



WEBER STATE UNIVERSITY

Staff Advisory Council

Tuesday, 3 November, 2020

Virtual Meeting

2:30 to 4:00 p.m.

- 1. Welcome – Luke Jenkins**
- 2. Approval of 10/6/ 2020 meeting minutes – Approved 11/3/2020**
- 3. Calendar Items –**
 - 11/10/2020 Strategic Planning Town Hall (Stephen Richardson)
- 4. Updates from President's Council and Board of Trustees – Brett Perozzi, VP of Student Affairs**
 - What makes a difference to
 - Policy on policies will be vetted this Wednesday
 - Strategic planning process; Broad-based meetings, then task forces were created. End products created general goal statements for the 5 areas + 5-8 outcome statements. Strategies for those outcomes will be the next step. We need more diversity on the committee. Brett met with Stephen R. about this issue. Part of the planning process: Goal statement & Outcomes. All groups will get training on creating strategies. SSSC: will get moved here to complete. (They have been doing this work for a long time.) Final diversification piece: Empowering the VPs and chairs to appoint folks in pairs to the committees to create more diversity on the committees.
 - USHE: New modification for student fee policy. Student team has been fielded for the committee.
 - Policy on Policies: Staff is throughout the policy. Faculty, students and staff are equally balanced in the policy.
 - **ACTION ITEM:** Luke will send a policy over to Amy to review.) Faculty Senate got a second round on policy and Stephanie Hollist was present. Ensure that SAC is included on "second rounds" presentations.
- 5. Updates Faculty Senate Rep – Tim Herzog**
 - CR/NC policy change. The deadline will sunset at the end of the spring semester. Allow to sunset and not make any changes. We try to advise people to take the grade.
 - Dixie State wants to remove the name "Dixie" from their title. FS will bring a resolution forward to support the name change. Creating problems for grants and leadership opportunities. Impacting institution in a negative way economically. Impacting students when they apply for jobs outside of St. George too.
 - Connecting the faculty senate to the legislators.



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6. Updates from HR – Jessica Oyler, Assistant VP of Human Resources (Holly Hirst filling in for Jessica.)

- Staff survey results. Volunteer separation program. (Total number is both)
- 49% campus, 31% from home.)
- Plug the virtual pet show Cindy Reinhardt in HR- POC
- PPM 3-15 to the trustees
- Short-term disability: 100% self pay. She is looking at options.

7. Updates from Registrar – Casey Bullock, University Registrar

- **CR/NC** temporary policy adjustment:
 - To provide relief to students when the delivery of the course changed.
 - CR/NC does not qualify for major, minor or GE credit. PPM change: Students may take a CR/NC class. Website created on how departments would implement the policy. Used in Summer and Fall semester. Clause that it would sunset after the 2021 academic year. (Spring 2021) If it was not renewed, it would revert back to what it was prior to temporary change.
 - **# of student: Spring**334 ; 567 courses (normal is 50-60 students); Summer 18 CR/NC on 20 courses (2019 -14; 2018-12, 2018-5, etc.) – on par with normal request.
 - **Some courses got converted into SC (Special Credit) grades.** Had to meet a minimum threshold of C = SC. 206 grades converted to SC grade. There has been a significant drop off for CR/NC request. We will let the policy sunset and address the needs in another way. Whatever a continuity of operations will manifest. Wanted to include SAC in the decision to shift back to the original policy.
 - **Faculty:** They have done a fantastic job of course delivery and accommodating students needs. Credit the staff too for their efforts to help students through the crisis.
 - **SAC ACTION:** SAC on board to end the temporary policy.

8. Discussion Topics/Reports:

- Staff Recognition: Builders of Excellence- Student Affairs (SA) recognizes fellow staff members and their good works.
 - Recognition Program for Staff: SA already has a program in the division for full time staff. A way to send a “good job” to a team member in SA. (High Paw.)
 - Question: Can we open this up to all of campus? It is digital. If you receive 5 high paws= \$5 on your wildcard. Nice note from the VP as well.



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- Cross up and down: Supervisor, leaders, coworkers and supervisees.
 - Send a high paw based on the values in SA.
 - Out of the TOWN HALL: Staff want to have more recognition. We need to have smaller “pats” on the back.
 - This would compliment the Super Staff Awards.
 - Wellness looked at a product for all of campus, but it was expensive. It would be in our best interest to go with something that it already built. Tossed around to throw this into wellness.
 - Concern that it is still a very manual process. We would need some support to keep up the lists throughout the university.
 - Q.: How would this be managed? Could each division manage their own?
 - Q: Is it reasonable to add 800+ people to it?
 - Q: It is a manual process right now. It would take some work to scale up the program to campus wide. May want to have a committee.
 - Q: How do we manage the distribution of the “bricks”?
 - Repurpose or rename the Super Staff Awards Committee to Staff Recognition Committee and they can research and make proposals.
 - **ACTION ITEM:** Alex Ward will move forward with task to research a unified staff recognition program, possibly scaling up Builders of Excellence **Approval to rename the committee. 11/3/2020**
- SAC Memo to Parking: Fee freeze on years w/o pay increases
 - If we feel this is important we will draft a letter and send it to parking services. Fee freeze when there is no cost of living adjustments.
 - When was the last time we did not receive a COLA increase? Anticipation that we will not have an increase this next year.
 - What time of year does the Parking Committee decide on fee raises? (Spring for the upcoming academic year.)
 - Leniency on parking tickets? In PC – faculty were complaining about the appeals process: rubber stamped “NO.” At a time when everyone else was asked to show empathy, parking was doing the opposite. Viewed “Money generation machine.” Norm Tarbox looking into it. Luke mentioned that there have been fewer complaints that he is aware of. We may have just needed time to adjust.
 - Q: Why just parking and not all of the other fees? Is it because it is more substantial? Most other fees are optional or punishment for failure to comply (library fees). Parking is a required fee to come to work. Parking may argue that it is NOT an obligatory fee.
 - Feedback: Some departments have reserved spots for guests. Parking tickets are becoming more prevalent.



