



WEBER STATE UNIVERSITY

Staff Advisory Council

Tuesday, 1 December 2020

Virtual Meeting

2:30 to 4:00 p.m.

1. **Welcome** – Luke Jenkins
2. **Approval of 11/3/2020 meeting minutes** – Ratification of minutes
3. **Memo Vote by Faculty Senate**
 - Response to support the memorandum from Faculty Senate
 - **Action Item:** Luke will push for vote in January
4. **Calendar Items** –
 - **Town Hall 12/10/2020 (ACTION ITEM: Get staff questions from your constituents.)**
 - **Campus Closed 12/24/2020 - 1/2/2021**
5. **Updates from President's Council and Board of Trustees** – Brett Perozzi, VP of Student Affairs
 - USHE Immunization Policy: All Utah schools- **All** incoming **students** must be immunized for basic vaccinations. (Potential endorsement in the works.)
 - Barrier to older students to procure this information.
 - Question about who oversees. No funding associated with the policy.
 - Tech Colleges: Seeking exemption from this policy
 - Policy on Policies: Passed in PC & Trustees Council
 - Abuse of Conduct: Passed in PC & Trustees' Council
6. **Updates Faculty Senate Rep** – Tim Herzog (Casey Neville)
 - Appreciative of the staff assisting with COVID testing
 - FS Agenda item: Proposed resolution for Dixie State College to have a name change. (WSU responses have been opposed to supporting the resolution.) WSU faculty involvement came from FS chair or president from DSU, passed a resolution for a name change and then reached out to other USHE institutions to



WEBER STATE UNIVERSITY

Staff Advisory Council

support the resolution in their respective faculty senates. (Resolution of support only.)

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

- COVID Testing: 5111 tests in 2 weeks. Positive feedback from emails to come and get tested. Cut back the testing between now and the end of semester. 10-2 M-TH. Met capacity today and yesterday already. Positivity rate is higher today (7%). Make judgement calls about which spaces should be open. Potentially add a testing day at Davis Campus next week. PC tomorrow more discussion. Governor will give another announcement next week on our directive. Moving to every other week testing vs. every week testing.
- Voluntary Separation: Even split with faculty, nonexempt, and exempt. Division - similar to the % of individuals in that division. Most leaving June 30, 2021.
- **BRIDGE:** Purchased through CARES funding. Training program. Contract for 4 years. Intuitive way to build online training. Specifically designed for online training. Plan to launch to campus in December. (Discussion at Dean's council tomorrow.) **Training specific to onboarding.**

8. Discussion Item:

- **Remote Work (Post-COVID 19):** Shelly Belflower & Kimberly Love
 - **Discussion on Skeleton Policy**
 - Suggestion to have SAC propose a policy that stands on the books.
 - Having a policy allows us to get feedback from everyone on campus.
 - Gives HR a mandate from PC and Board of Trustees to put a remote work policy on the books.
 - Agreed that we need to have a policy that does not go away. It is not easy to get rid of policies that are on the books.
 - Skeleton policy: HR develops, implements, and maintains a remote work policy.



WEBER STATE UNIVERSITY

Staff Advisory Council

- Using the guideline for Implementation allows more fluidity.
- Q: Would the policy allow the fluidity across departments? **Positions to be identified for remote work** without looking at the person in the position. Only positions that are work from home eligible. (Shelly: use the term feasible.)
- Concern is that some departments do not allow equity already with the wellness program. If the policy were not clear, this could be the same situation.
- IT has had a policy in their department. We would hate to have a test policy go away and then not have the support to departments like IT to keep their existing policy on the books.
- Suggestion to create a resolution instead of a policy.
 - A resolution is more fluid. What would happen if we get a new person in HR who is anti-remote? I like an outside procedural document that allows departments to apply the guidelines at levels that work for their department. Concern: If we put something in policy now, what happens in 6 months, to 12 months?
 - Option 2: Create a “skeleton approach” that is more general.
 - Resolution is a statement of support vs. a concrete policy on the books.

VOTE for PPM proposal: Yeas: 13 Nays: 0

Feedback on the Guideline/Procedure Document:

- Q: Is it clear in the document what the paradigm for the document is: Remote work significantly benefits the institution and or opportunities for students. (Benefit institution or the students.)
- Additional Request: Need to provide the data and information that gives the background for the reasoning for the policy/guideline.



