



WEBER STATE UNIVERSITY

Staff Advisory Council

Tuesday, 1 September, 2020

Virtual Meeting MINUTES

2:30 to 4:00 p.m.

- 1. Welcome – Luke Jenkins**
- 2. What is SAC? What we do, who we are. Introduction of new members**
- 3. Approval of June 26, 2020 meeting minutes – (In SAC BOX file)**
- 4. Updates from SAC June Retreat (2020 Goals) – Amy Huntington**
 - Virtual retreat in June for SAC to establish what we want to focus on for the new year.
 - Discuss on COVID 19 impacts: Added staff member to the COVID19 taskforce. Julie Ungren.
 - Concerns about the faculty/townhall. More emphasis on faculty issues and not staff issues. Academic Affairs met with the Provost to make sure that staff were being taken care of when they came back to campus. There is still an inconsistency with supplies across campus. We need to hear about the needs of staff across campus. If there is one area on campus that is doing well. We can emulate their procedures.
 - Staff Ombudsman: Not a clear path to resolve those issues. Priority to work on for this year. (Faculty have a person in this role. Other USHE institutions have this role as well.)
 - Training for new employee: Onboarding happening differently – virtually.
 - Staff recognition in SAC: Determine how to hold a recognition ceremony for staff members across campus. Should we roll it into other events on campus? This needs to be decided.
 - Policy/Strategic Planning: This is ongoing. We will announce the upcoming townhall for strategic planning. September 15th 2-4 pm. (Luke put in chat.)
- 5. Updates on “What We did over the Summer:”**
 - HUGE Shout out to staff who helped get campus ready for fall.
 - Facilities management and IT staffers never left campus and worked very hard over the summer.
 - Tim Herzog: Faculty has felt very supported. Some problems with Zoom and Kaltura. Learning curve.
 - Post-COVID Remote work/Flex Schedule Initiative – Shelly Belflower/Kim Love
 - August formed the committee from staff all across campus.

- 8 sessions. Held 4 sessions
- Data gathered from other USHE institutions and institutions across campus
- We should have a document to share with the SAC committee by the October meeting.
- COVID Taskforce – Jenny Ungren
 - The biggest issue was: How do we open campus. Right now, it is a “wait and see” approach since we are now open.
 - Please let SAC know about any inequities that may be happening across campus with regards to COVID 19.
 - SAC Feedback
 - a. FM felt that the taskforce did not disclose the cases on campus in the beginning. FM needed correct and accurate information about cases on campus.
 - b. Any USHE institutions showing a breakdown of the individuals with COVID 19? (Jessica: Only USU does that right now: faculty, staff, students.) If the number is disproportional to staff then we would like to advocate for better procedures.
 - c. Outbreak: 2 or more cases in 10 days.
 - d. People are self-reporting very well. State Health Department data is coming quickly to us as well. They will be able to provide us with guidance.
 - e. Personal Experience: Excellent response from HR: 1 hour after self-reporting.
 - An executive committee meets once a week to check in about: How do we report cases on our website or any needs across campus. Case count is now on the COVID19 webpage at the bottom. Numbers had to be reported in a uniform way. We define as any case on campus. (Definition is now on the webpage.) Committee consists of: Dane, University Legal Counsel, Mark Halverson, Eric Amsel, Mike Davies (Emergency Manager), John K., HR.
 - Concern: Is this group a “secret meeting?” No faculty senate or SAC on the committee. (Concern that there is no representation from faculty or SAC.)
 - Point of Concern: A non-exempt employee asked to come back to campus. Yet campus directives show that non-essential employees can meet student needs through Zoom. Employee is not a front facing employee. (Luke will reach out to their VP on behalf of the employee. Jessica will provide HR guidance across campus.)
 - Point of Record: More guidance to supervisors with guidance to supervisors about work from home guidelines.
 - Point of Record: Committee is working on post-COVID

- Point of Record: IT Purchased Zoom licensing for five years. CARES Act funding paid for this. Confusion about whether or not there are forms that need to be filled out to remain working remotely. (Especially for individuals who are high risk or have family members are high risk.) IT decided that we will need to fill out new agreement forms. Can our division VP make the decision?
- Point of Record: Paperwork for COVID: One size does not fit all. It is better at the VP level. If there is a temporary form on file for work from home status. No paperwork on file if someone is high risk. HR intervenes when there are problems to facilitate discussions. Important to have some kind of paperwork (i.e.: workman's compensation.)
- Point of Concern: Is this comparable to disability allowances? (Good illustration.) If you do it for one of your employees you need to do it for all of them. It would behoove supervisors to utilize HR. Use caution with disclosure of medical history information.
- Point of Record: Staff should work with supervisors to communicate needs for remote work.

6. Updates from President's Council and Board of Trustees – Brett Perozzi, VP of Student Affairs

- **Covid-19:** Facilitating Townhalls to students. Need to recap the most recent HR emails about processes and protocols.
- **Reopening Campus:** Testing is still a challenge.
- **Social Justice Issues:** High profile issue with a faculty member.
- **Number of PPM changes:** Supplemental pay- Luke Jenkins; Paid parental leave; Nepotism policy: Cannot hire siblings in the same area without special permission.; Policy on policies;
- **Trustees:** Mini retreat- trained on conflicts of interests and important concepts for WSU. A number of items related to out of the classroom items: High impact; workforce alignment, etc.
- **Title IX:** Changes at the federal level to keep us in compliance.

7. Standing Invite to Faculty Senate Rep – Luke Jenkins

- Chair of the Faculty Senate: Tim Herzog
- We want to keep the door open for input from faculty senate. We want them to attend our meetings as well.

8. Updates from HR – Jessica Oyler, Assistant VP of Human Resources

- Left for another meeting 3:30 pm.

9. Subcommittee and Initiative Updates (Luke shared screen with the committee list.)

- Staff Equity – Amy Huntington (past chair) Change to PPMs
- Public Relations/Social Media & Communication –

- Super Staff Awards – Determine if we want to join the HR banquet to recognize staff. Still want a committee for the facilitation of the award process. Need a chair and an alternate.
- New Employee Orientation – This may be going away because it may be online now. Put into the University Staff Training Committee.
- Parking Committee – (Make this a leadership position)
- Promoting Student Success Series Planning – Paige Davies
- Elections: Gail Nikalson
- Staff Retention: Meagan Moulding
- Non-WSU Education Benefits: Paige Davies, Gail Nikalson
- Other initiatives –

Luke: Q &A from SAC

- Staff Retention: Ask: Where are you going and why? Staff satisfaction survey data is being analyzed and it will be released in a report from a new analyst.
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- Recommendation to avoid generic data.
- Gather information about the positives that have come from the policies that we have passed recently: Paid Parental Leave; Extra pay for teaching, etc.

10. Q & A: Audience No questions from the audience. Positive response from one attendee.

11. Next Meeting – Tuesday 6 October 2020 (Modality: Zoom)