Tuesday, 1 March 2022
Virtual Meeting and MA 319
2:00 to 4:00 p.m.

1. Welcome – Gail Niklason

2. Approval of February 1st Meeting Minutes – Gail Niklason

3. President Council Updates - Gail Niklason
   ○ Gail offered the following updates about the President’s Council meeting on February 4th:
      ■ An update was given to Adrienne Andrews about appointing a member from the new Equity, Diversity, and Inclusion division to SAC, and she will be appointing someone to serve until next-year’s election where the position will be reevaluated.
      ■ Discussions about course and program fees in Utah schools prompted questions about ensuring that each course evaluates where fees are going to and want to take a closer look at: Course fee policy, tracing of course fees, inclusion of course fee information in syllabi, and other inconsistencies.

4. President Staff Updates - Brett Perozzi
   ■ Brett Discussed key performance indicators are being reviewed from the National Institute of Student Success. Key findings show that there are lower enrollments, retention rates, and graduation rates among Black and African American, Native American and Alaskan, and Hawaiian and Islander Areas at Weber State. The data is being discussed and the university is looking for ways to improve in these areas.
• **Q:** Are we enrolling these students at similar rates?
  ○ **A:** Unsure if enrollments are down as well, however, smaller group sizes may affect overall statistics.

- Updates about Title 9 were provided by Paige Davies and other administration from the university.
- Information about the initiative to place feminine products in restrooms called the “Period Project” was given. Student leaders and other staff are getting involved. Machines have already been ordered in some places but have not been installed.
- Tim Rennick met remotely with staff and talked on National Institute about Student Success for WSU, but talked about creating summaries that would be sent to areas around campus to discuss key findings.
- Steven Richardson gave a strategic plan update. Most of the metrics that were discussed are being met and advanced.

5. **Faculty Senate** - H. Laine Berghout

- Laine discussed updates regarding Faculty related updates in the last Faculty Senate meeting about three big curriculum changes that generated discussion. Two items were accepted and the third was rejected. The two that passed were related to Electrical Engineering and the course that did not pass was a WSU course that combined History and Microbiology, and this was largely due to lack of resources. The biggest concern voiced by faculty was that the communication could have been better around these class and course changes.
- Laine also provided an update about the discussions around faculty salary at the meeting. Salary and benefits committee made a good presentation of the data and made it easier to quickly understand. If anyone would like more info, Laine would be happy to share with SAC members. Laine
pointed out that a big concern of FS is that Staff salaries and Adjunct salaries are also being considered in these discussions.

- The last update was about Sabbaticals and this raised a discussion with faculty due to many sabbatical requests getting denied.

6. **HR Updates** - Jessica Oyler
   - HR Transition:
     - HR transition announcement 3/2/2022 and there will be an interim appointment and a search this year for the HR position. Jessica is slowly moving into her new role. There has been talk about the legislative update about salary increases, and she talked about additional flexibility that will be talked about going forward.
     - Q: What are we expecting the conversation between SAC Leadership and President Mortensen to look like?
       - A: We are expecting to meet with President Mortensen and start the conversation, but would be happy to extend our reach to all of SAC if they want.

7. **SAC Initiatives** - Gail Niklason
   - Gail provided an update on the Childcare for staff SAC initiative:
     - Gail reminded council members about the SAC initiative regarding Staff needing childcare during University Holidays where they are still expected to work normal hours. There have been conversations with multiple people who are involved with WSU Childcare to talk about the issues. Those who we spoke to helped us understand that most child care centers at WSU are Student Education focused and that Students come first when requests come in. There are also limits with space and resources and are only able to do so much. They asked that if we can provide details regarding an ongoing need, they may be able to designate space for a child-care expansion in the future.
Q: As it gets closer to the end of the semester, should we start looking into this now or wait?
   A: It’s probably best to start looking sooner than later.

Q: Can we form an Ad-Hoc committee to start this?
   A: Yes, this would be a good reason to form an Ad-Hoc committee.

8. Subcommittee Updates

- Policy Paige Davies (Estimated 30 minutes)
  - See Notes/Feedback for Subcommittee feedback
  - PPM 3-31 has been modified with the changes that SAC suggested last time. Luke Jenkins is going to review this today so it can proceed to PC.
  - We discussed the following PPM’s and left our notes and feedback in the shared documents.

