1. **Welcome** – Gail Niklason

2. **Approval of December 2, 2021 meeting minutes** – Gail Niklason
   - Minutes approved

3. **President Council Updates** - Brett Perozzi
   - Enrollment Update
   - President Mortensen expressed that enrollment numbers for Spring 2022 are down from previous years that may result in various reductions. These will be discussed in more detail in the near future.
   - President’s Council Updates
   - Proposed new Travel application that is in the process of RFP that could have a big impact when it comes to employee travel at WSU.
   - Discussed general budget and budget urgencies for FY23.
   - VP Ellis updated on Eduroam and discussed the adoption rates. Most are on eduroam but there are still some late adopters.
   - Inclement weather policy is being worked on.
   - Reviewed nominations of presidential outstanding staff awards and award recipients and updates will be provided by February.
   - Inclusive Holiday Decorations have been discussed and the administration agrees that more inclusion is better.
   - There has been a Call for Civility by Adrienne Andrews to provide grace and civility during this difficult time.
   - All communication regarding COVID-19 has been sent out for Spring 2022.
Ken Garff keys to success program week of 24th where they will come and talk about enrollment concepts and High School Students gaining information through an app that WSU can help provide recruitment information to those students. This is focused on High School students.

4. **HR Updates** - Jessica Oyler
   - COVID Updates
     - Discussions regarding how other counties have opted to mandate masks outside of Weber County
   - Employees
     - Waiting on supreme court for vaccination mandate for employees
     - Announcing more information about broadening testing 1/12/2022
     - Salary benchmarking has been finished and information will be discussed in the next SAC meeting in February.
       - Q: Does the SLC County mask mandate affect WSU?
         - A: The law is clear that we cannot require masks as long as there is not a county mask mandate. There is more flexibility for the University when there is a mask mandate in the county.

5. **Faculty Senate** - Laine Berghout
   - Laine expressed that the Faculty Senate has recently discussed that the senate did accept two adjunct faculty as members of the Faculty Senate.

6. **SAC Initiative Updates**
   - Gaps in the Melba S. Lehner Children's School as staff childcare - Gail Niklason
     - Side-note that the Nontraditional Child Care Center is now open to staff
       - Jessica Oyler has expressed that HR has some resources available to help fund this project. Data is in the process of being gathered to figure out how much money and space is needed.
● Joan Gustafson said that there are talks with folks at the Lutheran Church on Harrison potentially reinstating the daycare option. This is still in early stages, but Joan would be happy to answer questions and help where needed.

○ Responsive staffing options - Gail Niklason
  ■ Gail Niklason would like to have a discussion for when campus stays open during inclement weather, staff who can work remotely have the opportunity to do so with supervisor’s approval.

7. Subcommittee Updates

○ Policy Review - Paige Davies (estimated 45 minutes)
  ■ PPM 11-1 - Graduate Programs
  ■ PPM 3-15 - Abusive Conduct and Respectful Work Conditions
  ■ PPM 3-40/PPM 3-12 - Retirement Programs
  ■ PPM 3-68 - Released Wellness Time
  ■ PPM 3-31 - Staff Grievances
  ■ PPM 3-9 - Alternative Work Arrangements

  Policies reviewed and notes for this section were taken in the Policy Review document linked above.

  After reviewing the six policies, there were no immediate concerns, however, Gail is taking feedback until Thursday, January 13.

○ Staff Relations Committees
  ■ Recognition - @Sonja Green; new recognition initiative - SAC approval of cost (estimated at $500/year)
    ● Sending out Mar 31, 2022 tentative as the super staff award. Hybrid option possibly having it in the union.
    ● Recognition: Over 60 responses and are planning on choosing one person a week to receive the prize of a mug. Those have been shipped and should be received in about a week.
  ■ Advocacy/Grievance - Raeanna Johnson
• Jessica/Stephanie looked over the form and addressed concerns about using the Grievance verbiage, and they have been working with MarComm on how to title the form and they are having issues as well.
  ○ “Review for request”? And moving anything called grievance and calling it concern. Advocacy subcommittee.
  In final stages of workshopping the name

■ Data/Retention - Megan Moulding
  • Update about creating a guideline for employees who are performing significant duties outside of the scope of their job for a Jan 20 discussion with HR.

• Other initiatives that are being worked on include: Childcare Strategy, Reviewing insights from the recently collected HR data, and looking at staff compensation.

○ Communications - Josh Ford
  ■ Secure Recognition Page added
    https://www.weber.edu/sac/recognize.html
  ■ Elections Page updates
    https://weber.edu/sac/elections.html

○ Elections Committee - Aubrey Jenkins Lord
  ■ Aubrey expressed that it has been difficult recruiting for SAC and is asking if current members can put feelers out to colleagues and other staff members to gauge interest. Information about the following will be posted soon:
    • Timelines
    • Candidate Recruitment
    • Informational Webinar

8. Non-SAC Committee Updates
- **Parking** - Luke Jenkins
  - Has not met since last SAC meeting
  - Next meeting is 20 January 2021, send Luke concerns & questions

- **IT Governance Council** - Gail
  - Standard user accounts are here to stay as they help to greatly reduce the amount of viruses and unwanted programs on computers.
  - Review and feedback from Acceptable Use Policy if anyone on SAC is interested

- **UHESSA** - Aubrey Jenkins Lord
  - Professional Development workshop - day, time
    - Work/Life Balance with Tara Ivie, UVU
  - WSU Hosting @ Farmington this year
  - SAC Attendees welcome and that will be held Friday, March 4th at 10:00am and will be a 5 hour meeting with food included.

- Any others?

9. **Announcements**

- **UWLE Leadership Project & Survey** - Paige Davies (5 minutes)
  - Fill out the survey if possible. This will also be sent out in an email asking for feedback about leadership training.

- Faculty & Staff Town Hall - January 12, 2022; 3:30
- Tia Brown McNair - January 13, 2022; 1:00 - 4:00

10. **Q & A: SAC**

11. **Q & A: Audience**

12. **Next Meeting** – Tuesday 1 February 2022 (Modality: In-person/Zoom)

Meeting adjourned at: 3:54pm

**Staff Advisory Council Attendance:**

<p>| Gail Niklason, Chair | x | Amanda Geilman | x |</p>
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<td>Aubrey Jenkins Lord</td>
<td>Vice Chair</td>
<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>
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<td>Josh Ford, Recorder</td>
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<td>Richard Badger</td>
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<td>Dustin Huntsman</td>
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<td>Hailey Loken</td>
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<td>Jessica Oyler</td>
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<td>Laine Berghout</td>
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<td>Bret Perozzi</td>
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<td>Debi Larson</td>
<td>CSME/ENVS</td>
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<td>Adrienne Andrews</td>
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<td>Allen Lore</td>
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<td>Laura Thompson</td>
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<td>Jane Michels</td>
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<td>Stephanie Hollist</td>
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<td>Courtnee Goodwin</td>
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