1. **Welcome**
   - **FYI:**
     - Jessica Oyler will represent HR at SAC meetings
     - Kimberly Love will be the interim for Vice-Chair
     - Wellness Fair is September 25

2. **Approval of May meeting minutes** - Approved without changes.

3. **Leadership Elections – New SAC Vice-Chair**
   - There will be a Google Form sent with the nominations and another vote for the new Vice-Chair.

4. **Updates from President’s Council and Board of Trustees**
   - **President’s Council:** WSU is moving forward with an outside entity that will recruit students who have left WSU within the last 5 - 15 years via “life-coaches”. For every student that returns, the company gets a percentage of the student’s tuition for each semester. Average re-enrollment is 7%.
   - **Board of Trustees:** Highlighted building projects going on at WSU and WSD campuses. (Stadium north endzone, Campus Rec, Davis Automotive & Computer Science buildings, Science Lab).

5. **SAC Retreat Brainstorming**
   - Review results & priorities
     - PREPs & Supervisor trainings:
       - Suggested that a short video of how to do PREPs could be made to encourage others to have a positive experience.
Current supervisor training happens once every Spring for employees hired within the last year. Focusing on a new employee resources page is a priority for HR this year and connecting training to the tenure-review process.

- PREPs are currently mandated “as required”. It is complicated because of the merit process.
- Rubric suggested for PREPs and perhaps adding supervisor training in Canvas.

**Sick leave**

- FMLA is a guaranteed return-to-work after 12 weeks. It is not paid leave.
- An office or supervisor cannot ask for sick leave donations on behalf of another employee. The employee must make the request themselves. To donate sick leave to a specific person, send an email request to HR.
- Suggested to add information in eWeber Announcements to clarify about donating leave and to include FAQs for steps to donate leave.
- Amelia Williams may have more information on the issue of paid/unpaid parental leave.

**Staff retention:**

- The current exit survey mainly consists of turning in cards and keys. Additionally, there are different locations and databases for exit forms tracking different information, and finding access to those databases or knowing who manages/tracks that data may be tricky.
- Megan and Gail will investigate staff retention data.

**Diversity on SAC**
Focus on committee expansion - reaching out to Women of Color Coalition.

SAC members can pitch to their division meetings about what SAC is and how to get involved. Start getting SAC on agendas.

- Determine priorities for 2019-20 for SAC
  - Non-WSU educational opportunities (Gail, Paige, Amy, Luke)
  - Data on staff retention (Gail, Megan)
  - PREP communication
  - Increase diversity
- Establishment of any new ad-hoc committees needed
  - Super Staff (Chrissy)
  - Staff Equity (Amelia Williams)
  - New Employee Orientation (Paige, Raeanna, Janae, Patti)

6. **Subcommittees (Updates to membership, review responsibilities)**
   - See updated chart.

7. **Super Staff Annual Awards Program**
   - Super Staff subcommittee will start asking for nominations in October for the event to be held in January. Now doing staff awards once per year instead of twice. There will be 12 staff members nominated - 6 non-exempt and 6 exempt.

8. **Update from Staff Equity Subcommittee: Policy 3-48 change** (Luke Jenkins)
   - Warm response to presentation at Dean’s Council.
   - Feedback: There should be two policies.
     - One policy for everything that has to do with adjunct teaching and
     - Another policy for any extra compensation that is not reimbursement.
     - Luke will set up appointment with Jessica Oyler and other stakeholders to get everyone on board with updated policies.

9. **Next Meeting**: First Tuesday of each month for Hetzel-Hoellein, 2:30 - 4 pm