Tuesday, 2 February 2021
Virtual Meeting
2:30 to 4:00 p.m.

1. **Welcome** – Luke Jenkins

2. **Approval of 1/5/2021 meeting minutes** –

3. **Calendar Items** –
   - Truth in tuition hearing 2/22/21 (2:30-3:30 pm)
   - Town Hall- Strategic Planning 2/9/2021
     - NEW USHE policy: Looking at spending related to student fees
     - No losses of Revenue if a shift to E&G from student fees
     - Segregate all student fees from all other revenue sources

4. **Updates from President’s Council and Board of Trustees** – Brett Perozzi, VP of Student Affairs
   - Strategic Planning: In the final stages of strategies related to outcomes.
   - Town Hall on 9th: Gather additional information to update strategies. To be updated at UPC meeting on 2/23/2021.

5. **Updates Faculty Senate Rep** – Tim Herzog
   - Bookstore/Course Materials: Starting a task force to think about course materials broadly. How does this relate to the Bookstore with online course materials. Welcome a staff member on the task force. Welcome feedback from SAC.
     - Point of Record: Encourage including staff or student participation on the taskforce to ensure representation of affordability concerns
   - Salary/Benefits Committee: Consider what they do for faculty members. I.E. pay equity. Doing this analysis would be good for staff (POC: Leah Murray - Chair of FS salary/benefits committee).
6. **Updates from HR** – Jessica Oyler, Assistant VP of Human Resources

- **Salary piece:** Benchmarks for staff made in the past, but not for all staff positions. Throughout the rest of the year, HR will establish a benchmark and rule an analysis to ensure the job description aligns with data.

- **Strategic Planning:** Moving positions to a living wage across campus. (Definition of living wage: 2 adults working in the home with 2 children=$34,000.00 base salary.) Current base salary at WSU is $26,000. This change will impact staff more than faculty.
  - Q: What is the timeline? A: It depends on funding ($1.2 million - $2.4 million). We will make this happen gradually. We have to use the 3% increase. Each year a map will be created to push to meet the goal of a living wage for positions.

- **Executive Order 2021-03:** Look at remote work. Evaluation of each position for remote work. At the state level remote work is defined a little bit differently.
  - Thanks to the SAC group already working on this initiative.

- **Campus Climate Survey:** All faculty, staff, students will receive. Data provides information about areas that we can continue to work in to support staff.

- **Great Colleges Survey:** Random group of faculty and staff will receive this.

- **COVID Testing:** Randomize testing phase now. Still waiting to hear when we will roll out vaccines. It may be based on age. (Brad put a plug in for higher education to be part of the K-12 vaccination roll out at his presentation with the Legislature today.)

- **Short-term Disability:** We will need to go through an RFP process. Still working with purchasing to determine what this will look like. (Add to the calendar next month for discussion.) Other considerations available for staff now: Pool for sick leave. Also HR has assistance for catastrophic situations. Staff may inquire about these options with HR.

- SAC PPM 3-38 allows us to change our bylaws and adjust our membership numbers.
- Point of Record: June 2020: Approved to make the Chair a representative for all staff. Seat not counted in representative ratio.
- Proposal to amend the bylaws to increase the number of members. Needs to go through PC for approval.
- Change name of “Elections Committee” to “Apportionment & Elections” subcommittee.
- Point of Concern: Section 3 - Change language from January 1 to “First quarter of the calendar year.” (When SAC evaluates the apportionment ratios.)
- Point of Concern: Article II: Retain language for SAC representatives to serve on ad hoc and other campus committees and outside groups.
- Point of Concern: We have 8 openings right now. Can we adopt this change next year? Could be a challenge to fill all positions this year. Continuity concern as well.
- Point of Record: We could adopt the process and institute it next year?
- Data provided by FS: [15:1 is the ratio in Faculty Senate versus 103:1 for SAC. Faculty 583. 39 seats.]
- Point of Record: Ensure that we work with the Office of Diversity and Inclusion to actively seek guidance to find diverse candidates/representatives for SAC.
- Q: Is doing it every year overkill? A: Roll out gradually for an option.

**VOTE:**
- For Change: Yeah 14 Nays 0
- For Apportionment: Yeah 14 Nays 0
- Allow Executive Committee to decide apportionment ratio: Yeah: 12; Nay: 1
- Abstain: 1 (Executive Committee will review apportionment data.)
Motion withdrawn to change the Chair back to a position counted in the ratio.

