



WEBER STATE UNIVERSITY
Staff Advisory Committee

Tuesday, April 4, 2017
Elizabeth Hall 221
2:00 p.m. - 3:30 p.m.

Present: Lonnie Lujan, Pamela Berg Amelia Williams, Debbie Hansen, Kim Webb, Jackie Shafer, Ty Naylor, Kellee Smith, Sandy Hogge, Shauna Pitt, Jenni Unguren, Claude Payne, Tawnya Johnson, Cherrie Nelson

Guests: President Charles “Chuck” Wight

1. Welcome

- a. Welcome to President Chuck Wight

2. Approval of March 7, 2017 meeting minutes

- a. 1st motion by Debbie Hansen and 2nd motion by Kim Webb all approved

3. Announcements

- a. Sandy Hogge is leaving WSU. We will miss you, Sandy! Thank you for your service on the SAC.

4. Discussion with President Wight

- a. President Wight asked what led the SAC to conduct a SWOT analysis.
 - i. SAC’s Response: The committee is re-evaluating its purpose as a committee, how it addresses staff issues/concerns, and how it communicates and connects with administration. The SAC has had several previous meeting discussions that included how the SAC can better address staff issues and connect with administration. A SWOT analysis helped the committee determine its strengths, weaknesses, opportunities, and threats. It has been a great tool to help the SAC know how and in what way(s) it needs to move forward with goals.
- b. What goals/expectations does the President have for SAC?
 - i. President’s Response:
 - 1. To have a sound commitment to help and support the students.
 - 2. On a regular basis, ensure students have received the answers to their questions and not let them get frustrated to the point they give up.
 - 3. Improve the efficiency of the university, but in order to do this WSU needs to grow. Recruit, retain, and graduate. “Fanatically” serve those students and maintain a commitment to student success.
 - 4. President Wight shared a great example of how he gathers student issues/concerns. This may also be used to help SAC gather staff issues/concerns: As President Wight makes class visits, he brings donuts with him and has a question and answer time. This helps him know what the students’ concerns are.
- c. In what ways could the SAC be more involved with the staff, faculty, and administration?
 - i. President’s Response: Present staff issues and concerns to President’s Council first so that they can guide the SAC in the direction it needs to go for solutions. Also, the SAC can and should collaborate with Vice Presidents based on the area/division the issue or concern stems from.
 - ii. Following the President’s response, the SAC made several requests to the President that they envision will help the committee address staff issues/concerns and also improve

communication with administration:

1. The SAC requested the SAC Chair be allowed to attend President's Council regularly to discuss staff issues/concerns and be informed of other information discussed during the meeting(s). The President agreed to this request.
2. The SAC would like to provide reports to the Board of Trustees to make them aware of the staff. The President agreed that a staff-related report can be provided to the Chief of Staff and included in the Board of Trustee materials.
3. The SAC requested that the SAC Chair and/or Vice Chair meet with the President on a regular or as needed basis. The President agreed to this request.
- d. The following is a meeting summary of goals made with the President
 - i. The SAC members will "fanatically" commit to serving WSU students
 - ii. The SAC Chair will now attend President's Council and report on staff-related issues.
 - iii. A staff-related report will be provided to the Chief of Staff to include in the Board of Trustees materials before each meeting.
 - iv. The committee will discuss with President's Council members to address staff-related issues according to their area(s)/divisions.
 - v. The SAC Chair and/or Vice Chair will meet with the President regularly or on an as needed basis.
5. **Super Staff Awards** - This semester the awards will be presented during an Ice Cream Social held on Monday, May 1, 1-2 p.m., Dumke Hall in the Hurst Center. All SAC members are encouraged to attend. Please come and congratulate our wonderful staff!
6. **SAC Annual Retreat** - It will be Tuesday, June 6, 12-3 p.m. at Farmington Station. Please come to celebrate a great year with the SAC, and prep for another fantastic year ahead.
7. **Amwell** - Amelia has used Amwell on several occasions and is very pleased with their service and the care she received. She would like to include a personal statement of her experience in the SAC spring newsletter to encourage staff to use this great service. She will send this to Jenni who will have it added to the newsletter.
8. **Current and Future Elections** - Lonnie
 - a. The SAC Elections are currently taking place and will end on Wednesday, April 12.
 - b. There are currently five members representing Administrative Services/University Relations/President's Office. Of those five, four share the same term (2015-18), including Sandy's seat. This means the SAC will be losing four people from this division next year. It is planned that the SAC will lose one seat from Student Affairs/IT, and two seats from Academic Affairs next year. Additionally, there is an "issue" of having 13 members when we're supposed to have 12. Academic Affairs has five members when it's supposed to be four members: two exempt, two non-exempt. We currently have three non-exempt seats. Lonnie proposed to hold a special election this year to fill Sandy's seat for a full term (2017-2020 term) and continue filling the academic affairs position and wait until the next year to not fill one of the two non-exempt seats. That would help stagger that division's terms as well.
 - c. Lonnie will write a formal proposal for SAC to vote on at the next meeting. Additional information will also be gathered to determine whether or not SAC membership accurately reflects the number of staff in each division. A motion was made by Kim, Debbie second, all agreed to the process.
9. **Next Meeting** - Tuesday, May 2, 2017 at 2 p.m., EH 221
10. ***If you would like anything put on the agenda for our next meeting, please contact Amelia beforehand. Thank you, SAC members, for all you do!!***