



WEBER STATE UNIVERSITY

Staff Advisory Council

Tuesday, November 5, 2019
Stewart Library – Hetzel Hollein Room
2:30 p.m. to 4:00 p.m.
Meeting Minutes

Present: Amy Huntington, Luke Jenkins, Paige Davies, Megan Moulding, Cathy Christensen, Janae Chaffee, Raenna Johnson, Gail Niklason, Jessica Oyler, Kimberly Love

Excused: Anita Preece, Patricia Rasmussen, Alex Ward, Jackie Shafer, Brett Perozzi

Absent: Judy Hutchinson

Guests: Shelly Park, WSU Davis Representative, Davis Learning Support Coordinator

1. Welcome

2. Approval of October meeting minutes: Approved

3. Updates from President's Council and Board of Trustees

- Madonne will stay on as Provost through January/February until new provost starts

4. FLSA Changes Jessica Oyler

- Starting January 1, the salary maximum for the non-exempt category will be \$35,568 increased from \$23,600.
- A few people/positions will be reclassified as "Professional Non-Exempt". Those moving to Professional non-exempt category will accumulate vacation at the same rate as before the move from exempt to professional non-exempt. The biggest difference is tracking hours and eligibility for overtime.

5. Academic Affairs Staff Town Hall Meeting Academic Affairs SAC Members

- Survey went out to gather information to frame how Town Hall goes
- Response has been good. Over 100 will attend Townhall, 40 maybes. Gail will share survey results soon.
- Number 1 response - better data on staff retention.

- Monday, November 18 @ 1 - 2:30 pm in Shepherd Union Ballrooms
- Round tables. Will need facilitators to keep discussion moving (and productive) and to keep notes. Ask that additional SAC members attend as they are able to help facilitate table discussions.
- Academic Affairs Townhall could preview opportunities for other division townhalls

6. Staff Recognition ad-hoc discussion

- Amy went to lunch for the ACES awards (Academic Colleges Excellence in Service) and they gave out 5 awards to staff in the Academic Colleges. Wondered if we need to be having a larger discussion about the awards and what makes sense for us to be doing or not doing.
- Jessica Oyler had VP call that requested having a campus-wide award system, and there are systems out there
- Student Affairs has an internal recognition system (Builders of Excellence) that allows staff to select a value of the division and send recognition to any other employee in Student Affairs (known as a 'chit'). When an employee receives 5 'chits', they receive \$5 on Wildcard, and a small brick in recognition of their achievement. Possible to expand this homegrown system out to the entire university, but would need to be prioritized with other IT work.
- Other known events/awards include the Annual Staff Awards Luncheon (HR), Super Staff Awards (SAC), ACES (Provost's Office), Administrative Services and IT division awards.
- If we want to get a portfolio request for award recognition, we would need funding and support.

7. Staff Satisfaction Survey

- A survey will be sent out in Spring,
- From past surveys, a lot of responses regarding supervision, recognition, prejudice (gender, race, religious, etc.) campus safety, clarity, comfortable work environment, job stress, training, professional development, etc.

- Survey responses will go out in Spring along with HERI Faculty survey.
- More detailed results from previous surveys will be shared with SAC members and discussed again at a future meeting.

8. Subcommittee and Initiative Updates

- Staff Equity – Luke Jenkins
 - The new approach to changing PPM 3-48 is setting a limit for all extra compensation at 33.3% of the median salary for all exempt staff (or 33.3% of that individual's salary, if it is higher). It does a good job about keeping the focus on the primary role, but addresses equity for all staff on campus. Doing away with the concept of "if you make more money, you probably have more time, and you can make more money".
 - It would be much simpler: An exempt employee can make up to \$16k/year in additional compensation, whether it is an interim assignment, special project, helping out another office, or adjunct teaching.
 - Propose to leave in wording of exceeding the 33.3% in very exceptional cases and requiring Vice President approval. Strictly for taxable income.
- Public Relations & Communication – Raeanna and Alex
 - Information that SAC would like on campus would be new policies, memos, etc. Currently, there is not information from SAC.
 - Raeanna sought suggestions from SAC for Employee Learning Week, during WSU spring break - primarily staff that attend. What types of trainings/classes would we want? Last year's brochure <https://apps.weber.edu/wsuiimages/owl/ELW%202019%20Brochure.pdf>
 - One suggestion: What are the university upgrades/building updates in the coming years?
 - Mini-townhall during Spring Break for staff - train about SAC
 - SAC benefits
 - SAC requirements

- Super Staff Awards – need a new chair
 - Janae Chaffee interested in being on committee, but not chair
 - Amy and Luke will chat with Anita if she is interested
- New Employee Orientation - Committee
 - Magnet handouts with goodies and coupons
 - Developing standard script (Raeanna)
- Parking Committee – Cathy
 - No updates
- Promoting Student Success Series Planning – Paige
 - Tomorrow is the Unlikely movie screening, 11:30 am & 1:45 pm in the Wildcat Theater
 - In the Spring the focus will be on student mental health. Stuart Slavin keynote on January 22nd.
- Other initiatives
 - Webcam for Davis building project:
<https://www.weber.edu/east/building-projects.html>

9. Next Meeting December 3, 2019