WEBER STATE UNIVERSITY
Staff Advisory Committee

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

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

Excused: Cherrie Nelson

1. **Welcome**
2. **Approval of April 4, 2017 meeting minutes**
   Motion to approve by Debbie Hansen; 2nd by Jackie Shafer; unanimous approval
3. **Subcommittee Reports/Business**
   a. Budget
      Everything looks good. Any remaining funds will rollover into next year's budget. We have a few receipts that have been sent over to campus and we'll see what the UHESA Summer conference costs will be.
   b. Super Staff Awards
      We had our first Super Staff Awards where we had an Ice Cream Social with the nominees, those who nominated them, and the SAC. We read the nominations for each nominee and awarded them with a goodie bag and certificate.
   c. SAC Leadership Elections
      Elections are being held for a few SAC leadership positions. Amelia will send out a voting ballot through email. The current individuals have accepted nominations:
      *Recorder- Pam Berg and Tawnya Johnson
      *Vice Chair- Claude Payne and Jackie Shafer
      Please vote for our 2017-2018 SAC leadership.
   d. Duo 2-Factor Authentication
      By August 15th all WSU Employees will need to sign-up for Duo, a 2-Factor Authentication. Duo will improve security at Weber State University and safeguard digital identities. Access to WSU accounts will require two forms of authentication. Used by many universities and corporations, 2FA makes it more difficult for an unauthorized person to access your information. For more information: http://www.weber.edu/DUO Any questions call 801-626-7777
   e. Future Membership and Elections
      A proposal was presented regarding SAC membership and future elections, which will help distribute membership terms among the campus divisions and committee.

SAC is currently operating as a 13-member committee, but bylaws state we should be 12. The committee approved the proposal as written.

f. Summer Retreat
We have our year end retreat coming up at the WSU Farmington Station location. Lunch will be served and we will be going over StrengthsQuest, sub-committees, goals and priorities, and welcome our new members.

g. PR/Media Subcommittee Update
    a. The PR/Media subcommittee will put together a SAC video involving previous and current committee members and their experience serving on the committee and share what we do.
    b. SAC website will have updates, new pictures, “nominations” button , FAQ page
    c. Deciding on a magnetic paw with SAC information and SAC business card options.

4. Thank you everyone for your hard work and dedication to SAC!!!

Next meeting June 6, 2017 from 12-3:00 at Farmington Station