1. Welcome – Gail Niklason

2. Approval of January 11, 2022 meeting minutes – Gail Niklason
   ○ January 11, 2022 Minutes approved by SAC at the beginning of the meeting

3. Legislative update - Brad Mortensen
   ○ President Mortensen gave a brief overview of the USHE meeting explaining that Weber State is set to receive 10.61% of the total allocation of funding designated to colleges in Utah. Not all schools receive all of their allotted funding, however, of that 10.61%, WSU will receive 100% of the funding. He also spoke to the Trustees meeting on January 25th and said that they went over many items that will assist with the success of individuals at WSU.
   ○ President Mortensen also talked about the Enrollment numbers for Spring 2022 and explained that compensation growth and enrollment growth have a parallel relationship. There will be more information in the coming weeks regarding the Public Education Package and how this money will be added and who will be receiving the money.
   
   ■ Q: Do you see House Bill 226 affecting Weber State?
      ◆ A: No, we haven’t been assigned a role with corrections.
   
   ■ Q: Does the Executive order allowing state employees to substitute teach affect Weber State?
      ◆ A: At this time, USHE is weighing in on it, but it only applies at the state level. There are conversations with HR and other institutions in Utah, but it does not appear to affect Weber State at this time.
4. President Council Updates - Brett Perozzi

- VP Perozzi gave a brief overview of a recent speech Provost Krovi recently gave regarding the importance of sabbaticals and how much they benefit the individuals and the institutions at which those individuals work. He also gave a status update for Davis campus from Julie Snowball.
  - Q: Do we know how frequently staff take advantage of a sabbatical or administrative leave?
  - A: To be answered in the next SAC meeting

- VP Perozzi reviewed the strategic plan and said that the VPs will be meeting for their mid-year updates soon. He added that it has been requested that Mark Halverson will be presenting a pathway forward regarding increases in updating the security of wildcards and other technology and HEERF Funding will help accelerate the move forward.

- There was also discussion around Enrollment and it was mentioned that Enrollment Decline could trigger budget cuts which could equate to almost three million dollars and that this could create cuts of base budgets for departments next fiscal year. Administration is looking at solutions and will be able to give a better idea of where we are at later this year.

- VP Perozzi also spoke about the New Division, Equity, Diversity, and Inclusion, led by VP Andrews. This division is a combination of multiple departments under SA and will grow as it adapts to meeting the needs of the Strategic Plan.

5. Faculty Senate - H. Laine Berghout

- Faculty Senate Chair Laine Berghout gave some updates on what is happening in Faculty Senate (FS), starting with speaking about the College and University Professional Association (CUPA). He said that in their next meeting on 2/3/2022, they will be discussing data on faculty salaries, and look deeper into equity and looking at what improvements can be made. In that same meeting, FS is also going to review the IT Acceptable Use Policy (AUP) modifications as well as PPM3 modifications.
Laine also said that Senate Elections are coming up. Senators have been elected, and not Executive Committee Elections and Chair and Vice Chair elections are coming up soon. FS also invites committee members to volunteer for various FS committees which cross over to Adjunct staff members as any Staff who are Adjunct Faculty members can be part of an FS committee per request to the committee and Adjunct representatives.

6. **HR Updates - Jessica Oyler**
   - CUPA update (estimated 30 minutes)
     - Jessica Oyler spoke about CUPA and the efforts HR have been making to ensure employees at WSU are being fairly compensated by contracting with outside consultants to review and give guidance to salaries and compensation. Another part of this is gathering benchmarks and speaking with VPs to see if these positions are getting fairly compensated compared to other organizations internationally using multiple surveys based on employee roles and job functions. The primary survey was conducted using CUPA, EduComp, and Western Management to gather data and statistics. Jessica said that the goal in 2015 was to look at each salary to get people to 90% of the market median. Now, WSU is looking to get employees as close to the median pay as possible and focus on transparency. Jessica also presented a Salary Market Compensation 2022 chart and discussed the data with SAC and is happy to discuss any of the figures with people during/after the meeting if they would like. It was also discussed by members of SAC that it would be helpful for employees to know how their benchmark was determined for their position.

7. **SAC Initiative Updates**
   - Supplemental Pay and Guidelines - Amanda Geilman
     - Amanda spoke about the Supplemental Pay Guidelines 1st draft and expressed that this document was a guide with an example to point to for supervisors and employees when supplemental pay is something being
talked about. It should be noted that the focus of this document is for supplemental pay while an employee is covering responsibilities while a position is vacant. During the SAC meeting, we discussed the comments made in the document. Amanda is going to make changes based on the comments and send it back to SAC for review.