Motion to table further discussion and allow guests to speak in consideration of the remaining time in SAC meeting.

8. **New Policy Process “Quick Refresher”** - Stephanie Hollist, University Legal Counsel
   - Legal Office is working to implement the “Policy on Policies”
   - Overview of the review process: SAC gets 45 days or 30 days to review. Public gets 7 days to comment. When a policy comes across for comment, the language is already in the policy. Note that other decisions (changes) to the language are not on the table.
   - Comments go to: policy@weber.edu [One place for comment.]
   - Documents we will see: Original, redline version, and informational document.
   - Software Program: New. To track policies & feedback. Goal is to roll out by fall.

   - PPM 3-5a, Employment Background Screening (HR Sponsor) [SAC 45 days to review] Q: Who covers cost? A: Cost is covered centrally. Goal is to save money over time. Minimize the amount of times that people need to get background checked. **VOTE of Support: 14 Yeah; 0 Nay**
   - PPM 1-17, Selection and Evaluation of Academic Deans [30 days to review]
     - Point of Record: Add a staff from the college onto the search committee. [SAC can send the feedback to the sponsor. Other changes can be suggested but that is not what is on the table.] **Vote: 14 Yeah in favor of adding language adding a staff member to the search committee.**
   - PPM 4-19, Grading Policies [30 days to review]
     - **Discussed. No feedback from SAC**

10. **Campuswide Digital Communications Guidelines** – Anna Burleson, Ty Naylor, & Nancy Jarvis
    - **No report due to out of time. (Reschedule to next month.)**
11. Standing Subcommittees Updates (As needed) **No reports due to out of time.**
   - Super Staff Awards – Alex Ward
   - Staff Equity – Amy Huntington
   - New Employee Orientation - Shannon Sanders
   - Public Relations & Communication – Kimberly Love
   - Elections – Gail Niklason
   - Legislative Rep (with UHESA) – Kimberly Love

12. Ad-Hoc Committees/Assignments (As needed) **No reports due to out of time.**
   - Staff Retention and Exit/Transfer Data: Megan Moulding
   - Non-WSU Education Benefits: Paige Davies
   - Faculty/Staff Hiring & Development Subcommittee: Raeanna Johnson
   - Promoting Student Success Series Planning – Paige Davies
   - Parking - Luke Jenkins

13. Q & A: SAC

14. Q & A: Audience

15. Next Meeting – Tuesday 2 March 2021  (Modality: Zoom)
**Staff Advisory Council Attendance:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Luke Jenkins, Chair</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Helen Fink</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Gail Nikalson, Chair Elect</td>
<td>Raeanna Johnson</td>
<td>X</td>
</tr>
<tr>
<td>Amy Huntington, Past Chair</td>
<td>Aubrey Lord</td>
<td>X</td>
</tr>
<tr>
<td>Kim Love, Recorder</td>
<td>Megan Moulding</td>
<td>X</td>
</tr>
<tr>
<td>Shelly Belflower</td>
<td>Patty Rasmussen</td>
<td>X</td>
</tr>
<tr>
<td>Will Pridemore</td>
<td>Shannon Sanders</td>
<td>X</td>
</tr>
<tr>
<td>Cathy Christensen</td>
<td>Alex Ward</td>
<td>X</td>
</tr>
<tr>
<td>Paige Davies</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**Other Attendees/Visitors:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brett Perozzi</td>
<td>VP Student Affairs</td>
<td>X</td>
</tr>
<tr>
<td>Jessica Oyler</td>
<td>Asst. VP of HR</td>
<td>X</td>
</tr>
<tr>
<td>Tim Herzog</td>
<td>Chair, Faculty Senate</td>
<td>X</td>
</tr>
<tr>
<td>Stephanie Hollist</td>
<td>University Legal Counsel</td>
<td>X</td>
</tr>
<tr>
<td>Ty Naylor, Anna Burleson</td>
<td>IT Policy, Planning, &amp; Assessment</td>
<td>X</td>
</tr>
<tr>
<td>Jennifer Bodine</td>
<td>Energy &amp; Sustainability Office</td>
<td>X</td>
</tr>
</tbody>
</table>

**Count Online Attendees:**

| Total online attendees:   | 30 |