WEBER STATE UNIVERSITY

Staff Advisory Council

- Request for information about the student lens and institution lens.
Employees are in uncharted territory - can think out of the box about future opportunities.
- Home Inspections: Equity Concerns
 - Home has a dedicated workspace - ok for inspection? However a home with lesser conditions = equity lens. Faculty can work from wherever they want to work. Is this a faculty/staff fair comparison. CLARITY: Why the inspection is needed. Liability? Supervisor ask only? (RISK related.)
 - Option for video inspections, not visits to the homes.
 - State Risk & Worker Compensation - what is covered?
 - Cover the things that are out of the ordinary. Putting things in place that are covered centrally.
 - Tax implications - we need to be covered to the greatest extent possible.
 - Giving up institutional control in an area that we have not gone yet.
 - Balance to make sure we have enough guidelines in place, that could be relaxed, but ensure we are covered moving forward.
 - As a supervisor: Workspace confidentiality is dependent on the role. Example: It would not be okay for a victim advocate to work in an open space. Person on the other side of the Zoom call assumes that privacy is happening. (The strong language in the guidelines came because of this very concern for confidentiality. We will need to find a balance in language and protections for the staff member as well as the university's liability.)



WEBER STATE UNIVERSITY

Staff Advisory Council

- Delineate that we keep the skeleton policy separate from the guidelines.
- Work through guidelines prior to approving the policy. Also determine when the transition will come to the new policy post COVID.
- Q: Is there room to **not** create a new policy? Is there an existing policy that we could alter without creating a separate policy? Is there an alternative to creating a new policy?
 - R: There may be adding a sentence in some other policy.
 - R: There could be a snowball effect to revise multiple policies if we change one.
- Q: If a limitation is placed on a position (safety, liability, etc.), but they cannot have the flexibility to work from home - what flexibility could be provided?
 - R: Decision will be made on a case by case basis. Individual positions - office privacy will not be the kicker for remote work policy.
 - R: Could be alternative days that do not require interaction with students- these could be remote days.
- Who would do the **home inspections**? Concern about the tone of the document. It is not from staff for staff. It seems like a legal document- or top down approach.
- Additional Feedback:
 - Shift the guideline to change the tone: From a tone of the employee is going to do ill will to a collaborative agreement.
- Point of Contact for Additional Comments: Kim Love or Shelly Belflower through any modality to discuss concerns, changes, etc. We want to provide an opportunity for everyone to share their concerns in an environment where they feel comfortable.



WEBER STATE UNIVERSITY

Staff Advisory Council

- **ACTION ITEM:** Kim/Shelly: 1) Set Subcommittee meeting to share feedback from SAC. 2) Set meeting between subcommittee and SAC.
- If it goes to policy on policies: Public comment on all documents.
- **ACTION ITEM:** All SAC Members: Take the draft back to your people and get their feedback.

9. Standing Subcommittees Updates (No updates due to lack of time.)

- Super Staff Awards – Alex Ward
- Staff Equity – Amy Huntington
- New Employee Orientation - Shannon Sanders
- Public Relations & Communication – Kimberly Love (Need pics:)
- Elections – Gail Niklason
- Legislative Rep (with UHESA) – Kimberly Love

10. Ad-Hoc Committees/Assignments (No updates due to lack of time.)

- Staff Retention and Exit/Transfer Data: Megan Moulding
- Non-WSU Education Benefits: Paige Davies
- Faculty/Staff Hiring & Development Subcommittee: Raeanna Johnson
- Promoting Student Success Series Planning – Paige Davies
- Parking - Luke Jenkins

11. Q & A: SAC (During Remote work policy discussion.)

12. Q & A: Audience (None)

13. Next Meeting – Tuesday 5 January 2021 (Modality: Zoom)



WEBER STATE UNIVERSITY

Staff Advisory Council

Staff Advisory Council Attendance:

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

Other Attendees/Visitors:

Brett Perozzi	VP Student Affairs	X
Jessica Oyler	Asst. VP of HR	X
Tim Herzog (excused)	Chair, Faculty Senate	Casey Neville X

Count Online Attendees:

Total online attendees:	
-------------------------	--