1. **Welcome** – Gail Niklason

2. **Approval of October 2, 2021 meeting minutes** – Approved

3. **Approval of November 5, 2021 meeting minutes** – Approved

4. **President Council Updates** - Brett Perozzi
   - November 10, 2021 meeting VP staff meeting and Betsey Mennell proposed an idea of selecting homecoming Dates for the next three years to help with planning. Exact dates are TBA.
   - VP Ellis expressed that diligence related to cybersecurity is very important and wants everyone to keep their own IT assets in order with a focus on servers. He wants to make sure that servers that aren’t managed by central IT are up-to-date and stay patched.
   - VP Menell moving forward with strategic plan #5 related to marketing and branding and may look at an outsourced company to assist WSU with that using an RFP. This is not yet funded, but expected to be funded in March by the Utah legislature.
   - Jessica Oyler talked about federal regulations related to employee vaccination requirements and WSU is going to wait and see how things go in the courts.
   - Passed resolution that in clinical settings at WSU, employees who are providing direct medical services are required to wear a mask and will follow CDC guidelines in implementing COVID testing.
   - **Trustees meetings**
     - Provost Krovi talked about retention and completion related to Developmental Math and English.
Residence housing and dining rates increase by 2.5% and are using the increase to cover laundry fees in their entirety.

- President’s Council meeting on Dec 1, 2021.
- Diversity council starting soon and the people on that committee will be by position mainly and this year they are going to do K12 Briefing
- Staffing changes at USHE updated the structure so Student Affairs is its own position now and approved some programs and disbanded other programs depending on student need and demand.

5. **Faculty Senate Updates** - Laine Berghout
   - FS meeting planned for Thursday December 9, 2021
   - Second reading of the constitutional change in PPM4 that would recognize two voting members representing adjunct faculty in FS. A vote took place from the senate to go to the general faculty for a final vote. This vote has a 15 day window completing on 12/7/2021 and there will be a formal review of the count on 12/8/2021.
   - Curriculum proposals will ramp up at the beginning of next year.

6. **Campus Climate Survey** - Presentation and Overview of Survey Results - Brett Perozzi
   - ViewFinder Campus Climate survey that went out to Faculty, Staff, and Students and a PowerPoint presentation of the information was shared by Brett Perozzi. It is important to note that this is mostly raw data and is open for discussion. Brett is happy to send this data to anyone who is interested. There will be easy-to-read documentation of the quantitative data that will be sent out once it’s finished. It has been requested by SAC that after we make a plan to distribute the data and come up with actionable items, we put effort into marketing which things are improving and what is being done to improve.
   - **Q:** Is Academic Affairs leadership reviewing the data or just mainly Student Affairs?
     - **A:** This is mainly student focused, but it is going to be brought up by SAC with Provost Krovi in a meeting next week.
Q: Who is accountable for follow-up?
  
  A: Leadership of campus and everyone else as who is looking to help. It is important to find actionable and deliverable items to follow-up on.

7. Initiative Updates

- Childcare for staff during university breaks - update on conversation with Camie Bearden
  
  Met on 12/6, Lutheran church on Harrison Blvd that offers daycare services to many staff, faculty and students will be closing down in December. McKay education building will be relocating in 2023. The next step is for SAC to reach out to HR to figure out what resources are needed to ensure there is a good childcare option for both students and staff. Camie said that she is supportive and wants to see this move forward and would like to see if SAC could assist with some ideas including a separate childcare area particular to Staff, expansions, and staffing increases depending on the budget.

- Staff Forum - update on providing a means for staff conversations Brett Perozzi
  
  Brett expressed some information about employee burnout, the great resignation, and making sure everyone has a purpose. There are some proposed changes and presentations to come. There is going to be a small survey sent out to Staff and the results will be summarized and reported back to WSU soon afterward. The focus is on empowering and communicating.

- Student Code amendment discussion - Gail Niklason
  
  In the past, the Student Code could not be updated by Staff and that was an issue that has been looked into. This is in process by the APSSA and we should have some updates by early next year. Staff will be able to attend the hearings for amendments about the student code.

