

Tuesday, 9 September 2021
In-Person / Virtual Option Meeting
Meeting ID: 974 0286 1522 | Passcode: 300973
2:00 to 4:00 p.m.

- 1. Welcome – Gail Niklason, Chair**
- 2. Approval of onboarding meeting minutes – Shannon Sanders, Recorder**
- 3. Updates from President's Council and Board of Trustees – Brett Perozzi, VP of Student Affairs**
 - A committee from Accounting Services and the Bookstore provided a presentation to the President's Council on options the bookstore might consider in terms of provisioning students with learning resources. Open Educational Resources (OER) is one option, while subscription services that charge students based on credit hours taken are another option being considered.
 - Updates to PPM 8-11 are going to the Trustees for final approval.
 - Board of Trustee meetings for next year have been extended to 2 hours.
 - Training topics started 2 years ago. Brainstorming topics for the Board of trustees that were selected; diversity, equity, retention, and completion. Dual enrollments, cyber security, title 9, United Way Pre K, internationalization, CEC meetings.
- 4. Updates Faculty Senate Rep – Laine Berghout, Chair of Faculty Senate**
 - Faculty meet on Thursday.
 - PPM 8-11 changes, significant changes for faculty. Passing forward to the Board of Trustees for their consideration. Provision on using student evaluation in a comparative manner in rank for tenure. Reflects what they are doing about student feedback. It's an important and health change.
 - Inserting in ASSA building in a SAC review policy that is going through.
- 5. Updates from HR – Jessica Oyler, Assistant VP of Human Resources**
 - Introduction of Tracy Schiermeyer, Deputy Chief HR officer.

- CUPA - VPs for benchmarks in all areas. Brought in a consultant, not all positions were given a benchmark. A week out from having all positions benchmarked looking at how we compare with the market and across other divisions. Over the next year will bring in a consultant to assess the benefits package. Hired an analyst for HR to pull data from departments from areas that weren't available before for predictive studies.

Q: Will it be visible to staff/ faculty.

A: Not yet.

- RFP looks at what other tools are available. Position functionality to work remotely, better data capabilities. Created a job for onboarding to ease the job description sharing.

6. Subcommittees Charges Discussion – Gail Niklason, Chair

- Staff Relations -

- Recognition: Alex Ward (Chair), Crystal Giordano (Co-Chair), & Sonja Green
 - Charge(s) for the year - implementing a campus-wide staff recognition program.
 - a. Super Staff Awards planning in Feb. Find a program for campus-wide staff recognition such as Kudos. researching funding and who would run it for the long term.

Requesting 1 - 2 more committee members.

- Data/Retention: Megan Moulding (Chair), Dustin Huntsman (Co-Chair), Amanda Geilman, & Hailey Loken
 - Charge(s) for the year - Standardize Exit Process and Determination of retention cost.
 - a. Standardize the exit process consistency and finding out where the data ends up. Being transparent with the data. Finding other data sources other than the exit survey and working with the Grievance/Advocacy on ideas. Would like to find out how much it cost the university to lose staff,

including uncaptured costs like the extra workload to those left behind. **Requesting 1 - 2 more committee members.**

- Grievance/Advocacy: Raeanna Johnson (Chair), Hailey Loken (Co-Chair), & Joan Gustafson

- Charge(s) for the year -
 - a. Develop a procedure for receiving and addressing staff grievances.
 - Standing meetings 4th Wednesday of each month
 - Meetings to occur upon receipt of staff grievances.

Process for receiving grievances. No formal process currently. How to evaluate the grievance. To find out who sees it, what's being collected, what happens to the data, and standardized the process. **No external committee members were requested.**

- Policy Committee: Paige Davies (Chair), Amanda Geilman (Co-Chair), Richard Badger, Luke Jenkins
 - Charge(s) for the year -
 - a. We will review Policies Governing Policies, confer with Legal and develop an internal SAC policy review process.
 - b. Review policy updates with SAC; provide feedback & information.
 - c. Initiate/identify policy updates/changes based on SAC initiatives and staff feedback/concerns.
 - Standing meetings: 4th Tuesday at 2pm via Zoom
 - a. Policies Governing Policy, developing an internal procedure on how to get the policy to SAC. Invited the policy office (Legal) to meet with the group to collaborate and create policy reviews. Provide feedback to SAC so the policy can move forward. Initiated gaps or possible edits. 1 - 2 more members.

