



WEBER STATE UNIVERSITY

**NON-EXEMPT STAFF &
EXEMPT STAFF ADVISORY COMMITTEE
Joint Meeting Minutes
SU 316
October 10, 2013**

Present:

Georgene Ady, Parker Alexander, Marlen Avalos, David Chaffee, Rachel Cox, Brittney Hicken, Jeanette Lowe, Lori Ornelas, Margaret Rickards, Margie Esquibel, Carey Anson, Lynette Jensen, Cherrie Nelson, Mark Read, Debbi Murphy and Casey Bullock.

Excused: Cindy Meyer, Gina Naisbitt, David Patten, Marie Richards, Melissa Leonard and Norm Tarbox.

Special guests: Debi Larson

Welcome & Introductions

Decide on Name for joint committee

Brittney opened it up for discussion and asked for committee's feedback on names for the joint committee. Some of the suggested names were; Staff Advisory Committee, WSU Staff Advisory Committee and Wildcat Staff Advisory Committee. The committee took a vote and 13 voted for SAC, one for WSUSAC and one for WSAC.

Debbie Murphy made a motion for the committee to be named "Staff Advisory Committee". David Chaffee seconded motion; there was one opposed. Motion passed by majority of votes.

Transitional subcommittees

Lynette talked about the sub-committees. Brittney said we need to focus on the transition, but also keep our current committees going.

- a. Structure on new organization & transition subcommittee
Lynette Jensen, Brittney Hicken, Debbi Murphy and Rachel Cox will serve on this subcommittee.
- b. By-laws subcommittee
Not requiring specific staff for positions only a tradition. Margaret Rickards, Gina Naisbitt, Melissa Leonard and Debbi Murphy will serve on this subcommittee.
- c. PPM Changes
Cherrie Nelson already made changes to the PPM only concerning the staff name change. Lynette Jensen and Brittney Hicken will help if other revisions need to be made.
- d. Website development
This subcommittee was put on hold until there is more information given. Carey Anson and Mark Read will serve on this committee. Carey said there is no need to have a big subcommittee for this since only one person can make changes at a time.
- e. Public Relations for transition
Parker Alexander, Jeannette Lowe, Marie Richards and Marlen Avalos will serve on this committee.

Standing Committees

- f. Recognition Awards- this subcommittee will decide how and when to do awards.
Casey Bullock, Debbi Murphy, Lori Ornelas and Marlen Avalos will serve on this committee.
- g. New Employee/ PR
Margie Esquibel and Marie Richards will serve on this committee.
- h. Customer Service
Genevieve Bates will continue on this committee. Debbi Murphy and Margaret Rickards will join the committee.
- i. Staff Development
Alan Ferrin and Georgene Ady will serve on this committee.
- j. Faculty/ Staff Association
This is only a collaboration, Debbi Murphy is already attending these meetings. Jeannette Lowe is the chair this year.
- k. Faculty Senate
Casey Bullock will serve on this as he already attends these meetings. Melissa Leonard has been attending and may continue to do so.
- l. ITAC
Brittney Hicken and Lynette Jensen will serve on this committee.
- m. Legislative Representative
Nathan Clark and Carey Anson will continue to serve on this committee.
- n. Parking
Cindy Meyer and Mark Read will continue to serve on this committee.

Discuss meeting times and locations

NESAC meetings are every second Thursday of the month at 2:00 p.m. in the Shepherd Union Senate Chambers room.
ESAC meetings are every third Tuesday of the month at 2:30 p.m. in the Miller Administration Boardroom.
Casey Bullock suggested having shorter meetings more often or one meeting for committee report and another meeting for business and alternate. No decision was made at this time on the matter.

Margaret Rickards made a motion to adjourn. Rachel Cox seconded motion. Meeting Adjourn