



WEBER STATE UNIVERSITY

Staff Advisory Council

Tuesday, December 3, 2019

Stewart Library – Hetzel Hollein Room

2:30 p.m. to 4:00 p.m.

Minutes

Guests: Stephanie Hollist & Madonne Miner

Present: Luke Jenkins, Amy Huntington, Gail Niklason, Judy Hutchison, Cathy Christensen, Jessica Oyler, Paige Davies, Alex Ward, Patti Rasmussen, Anita Preece, Janae Chaffe, Raeanna Johnson, Kimberly Love, Megan Moulding

Excused: Jackie Shafer

1. Welcome

2. Approval of November meeting minutes: Approved without changes

3. Updates from President's Council and Board of Trustees

4. Academic Affairs Staff Town Hall Meeting - Recap Academic Affairs SAC Members

- Townhall was held in Ballroom B. Gail presented the results of the survey then SAC representatives conducted a roundtable discussion about the main talking points of the survey (PREP, Training, Retention).
- ***Primary concerns & critiques around PREP and training were:***
 - What/When/How/Why of PREP
 - Onboarding of new staff is insufficient
 - Desire to see training that is job-specific (Argos, Banner, etc.)
 - Delays from HR when individual reached out for assistance with PREP
 - Across campus there are different PREP cycles
 - When individual clicked on the checkbox on PREP indicating the job description doesn't match their duties, there was no follow-up.
 - Can staff evaluate their supervisors?

○ ***Suggestions, recommendations, and progress for PREP & Training:***

- **Develop SAC PREP committee to review and evaluate PREP and how it can be improved (SAC and non-SAC members)**
- **Develop Staff Training Committee of SAC and non-SAC members** Megan, Gail and Jennifer Evans (HR)
- Investigating what is the PREP completion rate? By division? By department? Who is doing it?
- Be more transparent and create FAQ about PREP
- Develop on-boarding templates that are specific to positions with existing knowledge to create a comprehensive guide.
- What are the resources needed early-on? Can it be in an electronic/online format?
- Human Resources (HR) is looking at several issues around PREP and will take the lead on changes raised by SAC and in the Academic Affairs Town Hall process. These include:
 - Using a 3-point scale instead of 5 for PREP rubric.
 - Having merit letters go out with salary letters using a common template so employees would understand what their raise is.
 - Supervisor training was recently condensed over 1 week instead of multiple weeks.
 - Onboarding training for new department chairs (who supervise staff) early in the transition.
- **HR: Recommendations for PREP @ WSU by USHE:**
 - *Implement policies to require staff evaluations and track their completion rates.*
 - *Develop and encourage staff evaluations that are effective at managing performance.*
 - *Ensure that faculty administrators are provided a process to address professional conduct or collegiality concerns.*
 - [WSU current policy](#) states that evaluations will be completed at least annually

5. Policy Proposal – Staff role with Academic Freedom at University – Paige

An issue was raised at a recent faculty/staff forum about academic freedom following the situation with the Debate Coach and a student who, without prior approval, recorded and released a practice session. While faculty are protected to an extent by the policy and practice of 'Academic Freedom',

staff at the university are not covered in the same way. Legal counsel Stephanie Hollist provided an overview of what this means for staff employees at WSU:

- Staff are protected by first-amendment rights, and due process employment rights. [See handout]
- When staff interact with students, it is on behalf of the university, so they still have rights to fulfill their job, but staff have due-process rights for informal and formal complaints by students. There is a personnel relations committee where issues can be addressed and ultimately appealed to the University President.
- Policy 3.31a relates to student grievance about staff and the steps when this happens
- **Hal Crimmel** is the due process office for students and can also be the contact for staff (Chair of the English Department)
- Due Process Policy will be on the Safe@Weber website

6. Subcommittee and Initiative Updates

- *Staff Equity – Luke Jenkins*
 - New version of PPM 3-48 [See email sent by Luke on 12/3/19]
 - Changes - eliminating references to adjunct teaching, elimination of the 15% threshold of higher approval, use of a median base salary for calculation of maximum supplemental pay that a staff member can receive. Additionally, there will be documentation required for all supplemental pay situations and template forms will be provided, though divisions or departments may have specific forms they choose to use.
- *Public Relations & Communication – Raeanna and Alex*
 - Raeanna and Alex will work on PR/Communication to send out about staff rights
 - Alex will email the SAC contact card that she created.
- *Super Staff Awards – Janae*
 - Will meet as committee and look at old and new form to tie in better with super staff criteria. Will come up with a rubric to streamline nomination process
 - Ceremony will be right after Spring Break (Week of March 9 - after Spring Break)
- *New Employee Orientation - Committee*
 - There are changes in how HR will be doing onboarding and they will make sure employees get the information they need at the time they need it.
 - SAC will not be presenting anymore at the new employee orientation
- *Parking Committee – Cathy*

- The state DOT came to campus and filled in pot-holes
- There are still concerns with digital parking system
- Concerns with the parking hours of 7 am - 4 pm near some buildings (Gym and Library)
- *Promoting Student Success Series Planning – Paige*
 - The next event is on **January 22** - Stuart Slaven will be on campus and will focus on classroom teaching styles to help increase mental health for students (example: having deadlines due at 10 pm instead of midnight, so students sleep).
 - Plan to kick off a Community of Practice hosted by Teaching and Learning Forum with presentation from counseling center.
 - Self-study in the spring to see the future of student success planning
- Elections
 - Empty spot in Academic Affairs with 6 candidates. Nomination form sent.
- Other initiatives
 - Current year allocation (\$4,000) has not been transferred yet, but Anita is working with VP Norm Tarbox to complete this transfer of funds.
 - If you are interested in an updated polo shirt (*Council*), let Anita know

7. Next Meeting January 7, 2019 @ **10:30 am** (time changed due to President Mortensen's Inauguration)