8. New initiatives for discussion
Supplemental Pay Guidelines - Amanda Geilman

- Draft for Supplemental Pay Guidelines is under review. This mailly has to do with staff members who leave a position and their responsibilities are distributed amongst the remaining employees without compensation. This is a work in progress and SAC will be working with HR and Legal for guidance on how to move forward with supplemental pay.

9. Budget Update - Gail Niklason

- Gail Provided an update on how much money we have in the SAC budget at the moment.

10. Subcommittee and Initiative Updates

- Staff Relations Committees
  
  - Recognition - Sonja Green; new recognition initiative -
    
    - SAC approval of recognition award cost (estimated at $500/year)
      Sonja Green
    
    - Secure Qualtrics forum that is being designed that will be linked on the SAC website and we want people to spread the word. Depending on the amount of nominations, there may be a drawing. The plan is to have this for one person per week.

  Communication back to the employee recognized with an email.

  - Advocacy/Grievance - Raeanna Johnson
    
    - Finalized the form for grievance aspect and that we want to form two forms, one for concerns, and the other for general suggestions. Looking for a title to replace “Let your voice be heard” for a grievance. Grievance form will only go to Raeanna and Gail and will not be anonymous.

    - If the form responses deal with discrimination, they MUST be shared with AAEO, so verbiage with that notice will be added to the forms.

  - Data/Retention - Dustin Huntsman
- Children’s daycare/school (Already discussed)
- Supplemental pay (Already discussed)
- Staff Ombudsman role (Discuss in more detail next time)

**Policy - Paige Davies**; 5 policy updates to be reviewed
- Announcement from Paige that everyone will have policies to review five policies and hope to meet Dec 8. This will be sent to everyone via email to be reviewed before the next SAC meeting on 1/11/2022

**Communications - Josh Ford**
- Staff Recognition Form - Adding a link on the homepage to go to a secure landing page. https://weber.edu/sac/recognize
- Grievance Form landing page - Will add to the website along with a landing page once the forms and name are finalized.
- Signature update - Template from MarComm, how would everyone like to proceed on this?
  a. Sending the proposed template to SAC via email to gather input.
- Met with a staff member and he suggested that we send out little snippets about what we talked about in SAC. It was discussed that utilizing the announcements may be the best way to send these out. Josh will look into this for future meetings.

**11. HR Updates - Jessica Oyler**
- Search Advocacy changes will be coming next year to help with diversity in hiring committees.

**12. Announcements**
- Winter Break - whoot whoot!
- Tia Brown McNair - January 13, 2022; 1:00 - 4:00
  - Announcements to come, soon!
- UHESA Professional Development workshop
■ Work/Life Balance with Tara Ivie, UVU
■ More information to come.

13. Q & A: SAC
   ○ Who manages the responses to the questions in the Climate Survey?
     ■ Kelly Simmerick and Adrienne Andrews

14. Q & A: Audience
   ○ N/A

15. Next Meeting – Tuesday, January 11, 2022 (Modality: In-person/Zoom)

Meeting adjourned at 3:52 pm

Staff Advisory Council Attendance:

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<thead>
<tr>
<th>Gail Niklason, Chair</th>
<th>Amanda Geilman</th>
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<tr>
<td>Aubrey Jenkins Lord, Vice Chair</td>
<td>Joan Gustafson</td>
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<td>Luke Jenkins, Past Chair</td>
<td>Megan Moulding</td>
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<td>Crystal Giordano, Treasurer</td>
<td>Paige Davies</td>
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<td>Josh Ford, Recorder</td>
<td>Alex Ward</td>
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<td>Richard Badger</td>
<td>Dustin Huntsman</td>
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<td>Raeanna Johnson</td>
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<td>Hailey Loken</td>
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Other Attendees/Visitors:

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<tr>
<th>Stephanie Hollist</th>
<th>Legal</th>
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<tbody>
<tr>
<td>Jessica Oyler</td>
<td>Asst. VP of HR</td>
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<tr>
<td>Laine Berghout</td>
<td>Chair, Faculty Senate</td>
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<td>Name</td>
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<td>Courtnee Goodwin</td>
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<tr>
<td>Joan Gustafson</td>
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<tr>
<td>Bret Perozzi</td>
<td>VP of Academic Affairs</td>
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<td>Sonja Green</td>
<td>Davis</td>
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<tr>
<td>Debi Larson</td>
<td>CSME/ENVS</td>
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