- b. Process for policies from Jill Speth: 1 - 20 SAC has 30 days to review policy. Discuss and invite policy sponsors to come and talk about it. Feedback can be given at the next meeting or email everyone out. 30/ 45 days depending on the policy. Policies do not need to be reviewed during time off. (summer, holiday breaks) .
- Communications: Josh Ford (Chair), Shannon Sanders (Co-Chair)
 - Charge(s) for the year -
 - a. Update and make additions to the SAC website, including changes and updates to fix broken links and possibly adding a social media presence.
 - b. Council Member Highlight each month to add to the website with a short bio for members. A survey will need to be created to get data. **Requesting 1 - 2 more committee members.**

7. Strategic Plan Discussion – Gail Niklason, Chair

- Please review the Strategic Plan and the [34 current goals](#) from a staff perspective.
Please be ready to discuss comments and questions.
- <https://weber.edu/strategic-plan>
 - Strategic Plan Feedback - Open floor to discuss, feedback, questions:
 - 1. Question: Strategic Goal #1 - What training and resources will be available to meet these outcomes?
 - Answer: Area charges with aspects are still moving forward and getting closer to that point. Opportunity for plans to follow. Offices and areas will lead the charge and will give a list.
 - Q: Goal #1 - How will inclusive practices be implemented? How will supervisors assess this?
 - A: A policy to handle this to come. Rubrics will be created over time. It is yet to be determined. Not implemented yet. Faculty and staff positions will have Professional development.

- Q: Who is going to head the implementation groups? How will staff be involved?
 - A: We do not have an accountability structure in place yet. SSSC moving forward in that group. Variety of prioritized goals set up already aligning with the SSSC to the strategic plan. Elements related to compensation and retention are embedded in the plan. Identify person or people accountable. SAC could add representatives to be consistent and collaborative.
- Equity #1 - change to policy, 30/45 days. Get staff's opinions on changes. Get as many voices as possible. Post in announcements, how to confirm staff is reading announcements and participating. Making sure consumable information large spreadsheet with priorities across divisions. Taking steps to prioritization in the works.
- Representation for SSSC - Is there a SAC rep at the meetings?
- Group to mirror or repurpose - How do we know how many groups there are? People in those positions can come to speak and share what they do. Membership is open, anyone can join. Invite committees - 6 committees.
- Q: When does the strategic plan go into effect? #5 Timeline is within a year. How will we accomplish them?
 - A: Approved by Board of Trustees. Metrics go until 2025/2026. Marcomm conducted a community survey to include perceptions about WSU.

Q & A: SAC

- Q: Process for grievances for existing grievances?
 - A: Link on the SAC webpage to begin the process.

8. Q & A: Audience

- N/A

9. Calendar Items

- N/A

10. Next Meeting – Tuesday, October 5 · 2:00 – 4:00pm

Meeting adjourned at 3:04 pm

Staff Advisory Council Attendance:

Gail Niklason, Chair	x	Amanda Geilman	x
Aubrey Jenkins Lord, Vice Chair	X	Joan Gustafson	x
Luke Jenkins, Past Chair	x	Megan Moulding	x
Shannon Sanders, Recorder	x	Paige Davies	x
Crystal Giordano, Treasurer	x	Alex Ward	x
Richard Badger	x	Josh Ford	x
Raeanna Johnson	x	Dustin Huntsman	x
Hailey Loken	x		

Other Attendees/Visitors:

Brett Perozzi	VP Student Affairs	x
Jessica Oyler	Asst. VP of HR	x
Laine Berghout	Chair, Faculty Senate	x
Tracy Sheirmire	DCHRO	x
Courtnee Goodwin	OIE	x