Present: Cathy Christansen, Janae Chaffee, Paige Davies, Luke Jenkins, Aubrey Lord Jenkins, Kim Love, Megan Moulding, Gail Niklason, Brett Perozzi, Anita Preece, Patricia Rasmussen, Jackie Shafer, Alex Ward
Absent: Judy Hutchinson
Excused: Shelley Park, Jessica Oyler, Raeanna Johnson
Guests: Brenda Marsteller Kowalewski, Alan Ferrin, Carey Anson

1. Welcome

2. Approval of January meeting minutes - No changes

3. Guest Presentation: Digital Fluency Corridor, Brenda Marsteller Kowalewski, Alan Ferrin, Carey Anson
   ○ Proposal presented by member of the Digital Fluency Committee for a central hub physically located between the Stewart Library and Lampros Hall for a Digital Fluency District.
   ○ A group of administrators, faculty, and staff set out to identify industry expectations and the resources needed for students to be digitally fluent graduates, prepared for the workforce. A sub-committee representing all colleges and divisions across campus was formed to determine space and other needs required to achieve this goal.
   ○ See handout here. See website here: https://weber.edu/digitaldistrict
   ○ Email suggestions, thoughts and ideas to committee: bkowalewski@weber.edu, canson@weber.edu, aferrin@weber.edu
   ○ DFD committee plans to collaborate with OWL to create modules to help faculty and staff.
   ○ Timeline – ideally to secure funding for at least parts of the project by Fall semester.
4. Updates from President’s Council and Board of Trustees
   ○ **IT - Electronic Institutional Technology Accessibility**
     - IT will audit websites to ensure they meet accessibility standards
     - Training to faculty/staff will be available to ensure they are in compliance
   ○ **University Planning Council - Strategic Plan**
     - The University Planning Council has a majority of faculty and administrative representation, but less staff representation. However, there will be opportunities for staff to give input on the upcoming Strategic Plan.
   ○ **Higher Education Governance Reform Legislation**
     - SB 111 sponsored by Senator Millner with Speaker Wilson as the House Sponsor, became public. [Here's a link](#) to the 360-page bill.
     - The State Board of Regents and UTECH Board of Trustees are merged into the Utah Board of Higher Education (UBHE), which has 18 members. UBHE will begin governing the system July 1, 2020.
     - The governor will appoint six current regents, six current UTECH trustees, four at-large members, and two students (one from a degree-granting institution and one from a tech college) to the board.
     - The appointment and powers of Boards of Trustees for degree-granting institutions, including Weber State, stay intact.
     - One additional responsibility for our Board of Trustees is the requirement to approve a strategic plan for the institution (see lines 3106 to 3112).
     - UBHE's role in program approval is spelled out in more definitive terms than the role currently for the peer review process. Basically, they are to "establish criteria for whether an institution of higher education may approve a new program of instruction" (see lines 4920 to 4927). Then, we will have to report on how the new program of instruction meets the criteria (lines 4937 to 4939).
Proposed Draft of the College Academic Advisor Career Ladder

Questions for HR from SAC:
- How do career ladders happen? How do they get approved?
- What is the process for establishing these?

5. Hiring Waivers discussion, Amy
- See handout here.
- Questions for HR:
  - What is the total number of hires, or what percentage are waivers of all hiring/promotion actions?
  - Of the waivers submitted, what are the demographics, exempt/non-exempt, job position, how many years at WSU?
  - Can we get more recent data? Is this data and process ever audited?
- Purpose for SAC to investigate: To write a letter of concern if there is a concern of an overuse of the waiver process.

6. Staff Satisfaction Survey discussion, Gail and Jessica
- Staff Satisfaction survey is conducted every 3 years. Data is disbursed to appropriate divisions and VPs are given a report. SAC advocated to include 2 questions from the previous survey related to the direct supervisor and a question about performance evaluation/PREP.

7. Subcommittee and Initiative Updates
- Parental Leave Policy – Kim Love
  - See handout here.
  - Clarified wording that leave is a max of 12 weeks, with 6 weeks paid
  - Proposal changed to include birthing mother under “any parent”, to make it stackable.
  - Proposal changed to extend FMLA leave (up to 12 weeks each) to both parents if both are employed at WSU and eligible.
■ Will run past Faculty Senate Recommendation Committee and UWHEN for feedback
  ○ Super Staff Awards – Janae

  ■ There have been 50 nominations and committee will meet next week to finalize awardees.

8. **Next Meeting** March 10, 2020, 2:30 – 4:00pm (following Super Staff Awards)