1. **Welcome** – Luke Jenkins

2. **Approval of 4/6/2021 meeting minutes** –

3. **Updates from President’s Council and Board of Trustees** – Brett Perozzi, VP of Student Affairs, and Brad Mortensen, WSU President
   - Brett & Brad offered the following updates:
     - Homecoming will be held October 16, 2021
     - HEERF Funding cannot be used for certain capitol acquisition purchases, which may offer additional funding for programmatic purchases
     - Financial Aid is collecting student data over 3 years, allowing for a more thorough analysis of the recently updated scholarship structure
     - The Student Affairs division is taking the lead on a [JED mental health initiative](#) on campus. More information is forthcoming. They hope to leverage data already being collected.
     - The vice president evaluation process will involve both internal and external groups.
     - Many thanks expressed for those involved in commencement/convocation planning and execution.
     - A Board of Trustees Executive Committee meeting was held on Friday, April 30th. Julie Rich has been selected as dean of CSBS

4. **Updates Faculty Senate Rep** – Laine Berghout
   - SAC welcomed Laine Berghout, the 21-22 Faculty Senate Chair, and invited him to continue the positive working relationship established between Faculty Senate and SAC. Laine expressed his thanks and asked for feedback about staff issues that may be part of Faculty Senate discussions. Items discussed included PREP
issues, the recent changes to PPM 6-22 Student Code in regards to recordings, and representation on faculty senate of staff who are also adjunct faculty.

5. Updates from HR – Jessica Oyler, Assistant VP of Human Resources

   ○ Return to Campus & Remote Work Updates
     ■ Jessica reminded council members of the discussion scheduled for May 5, 2021 at 10:00-11:30 and requested that they attend. The Zoom link is in the announcements along with a link to submit questions in advance. Plans include talking about the timeline and process to review positions for remote work potential, ADA accommodations, and available mental health and wellness resources. The group discussed concerns about the timing around returning to campus. Jessica suggested that this be viewed as an opportunity for a campus reset, encouraging a thoughtful process rather than the reactionary one used when campus shut down in March 2020. This transition parallels the timeline requested by Governor Cox’s Executive Order No. 2021-03. Council members asked about faculty expectations during the transition. Jessica explained that many faculty schedules looked different before the pandemic and that similar expectations will be expected upon their return. Council members also commented about their better work/life balance after returning to campus full time. SAC expressed thanks for the conversation.


   ○ No policy change discussion items were submitted for SAC review.
   ○ Luke reported that PPM 1-13 will be up for discussion in tomorrow’s President’s Council meeting. This policy was discussed in the April 2021 SAC meeting.
   ○ PPM 6-22 was discussed in the April 2021 Board of Trustees meeting. SAC’s comments were not included in the version taken to Trustees, but the Policy Office will continue to examine relative case law. Policy updates will resume next fall.
7. **Elections for 2021-2022 SAC Vice-Chair and Recorder** – Luke Jenkins

- SAC members were asked to send nominations, including self-nominations, to Gail by 3 pm on Friday, May 7, 2020. A ballot will be distributed and results published ASAP. Please reach out to SAC leadership with questions about position requirements. Current members are eligible to vote, and those running must be continuing into the next year.

8. **Standing Subcommittees Updates**

- **Elections** – Gail Nikalson
  - Gail announced the results of the recent election. She thanked all those involved, and spoke about moving the election process from Google Forms to Qualtrics in order to more easily send reminders. SAC welcomed the incoming members and thanked the departing members for their service.
  - SAC discussed the Administrative Affairs non-exempt seat that remains unfilled, brainstorming ideas to encourage more participation from these staff members. Suggestions included:
    - Working to make SAC representation more accessible to those who may not feel qualified
    - Encouraging staff members to view SAC as part of their regular duties rather than extra work
    - Conducting more conversations with supervisors to encourage staff participation
    - Including information with nomination materials about which departments fall under each division. This could be done by including division information and supervisor information in the staff directory. Jessica will speak with the programmers to see if this can be included.
Super Staff Awards – Alex Ward

- SAC expressed many thanks for the virtual Super Staff Awards event.
- The group discussed the ongoing conversations about a university-wide recognition system. Alex suggested that this be considered as a committee charge for next year.

