2. Approval of 12/1/2020 meeting minutes – [Link]
3. Updates from HR – Jessica Oyler, Assistant VP of Human Resources
4. Welcome new SAC member – Will Pridemore (Replacing Janae Chaffee)
5. Calendar Items –
   ○ Saturday hours 10-2 on 1/9/2021
6. Update Academic Affairs Diversity, Equity, and Inclusion Statement - Eric Amsel, Associate Provost for Academic Programs and Assessment
   ○ Eric Amsel presented a draft statement from the Academic Affairs Division on Diversity, Equity and Inclusion (DEI). He shared the process the committee used to develop the statement under the leadership of AVP Adrienne Andrews. The Committee is seeking feedback on the proposed statement before a formal publication. A Faculty Senate DEI Committee participated in the development of the Academic Affairs proposed statement. A similar statement is being developed by the Student Affairs Division.
   ○ SAC members, especially Academic Affairs folks, but from any division, are invited to provide feedback directly to Eric Amsel by xx/xx/xxxx. https://docs.google.com/document/d/1haYGmyfHtQdfgtgOY4XkbgFyXlF3VmET/edit
7. Updates from President’s Council and Board of Trustees – Brett Perozzi, VP of Student Affairs
   ○ Policy on policies is beginning to take effect. Providing a clear pathway for the process. Pay attention to cross-over of policies to give input to impacted areas.
   ○ Four new graduate certificates
8. **Updates Faculty Senate Rep** – Tim Herzog
   - SAC letter on parking fees: Support
   - DSU: Supported the name change.
   - Role that SAC and FS can play together for the COVID-19 vaccinations
   - Impressed with the role that staff have played in the COVID-19 testing process

9. **Review of Staff Satisfaction Survey** - Gail Niklason & Kursten Reznik
   - [Link](#) to survey data
   - Survey conducted every three years.
   - Presentation: Approval to put into reports gallery.
   - Three main dashboard pages: Likert Scale, Side by Side, Demographics
     Dashboard (Filters limited)
   - No qualitative data in dashboard. (Responses need to be coded.)
   - Feedback: SAC should look at this data.
     - Q: Do we need a subcommittee to look at the data? A: Traditionally the data goes to the President's Council.
     - Q: Order of the questions? A: Top most answer at the top - will vary on the Likert scale tab by division.
     - Q: If there are fewer than 5 individuals in a category, is this too identifiable? (i.e. Executive, Exempt, Non exempt, ethnicity) A: Can be changed.
     - Q: Can data be compared to prior years? A: Yes.
     - Q: Could a similar survey dashboard be made for exit surveys from employees. A: Yes, if we get the data.
   - What to make data public, but with attention to sensitive information.
10. **Short Term Disability** - Discussion (SAC) Concern that a new employee starts with no sick and no vacation. It must accrue. Sick leave is funded from individual departments - possible concern.
   - Q: Could we use the sick pool to provide two weeks of sick for new hires? Is this allowable? To what extent would this address the new employee issues?
   - Q: Is there a waiting period?
   - Unless the university picked up blanket policy, policies would be individualized.
   - Costs? Opt in only?

11. **Standing Subcommittees Updates**
   - **Super Staff Awards – Alex Ward**
     - March 17, 2021: Virtual event
     - Jan 25-29: Information
     - February nomination form
   - **Staff Equity – Amy Huntington**
     - No new activity since last meeting
   - **New Employee Orientation - Shannon Sanders**
   - **Public Relations & Communication – Kimberly Love**
     - Updated website, coordinating comm. efforts by division
   - **Elections – Gail Nikalson**
     - 8 positions coming open for next year
     - Apportionment: Seek President’s Council approval for changes
       - Pitch for 1 exempt, 1 non exempt from other non-affiliated groups
       - Allow individuals to finish terms if they switch from non-exempt to exempt
       - Increase number of representatives on SAC (Goal of x people per SAC representative)
Filled non-election seats: Can these be longer if a person is filling in for a short period of time?

- Get out the communication about positions & increase diversity
- Current ratios: 79 staff per SAC representative; Student Affairs Exempt =123 staff/ SAC representative
- Bylaws: Need PC approval to change our representation numbers.

**ACTION ITEM: All SAC** Share feedback with Gail and Luke

○ Legislative Rep (with UHESA) – Kimberly Love, Luke Jenkins
  - Strategies at the state level. Meet with the legislative representatives at each university to let them know about our issues. SAC leadership met with the WSU legislative representative. We will keep in touch as the bills come out during the legislative session.

12. Ad-Hoc Committees/Assignments

  - Report out next month
  - **ACTION ITEM: All SAC** Review revised documents and give additional feedback before next month’s meeting (2/2/2021).

○ Staff Retention and Exit/Transfer Data: Megan Moulding
  - Meeting with Jessica Oyler upcoming - report out next month

○ Non-WSU Education Benefits: Paige Davies

○ Faculty/Staff Hiring & Development Subcommittee: Raeanna Johnson
  - Emphasis on Wellness
  - Communicating differences for remote work across campus
  - Additional course offerings upcoming

○ Promoting Student Success Series Planning – Paige Davies
  - Upcoming events for wellbeing
Leverage internal resources
  ○ Parking: Luke Jenkins

13. Q & A: SAC
  ○ Congratulations to Megan Moulding for ACE award!
  ○ President’s Council: Week off - THANK YOU!

14. Q & A: Audience

15. Next Meeting – Tuesday 2 February 2021 (Modality: Zoom)

Staff Advisory Council Attendance:

<table>
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<tr>
<th>Attendee/Visitor</th>
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<tr>
<td>Luke Jenkins, Chair</td>
<td>X</td>
<td>Helen Fink</td>
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<td>Gail Nikalson, Chair Elect</td>
<td>X</td>
<td>Raeanna Johnson</td>
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<td>Amy Huntington, Past Chair</td>
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<td>Aubrey Lord</td>
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<td>Kim Love, Recorder</td>
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<td>Megan Moulding</td>
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<td>Shelly Belflower, IT</td>
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<td>Patty Rasmussen</td>
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<td>Will Pridemore</td>
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<td>Shannon Sanders</td>
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<td>Cathy Christensen, Past Chair</td>
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<td>Alex Ward</td>
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<td>Paige Davies, Past Chair</td>
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Other Attendees/Visitors:

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<tr>
<td>Brett Perozzi</td>
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<td>Jessica Oyler</td>
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<td>Tim Herzog</td>
<td>Chair, Faculty Senate</td>
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<tr>
<td>Kursten Reznik</td>
<td>Associate Data Analyst</td>
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<td>Eric Amsel</td>
<td>Associate Provost for Academic Programs &amp;</td>
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**Count Online Attendees:**

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