Day at the Capitol will be Friday, February 17, 10 a.m. - 3 p.m. All SAC members are welcome to attend if interested. Room location is still TBD.
  - ii. The legislature has approved \$285 million of new money. A modest increase of 1% has been granted to higher education with a 7% health benefit increase. An exercise was also performed on how a 2% budget cut will affect institutions. WSU would be impacted by a \$1.6 million budget decrease if the budget cut was initiated. Also, staff salaries are usually covered by 75% in tax funds and 25% in tuition funds. There was discussion to change it to 50% tax and 50% tuition this year.
- g. Faculty Senate - Jackie
  - i. A tribute was made to former WSU President Rodney H. Brady.
  - ii. The majority of items discussed were reported in the Board of Trustees update (above)
- h. Parking - Debbie/Sandy
  - i. Proposal: Those who donate \$25 to student scholarships will be given a collegiate plate to park in a designated collegiate parking stall located at various locations throughout campus.
  - ii. Phase two of the library renovation has begun.
  - iii. The Social Science building is ranked third to receive funding for renovation. If approved, the project will begin after April commencement and will take 14 months to complete.
  - iv. WSU is collaborating with Ogden city to revise the crosswalk on 4600 and Harrison and also add crosswalk signals.
  - v. An IPI building for Health Professions will be built north of the A6 parking lot.
  - vi. The Student Senate recently held the parking symposium. There were several complaints of slippery sidewalks. It was also mentioned that 12,000 tons of salt

were used to salt the sidewalks. There was an increase in participation this year possibly due to it being streamed online.

- i. New Employee – Jenni/Kellee
    - i. The next orientation will be Thursday, February 16. Jenni, Kellee, and Jackie will attend.
  - j. Medical Benefits Advisory Committee – Amelia/Lonnie
    - i. Amelia and Lonnie should be receiving an invite by the end of February.
  - k. PR/Media Relations - Jenni/Tawnya
    - i. Several updates were made to the SAC website. The home page and committee member page had the biggest overhaul. A ‘Let Your Voice Be Heard’ comment form has also been added. Pages for the newsletter, subcommittees, elections, and Bring a Friend to Finish still need to be added. Jenni will get with Debbie to discuss the subcommittees page. Jenni has also requested each SAC member review the website and make suggestions for improvement.
    - ii. Employee Learning Week is March 6-10. Last year the SAC members covered a table at the event. Debbie made a motion to forgo covering a table this year and instead have each SAC member wear their SAC polos or a purple shirt and attend the event. Claude second the motion, all approved. Jenni will send out an email to the SAC as we get closer to the event date to remind everyone to wear their polos or a purple shirt.
7. SAC Meeting with Academic Affairs Task Force Subcommittee - Jackie
- a. Jackie has been asked to serve on the Academic Affairs Task Force Subcommittee to represent the SAC and staff. The subcommittee is doing an assignment from the provost looking into making a master plan for academic affairs for WSU. Staff will be one of the five categories of stakeholders. The subcommittee feels that the SAC is a good place to start and would like to meet with us on February 14 or 21 at 2 p.m. for an open discussion and to ask directional questions.
  - b. Lonnie will send out a Doodle Poll asking the SAC members to respond by the end of the day on Wed, Feb 8 the chosen date(s) that will work for them.
8. Discussion - UHESA, SAC Survey, and Staff Satisfaction Surveys
- a. During the last meeting, 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?” The following actions have since been pursued:

- i. UHESA sent out 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 was distributed to all non-exempt and exempt staff by Human Resources.
    - iv. SAC members were asked to take a moment and self-reflect by completing the SAC survey.
  - b. Based on the results from the surveys, the committee decided it would be best to have each member complete a SWOT analysis to identify the SAC’s strengths, weaknesses, opportunities, and threats. This will help determine the SAC’s goals and assist in the discussion with President Wight about his vision and goals for the SAC. Debbie has a few SWOT templates she will email to the committee. Members must have their SWOT analysis completed and ready for discussion at the Tuesday, March 7 meeting.
  - c. Action Item(s)
    - i. Debbie motioned to suspend committee reports for the next two meetings to allow time to discuss the SWOT analysis during the March meeting and the SAC’s vision and goals with President Wight during the April meeting, Jenni second the motion, all approved.
9. Next Meeting – Tuesday, March 7 at 2pm, EH 221 - **\*\* A special meeting will be held on Tues, Feb 14 or Tues, Feb 21 at 2 p.m. for an open discussion with the Academic Affairs Task Force Subcommittee. The exact date and location is TBD.**