Staff Equity – Amy Huntington

- Amy recommended that a better definition be developed for this committee’s work. This group may be helpful in reviewing policy change requests through an equity lens.

New Employee Orientation - Shannon Sanders

- Shannon suggested that this committee may need to be reevaluated after the recent HR retooling of New Employee Orientation. Other feedback included investigating SAC follows up/checks-in with new employee cohorts, as this may reveal unknown issues as seen through a new employee viewpoint.

Public Relations & Communication – Kimberly Love

- No report at this time.

Legislative Rep (with UHESA) – Kimberly Love

- Luke reviewed the mission of UHESA (Utah Higher Education Staff Association) and suggested further discussion around the benefits of SAC’s involvement.

9. Ad-Hoc Committees/Assignments

Staff Retention and Exit/Transfer Data: Megan Moulding

- Megan is still working with HR to access this data. Her suggestion of continuing the committee’s work was supported by SAC members.

Non-WSU Education Benefits: Paige Davies

- Paige reported about the committee’s ongoing efforts, as assisted and supported by Rep. F. Ann Millner. USHE Commissioner Dave R.
Woolstenhulme is beginning conversations with USHE institutions. The committee suggests writing a letter of interest or support to Pres. Mortensen. Paige & Gail will draft and distribute a letter for SAC review.

○ Faculty/Staff Hiring & Development Subcommittee – Raeanna Johnson
  ■ The committee is working to develop more mentoring options for new/transitioning employees. They are also discussing a non-traditional resume and examining more recognition programs. Raeanna suggested continuing these efforts.

○ Promoting Student Success Series Planning – Paige Davies
  ■ The committee met yesterday, discussing a potential fall visit from Tim Rennick, along with other potential visitors. They also discussed how to connect their efforts to the new strategic plan.

○ Parking – Luke Jenkins
  ■ A parking fee increase of approx. 2% for next year will be reviewed in tomorrow’s President’s Council meeting. Dee Event center passes are not proposed to increase, as parking at the Dee is planned to be free once the Bus Rapid Transit route is in operation.

10. Committee Structure Feedback for 2021-2022 – Gail Nikalson
  ○ SAC leadership is sending a survey to collect feedback and suggestions. The survey is not anonymous as it will also be used to collect T-shirt sizes. Please send any anonymous feedback to Brett Perozzi.
  ○ Committees will be discussed and reviewed in the retreat. Please submit interest and feedback in the survey. Please note that some committees require more of a time commitment, but many ebb and flow. Engagement is expected, and efforts are made to minimize their impact on members’ regular duties.

11. Q & A: SAC
  ○ Sonja Green asked about Davis Campus representation next year. Luke & Gail will work with Sonja to develop a plan.
12. Q & A: Audience
   ○ No questions were asked.

13. Calendar Items
   ○ No calendar items were presented.

14. Next Meeting – SAC Retreat (Should we have an in person component?)
   ○ Questions will be asked in the feedback assessment about representatives’ comfort levels with an in-person retreat. If supported, this information will be used to seek approval from the Covid Task Force.

Staff Advisory Council Attendance:

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<tr>
<th>Name</th>
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<td>Gail Nikalson, Chair Elect</td>
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<td>Amy Huntington, Past Chair</td>
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<td>Kim Love, Recorder</td>
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<td>Shelly Belflower, IT</td>
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<td>Helen Fink</td>
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<td>Raeanna Johnson</td>
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<td>Alex Ward</td>
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Other Attendees/Visitors:

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<tr>
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<td>Jessica Oyler</td>
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<td>Laine Berghout</td>
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<td>Brad Mortensen</td>
<td>President, WSU</td>
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Count Online Attendees:

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