8. Subcommittee Updates

- **Policy Paige Davies**
  - **Policy 10-2** Discussion - this will happen at 2:45 (we will interrupt at that point to allow Bret Ellis and Nancy Jarvis to weigh in)
    - Nancy started by thanking SAC for the feedback and they have made the changes and Legal has put those into the redline document so they have been made at the policy level.
    - Discussed changes in 10-2 redline document with some of the following question:
      - Q: Is it possible to give supportive guidelines or examples that could be linked somewhere pertaining to the policy and more information on conducting business communication?
      - A: Yes, it is possible, but at this time the main focus is to revise the policy so that it meets auditing standards. Additions to the policy can be discussed at a later time.
  - **Policy 4-21a** Discussion - received this policy right before the meeting, do we feel comfortable reviewing today?
    - This is not very relevant to SAC, so it is not required that this is reviewed.
  - **Staff Relations Committees**
    - **Grievance Raeanna Johnson**
• Grievance subcommittee met 1/31/2022 to finalize the Review for request form and is ready to go, but are missing an extension for easier notifications. Once the notification is available to use, the form should be ready to publish. The subcommittee also worked on Suggestion and idea form.

■ Data and Retention - Megan Moulding

• Staff Innovation Collective discussion
  ○ Early conversations on a collective that could foster innovation from staff. More information to report to SAC in the coming weeks/months.

■ Super Staff Awards - Alex Ward

• Super Staff update
  ○ Update and invite for March for SAC members, Hybrid event in the Union with a presentation and refreshments. Nomination form will go out the 2nd week of Feb.
  ○ It was discussed that links to departmental forms to add to the website could be helpful, but since most of those links are either external or private to the department, it would be difficult to keep this up-to-date.

• Staff Recognition update
  ○ New staff recognition program is working really well, 84 responses so far. Prizes have been collected and they will start distributing them soon. Updated website to clarify that this is for cross-division recognition.

○ Communications - Josh Ford

■ Josh from the communications subcommittee said that he has been working on various updates including: ByLaws Page updates, Addition of Grievances pages soon, general website formatting, and wanted to make
it aware that current meeting agendas are available on the SAC website
https://weber.edu/sac/meetings.html

○ Elections Committee - Aubrey Jenkins Lord

■ Apportionment discussion

• Aubrey talked about the SAC Apportionment Proposal document and discussed that SAC representatives are selected based on where their home ORG is and are connected with the group in which they are more appropriately aligned. She also went over the proposals in the document and discussed the different proposals that are going to be voted on via Qualtrics survey by 2/4/2022.

■ Elections:

• SAC Elections & Appropriation 2/1/22 document review and they are linked in the agenda along with the timeline. This timeline has been added to https://weber.edu/sac/elections.html
  ○ Timeline: First week of March: Election Information meeting
  ○ March 14-23: Nomination Requests accepted via Qualtrics
  ○ March 31: Candidate Confirmation
  ○ April 4-15: Voting takes place
  ○ April 25: Elected Members Notified

• Discussed forming a committee to look at the ByLaws again and make sure that the new Division is supported and that Davis is appropriately involved.

• An idea was given to hold blind elections this year and use the election meeting to help those who are running are set up for success. Create some example candidate statements and make sure people are comfortable. This would involve not including names, gender, or identifiable information. This is still up for conversation and modification.
9. Non-SAC Committee Updates
   ○ Parking - Luke Jenkins
     ■ Luke Jenkins discussed construction updates, updates on asking Facilities Management about clearing walkways/roadways faster, and green vehicle rebates. He also mentioned that shuttles are at 50% capacity, the BRT sign near campus on Harriron will be done this Spring/Summer and Davis will have a similar sign that will match Ogden’s style. It was also mentioned that Birch St. may be closed summer 2022 to start construction.
   ○ UPC - Aubrey Jenkins Lord
     ■ We ran out of time and did not get a chance to discuss UPC.

10. Announcements

11. Q & A: SAC

12. Q & A: Audience

13. Next Meeting – Tuesday 1 March 2022 (Modality: In-person/Zoom)

Meeting adjourned at: 4:00pm

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>Name</th>
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<tr>
<td>Brad Mortensen</td>
<td>President</td>
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<td>Jessica Oyler</td>
<td>Asst. VP of HR</td>
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<td>Laine Berghout</td>
<td>Chair, Faculty Senate</td>
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<td>Bret Perozzi</td>
<td>VP of Academic Affairs</td>
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<td>Stephanie Hollist</td>
<td>Legal</td>
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<td>Courteen Goodwin</td>
<td>Institutional Effectiveness</td>
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<td>Patti Glover</td>
<td>Faculty Senate</td>
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<td>Noah Erb</td>
<td>SSC</td>
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<tr>
<td>Rachel Rauschenberger</td>
<td>Purchasing</td>
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<td>Sonja Green</td>
<td>Davis</td>
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<td>Corinne Bigler</td>
<td>Registration</td>
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<tr>
<td>Cassandra Backman</td>
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