- PPM 4-21a - Awarding Transfer Credit
  - There was a lengthy discussion about PPM-4-21a mainly involving members from the Registrar’s office and the ASSA Chair regarding unseen staff impact of these changes. During the discussion, there were concerns voiced about a need to provide better transparency to students and faculty about transfer credits to be included in the PPM, however, for the requested changes to take place, all members involved will need to review existing policies and procedures and re-allocate already strained resources. There will be ongoing discussions with the departments involved, including SAC, to ensure this moves forward smoothly.
    - At this point in the discussion, a Motion to request the policy changes be revisited before implementation, specifically in regards to concerns of staff and transparency
around the MOU process with individual departments was voted on by SAC voting members and the results were:

- 8 for, 1 against, 1 abstain

- **PPM 1-13s Discussion**
  - [PPM 1-13: Faculty Membership and Rights of Members](#)
  - [PPM 1-13 - Faculty Senate Constitution and Bylaws (Committees of the Faculty Senate)](#)
  - [PPM 1-13, Faculty Senate Constitution and Bylaws (Faculty Board of Review)](#)
  - Grievance and Staff Advocacy - Raeanna Johnson
  - Awaiting updates from IT about Google form extension
  - Data and Retention - Megan Moulding / Amanda Geilman

- **Vacancy Based Extra Compensation (Title changed based on feedback)**
  - Amanda explained that this guideline is using policy that already exists to help compensate employees for those who are filling in responsibilities for an extended period of time. This will eventually be on the HR website as it’s not an official policy on its own. There will be a continuation of this conversation with HR later this week.
  - **Q:** Where is the source of funds coming from for this additional compensation?
  - **A:** Unsure exactly where the funding will come from, but it’s important to ask upper administration for “one-time-funds” when needed.

- **Creative/Innovative collaboration support**
  - Amanda talked about ways that staff can be supported and funded by administration when they want to research and implement projects and put ideas into motion. This could also be for staff who want to research and improve processes that they do each day. There will be a conversation with Provost Krovi and
based on the result will potentially be brought back to SAC and then pushed forward to other administration in the university.

- **Staff Awards** - Alex Ward
  - Super Staff Awards & SAC expectation
    - Alex explained that SSA will be on March 31st at 1:30 SU 404 and will need help announcing winners and setting up.
    - Staff Recognition renaming conversation taking place
  - Ongoing recognition
- **Communications** - Josh Ford
  - Website updates
- **Elections** - Aubrey Jenkins Lord
  - Elections information meeting
    - Aubrey is asking for those to look out for election information soon. She would like us to shoot for this on Monday 3/7/2022.

9. **Non-SAC Committee Updates**
   - DOCE Hiring Committee - Debi Larson
     - Updates to come after the a meeting on Thursday
   - Any others?
     - PeopleAdmin updates to come soon

10. **Action Items**
    - Medical Benefits Update - Gail Niklason
      - Summary document coming to SAC soon. Costs across the board have gone up by a few percent. More information will be in the document Gail will share out with SAC.

11. **Announcements**

12. **Q & A: SAC**
    - Can we talk about Sabbaticals a bit more in future meetings? - Crystal Giordano
      - Yes, this can be brought up in future meetings

13. **Q & A: Audience**
14. Next Meeting – Tuesday 5 April 2022 (Modality: In-person/Zoom)

Meeting adjourned at: 4:00pm

Staff Advisory Council Attendance:

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

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<tbody>
<tr>
<td>Jessica Oyler</td>
<td>Asst. VP of HR/Provost</td>
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<td>Laine Berghout</td>
<td>Chair, Faculty Senate</td>
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<tr>
<td>Bret Perozzi</td>
<td>VP of Academic Affairs</td>
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<tr>
<td>Courtnee Goodwin</td>
<td>Institutional Effectiveness</td>
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<td>Sonja Green</td>
<td>Davis</td>
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<tr>
<td>Allen Lore</td>
<td>Continuing Ed IT</td>
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<tr>
<td>Nancy Tomon</td>
<td>Business Administration</td>
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<tr>
<td>Michelle Paustenbaugh</td>
<td>Chemistry</td>
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<td>Rovi Krovi</td>
<td>Provost</td>
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<td>Camille Gooch</td>
<td>SSC</td>
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<td>Debi Larsen</td>
<td>Adjunct Faculty</td>
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<tr>
<td>Kaori Gale</td>
<td>AAEO/OSP</td>
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<tr>
<td>Cori Horne</td>
<td>Registration</td>
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<tr>
<td>Jamie Call</td>
<td>Registration</td>
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