



WEBER STATE UNIVERSITY
Staff Advisory Committee

Tuesday, March 7, 2017
Elizabeth Hall 221
2:00 p.m. - 3:30 p.m.

Present: Pamela Berg, Lonnie Lujan, Kim Webb, Claude Payne, Jackie Shafer, Ty Naylor, Sandy Hogge, Shauna Pitt, Jenni Unguren, Tawnya Johnson, Debbie Hansen.

Excused: Kelle Smith, Amelia Williams, Cherri Nelson, Brad Mortensen.

1. Welcome

2. Approval of February 7, 2017 meeting minutes

- a. A motion was made by Debbie, Jenni second the motion, all approved.

3. Updates

- a. **Employee Wellness** - Norm Tarbox would like everyone to participate in the employee wellness program. Participation has decreased. The program has six criteria areas. Participants may get a doctor's note if an area cannot be met.
 - b. **Health Benefits** - There will be an 8% health insurance increase, which will be matched by WSU. The Star Plan high deductible is changing. More information will be available for this soon.
 - c. **UHESA Bring a Friend to Finish** - The event was promoted at the Wildcat Welcome/Major Fest. Committee members encouraged passersby to participate in the drawing.
 - d. **PR/Media Relations Committee** - They will be meeting on Tues, Mar 21 to go over the newsletter, conclude the BFF drawing, and discuss the website.
 - e. **Spring Super Staff Awards** - The committee has finished reading all nominations. There were 80 staff members who were nominated. This was an increase from fall (69). Awards will start being given the end of March or beginning of April.
 - f. **Call for Nominations to Serve** - Staff and faculty can now nominate staff members to serve on SAC.
 - g. **Staff Awards Luncheon** - The luncheon was lovely. President Wight acknowledged the committee for doing great work.
- 4. SAC Vice Chair and Recorder Positions** - Those interested in becoming vice chair and/or recorder for the 2017-2018 may contact Lonnie or Amelia. Lonnie moves to chair, Amelia will move to a non-voting member and the recorder position becomes available.
- 5. SAC Newsletter** - The Fall 2016 Super Staff Awardees will be recognized during the Spring 2017 newsletter. The newsletter is currently sent out during the fall and spring semesters. However, the SAC can discuss sending one during summer semester, if desired. Further discussion will take place during the PR/Media March 21 meeting.

6. **Staff Salary Pool** - A proposed 2% increase has been granted by the legislature. President Wight indicated that we will have a better understanding of how much an increase all areas will receive by March 10. He will be speaking with the faculty senate as well as the SAC in our April meeting. The SAC recommended the increase be given across-the-board. A motion and approval was given.
7. **Changes to PPM 3-21c, Voluntary Shared Leave** - HR is making changes to VSL policy, to provide clarity on use of shared leave or direct-donated hours. The changes also clarify that grant employees are not eligible for VSL hours. A brief summary:
 - a. An employee must be absent from duty for at least 20 work days and have used all accrued vacation/sick leave, which is consistent with FMLA. Also, allows the option to be away from work intermittently.
 - b. Lower the amount of hours allowed from 520 to 480, which is consistent with FMLA.
 - c. Clarified process for direct donations. Direct donations to specific employees may be made when the recipient does not qualify for hours from the VSL pool.
 - d. Employees whose positions are fully-funded through externally sponsored projects may not donate to or receive hours from the VSL pool or by direct donation.
8. **SAC SWOT Analysis & Goals**
 - a. Strengths - Open committee; address staff concerns; very approachable; diverse committee; we award and recognize staff; communicate and meet with administration; good job in PR/Media; getting info out across campus.
 - b. Weaknesses - Not communicating info with our departments/divisions; the training of new SAC members; possible workloads get in our way with our work on SAC; not given enough time to discuss issues with our constituents; need more participation from each member.
 - c. Opportunities - Create subgroups within each division that each SAC representative can communicate with; present new ideas; more involved with the Board of Trustees; stipend for serving on SAC; invite staff to our SAC meetings when they come to us with topics to address.
 - d. Threats - Inconsistency among directors/chairs in allowing SAC members the time to take off and participate in SAC subcommittees; current lack of support from President's Council; time consuming research on issues and have that data deemed irrelevant with administration.
9. **Questions for President Wight**

Those with additional thoughts must contact Amelia or Lonnie before the April meeting.

 - a. What expectations does he have for SAC?
 - b. What are his goals for SAC?
 - c. What role does SAC have in fulfilling the university vision, mission, goals?
10. **Next Meeting: Tuesday, April 4, 2017 at 2:00 pm, EH 221**

**** REMINDER: Wear your purple SAC shirt.**