Present: Janae Chaffee, Amy Huntington, Cathy Christensen, Megan Moulding, Paige Davies, Luke Jenkins, Aubrey Jenkins Lord, Alex Ward, Raedanna Johnson, Jessica Oyler, Gail Niklason, Jackie Shafer, Judy Hutchinson, Kim Love, Brett Perozzi, Shelley Park

Excused: Patti Rasmussen, Anita Preece

1. Welcome

2. Approval of December meeting minutes - change time of 1/7/20 meeting to 9 - 10:30

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

   ○ There was a change in staffing and promotions in the WSU police department - there was a concern that there were many internal hires and promotions without an open search process. A new position was created, Public Safety Director and the Chief of Police was put in that position without a posting or search process. An existing employee was promoted to Chief of Police without a posting or search process. There were career ladders in the area and 3 other individuals were promoted around the same time.

   ○ Concerns raised within SAC:

     ■ Fairness in creating a new position and not opening it to other internal or external candidate applicants,

     ■ Internal hires or promotions typically results in promoting less diversity on campus.

     ■ The use of “waivers” to move or promote individuals outside of the established hiring process. Is this happening a lot? Who is benefitting from these waivers? SAC requested more information from HR.
• Specific concern of not recruiting diverse candidates within Campus Police and Public Safety where there are often issues of race that arise.
• Finding a balance between open employment and career ladders for retention of valuable employees.
• Concern about consistent use of career ladders across divisions and departments. Is a person allowed to move up to a Director-level position via career ladder without a hiring process?
  ○ Jessica Oyler will provide some data on the historic use of waivers to SAC as the Council considers next steps in this matter.

4. Subcommittee and Initiative Updates

  ○ Staff Equity
    • Luke Jenkins: There was a meeting with stakeholders about the wording of policy PPM and there was some minimal feedback and suggestions. Luke will schedule the meetings to move forward.
    • Kim Love: Work in progress - comparing Parental Paid Leave at other USHE institutions with attention to foster and adopted parental leave.

  ○ Public Relations & Communication – Raeanna and Alex
    • New cards available for SAC members to hand out
    • Raenna will reach out to Stephanie Hollist about an official handout for the formal complaint process

  ○ Super Staff Awards – Janae
    • Met as committee and created action items for updating website, streamlining and simplifying the nomination Google Form.
    • Week of January 27th the email will go out. Working with Ty Naylor to make the email pretty.
    • SAVE THE DATE: Reserved the Alumni Garden Room for March 10 for Super Staff Banquet @ 1:30 - 2:30 pm. If on subcommittee, please arrive by 1 pm.
Anita question: Working with printing to update Super Staff shirt. If you do not have a Super Staff shirt, email Janae or Anita shirt size.

Janae will send out Google Calendar invite to SAC.

We will hold the March SAC meeting after the Super Staff Awards, hopefully booking the boardroom next door.

- New Employee Orientation - Committee
  - No news

- Parking Committee – Cathy
  - No news

- Promoting Student Success Series Planning – Paige
  - No news

- Elections
  - Aubrey Jenkins Lord was elected to complete a term representing Academic Affairs non-exempt staff
  - Chrissy Stice was selected to represent A & H staff on a dean selection committee for the Telitha E. Lindquist College of Arts. There was previously not a staff position, but Amy requested an exempt and non-exempt staff member. Provost Miner approved including one staff member. The college staff voted and Chrissy Stice was selected.
  - Suggestion from SAC - look at policy for updating hiring committee for positions that should have staff on selection committee (deans, VPs, presidents, etc.)

- PREP and Staff Training – Jessica
  - Staff training:
    - The first step will be re-evaluating the on-boarding process for new employees.
    - The second step will be looking at broader training needs.
    - There will be 2 representatives from SAC (Gail Niklason & Megan Moulding)
PREP:

- There was a handout shared at President’s Staff Meeting with a move forward with stronger language about PREP being mandatory for the merit process.
- HR plans to update PREP by:
  a. Tracking completion by division/area and share annually
  b. Changing performance management scale
  c. Revising PREP training for supervisors
  d. Conducting survey at the end of PREP cycles to gather feedback and make changes
  e. Sharing options for supervisors to gather feedback from their employees on the supervisor’s performance, if they are interested

- **Question**: What is the policy about equity pay adjustments from the legislature? What initiates equity pay adjustments?
- **Answer**: Extra money from legislature has initiated making adjustments for groups of employees based on equity. However, equity and cost of living adjustments are separate from merit raise. Sometimes equity adjustments are made when a new employee is hired. PREP scale should address performance, not equity.

- **Question**: What is the timing of PREP?
- **Answer**: Jessica - proposing to use a PREP within the last 12 - 18 months to determine merit increase, however there are different PREP cycles - fiscal year, calendar year, academic year, or legislative year, depending on the division. There is discussion to have everyone complete PREP on legislative year so it aligns to merit. Because the rubric cannot be edited until the next cycle
and everyone is on different cycles, roll-out of changes will be incremental.

**SAC Response:** SAC requested that the timeframe to be considered for merit be limited to a PREP completed in the last 12 months, which should accommodate different cycles and ensure a recent evaluation is completed. Jessica agreed

- **Question:** Is there an effort to increase the money for WSU salaries specifically?
- **Answer:** There is a commitment from President’s Council. WSU wants to be better with salaries, however some money is controlled by what we get from legislature. Some money is controlled by how different divisions allocate funds. Good news: The Utah Commissioner of Higher Education made a commitment for compensation to be the highest priority for the year.
- If you have other thoughts, email Jessica at joyler@weber.edu

5. **SAC Budget Update** - will discuss next month.
6. **Next Meeting** Tuesday, February 4, 2020 @ 2:30 pm