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- Clarifying point: Encourage parking not to raise the fees for parking permit fees in a year that we do not have a COLA increase. Topics about tickets are a separate matter.
- **ACTION ITEM:** Luke will draft a letter and get SAC reps input. The Faculty Senate would like the opportunity to debate the idea of a joint letter. (Similar to COVID remote meeting memo.)
- Alternative Work Arrangements: Subcommittee report (Kim Love, Shelly Belflower, and Holly Hirst)
 - Kim: Review of purpose, procedure, and draft documents.
 - Holly: Everything that we learned from our recent experience
 - Purpose of the procedure
 - Definitions & examples of what each scenario looks like and how it can be handled.
 - Ad hoc: Short term needs for remote or flexible work
 - Procedures for requests and levels of review
 - a. Eligibility
 - b. Position a good fit
 - c. Supervisor decision
 - d. HR Review: Location for liability reasons
 - i. OSHA home work environments: Privacy issues?
LUKE has a red flag.
 - Management of the AWR
 - Forms
 - Not an entitlement – it can end at any time.
 - Appeals process: PPM 331, 332. There must be a written rationale for the denial.
 - SAC REVIEW: Make a special meeting? Or put on the committee for next month?
 - SAC Feedback: This is a document that needs to go through the usual chain of command for approval.
 - **ACTION ITEMS:**
 - Kim will send out all of the documents to SAC.
 - Subcommittee should give feedback to SAC about where the procedure/guideline should reside. Should it be a SAC driven policy or come from HR?
 - SAC FEEDBACK: Send feedback to Kim or Shelly: **DO NOT WAIT UNTIL DECEMBER!**



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- Campus Climate Survey- Staff Response Data: Aubrey Jenkins Lord & Raeanna Johnson
 - Job security.
 - Early retirement: okay with our job.
 - **Burnout** appeared frequently: What can we do without adding more to our “to do lists” each week? The question was not framed enough to get data about burnout. ACTION: Send questions and wording over.
 - ACTION ITEM: Aubrey will look at comparative data on how good our staff responses were. Do we have a valid sample? Want to see this by division to see if we experience changes across divisions.

9. Standing Subcommittees Updates

- Super Staff Awards – Alex Ward. Committee met to send out campus reminders for the actual awards. 3/17/2020: Only. Keep to our own event. Working on the details.
- Staff Equity – Amy Huntington (No comments)
- New Employee Orientation - Shannon Sanders
 - Experienced the new ZOOM new hire program.
 - Core values, learn Weber fight song, intros from President & VPs
 - Positive experience.
- Public Relations & Communication – Kim Love (No Comments)
- Elections – Gail Nikalson (No Comments)
- Legislative Rep (with UHESA) – Kim Love (No Comments)

10. Ad-Hoc Committees/Assignments

- Staff Retention and Exit/Transfer Data: Megan Moulding (No Comments)
- Non-WSU Education Benefits: Paige Davies (No Comments)
- Faculty/Staff Hiring & Development Subcommittee: Raeanna Johnson (No Comments)
- Promoting Student Success Series Planning – Paige Davies (No Comments)
- Parking: (See topic above)

11. Q & A: SAC

12. Q & A: Audience (NONE)

13. Next Meeting – Tuesday 1 December 2020 (Modality: Zoom)



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ACTION ITEM: ALL SAC

HOMEWORK:

- Put thought into good questions from staff for the next townhall. Because the townhall is very faculty centric.
- Good stories about what staff are doing. (Family leave usage?) Pitch as part of the presentation at the beginning of the townhall.

Staff Advisory Council Attendance:

Luke Jenkins, Chair	x	Helen Fink	x
Gail Nikalson, Chair Elect	x	Alex Ward	x
Amy Huntington, Past Chair	x	Aubrey Lord	x
Kim Love, Recorder	x	Raeanna Johnson	x
Shelly Belflower, IT	x	Patty Rasmussen	x
Janae Chafee,	excused	Shannon Sanders	x
Cathy Christensen,	x	Megan Moulding	x
Paige Davies,	x	Shelly Park	x

Other Attendees/Visitors:

Brett Perozzi	VP Student Affairs	x
Jessica Oyler	Asst. VP of HR	(Holly H. represented for HR)
Tim Herzog	Chair, Faculty Senate	x
Holly Hirst	Deputy Chief HR Officer	x

Count Online Attendees:

Total online attendees:	
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