



WEBER STATE UNIVERSITY

Staff Advisory Council

Tuesday, 2 March 2021

Virtual Meeting

2:30 to 4:00 p.m.

1. **Welcome** – Luke Jenkins
2. **Approval of 2/2/2021 meeting minutes** – approved
3. **Calendar Items** – Faculty Staff Town Hall - Leg. Update 3/5/2021
4. **Updates on SAC 2020-2021 SAC Goals** - [Gail Niklason](#)
 - Improved Training, especially for Administrative Assistance - (Jen Evans, and Cindy Reinhard) Everything is online now. Annual conference for supervisors and training for supervisors online. (Three mediums to take training: weber.edu/training)
 - Onboarding: New supervisor toolkit. New checklist for new employees and supervisors of employees.
 - Onboarding: New employee toolkit for success
 - Asset Toolkit
 - Mentoring program (Admin and support staff focus)
 - Online Professional Development Training APP: BRIDGE
 - These systems do NOT request Training Tracker
 - Needs Assessment: Can SAC help to get out to staff? **ACTION ITEM**
 - Increase PREP participation - [Jessica Oyler](#)
 - **Updates from HR** – Jessica Oyler, Assistant VP of Human Resources
 - Modified the PREP scale to 3 points from 5 points (Still waiting for completions from all areas.)
 - **3-10: Termination Policy:** Cleaned up the language. Defined retirement in the policy. “Separation” instead of “termination.” **Action: Read through policy.**
 - **Note:** Non-substantive changes, therefore it does not follow the policy on policies process.
 - Covid testing going well.



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- Waitlist for vaccines. (Age categories - all vaccinated; High risk are going to counties.) POD: Point of dispensing. Closed POD = we can dispense to our own people. Weber Morgan Health Dept= Using the Dee Events Center. If we get a closed POD we will block out days and times for our WSU people.

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5. Policy Change Discussions - Luke Jenkins

- PPM 3-10: Termination Policy **Recommendation: More time to look at the changes. (Note: Policy on Policies procedures.) Luke to request how the “non substantive” decision was made. Also request Stephanie Hollist to send out to all of SAC for review. Discuss and vote at our next meeting in April.**
- PPM 9-5: Very minor change to faculty office hours requirements: online option, posting/notification change. **VOTE: 15 in favor of supporting 9-5 PPM changes.**

6. Campuswide Digital Communications **Guidelines** – Anna Burleson, Ty Naylor, & Nancy Jarvis

- Purpose: Let the campus community know the options that they have for communicating a message to a large audience on campus.
- Approvals: MarComm has seen and approved. Need SAC, FS, Pres. Council.
- Methods: What options are appropriate for messaging
- Alerts: Reserved for things that impact campus that day. (Box at top of main website.)
- Campuswide Digital Communications: Caution about overuse with this system.
 - Messages from president/ Information Security Office
 - Health or safety
 - State / federal compliance
 - Impacts at least 50% of intended audience
- Other options available: (See document)
- Question: Why is this not a policy?



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- Answer: Trying not to lead through policy. Rather create a uniform set of guidelines for campus.
- Feedback: Recommendation to make it a policy. Distinguish which communications go to FS listserv and which can go to SAC listsev. SAC is required to hold elections. We send an email to all nonexempt and exempt staff. Is there a better way?
- A: There is a form to request a message to a larger audience.
- Q: How does the Faculty Senate contact all faculty? A: They just send an email. Or monthly newsletter. FS has a planned communication schedule for the year.
- Q: How can SAC get better access to send out information to all staff?
- Q: Where will the guideline live? A: In the MarComm website.
- NOTE: There has been a huge uptick in the communication that is being sent out to all of campus.
- **ACTION ITEM: Give feedback about the guideline. (Anna or Ty POC.)**

7. Environmental Impact of Remote Work - Jennifer Bodine Energy and Sustainability

Office (Under FM)- Sustainability Manager

- Since 2007 Presidents' Climate Leadership Commitment
- Carbon Neutral by 2040
- Four pronged approach: Efficiency, Electrification, Renewable Sourcing, Reinvestment of Savings (Purchase carbon offsets as a last resort.)
- Largest source of emissions: Student commuters Reduced by 6%
- Electricity and natural gas - pre pandemic cut by $\frac{1}{3}$; \$13 million saved!
- Mid Pandemic: Cut in commuting emissions. 25% decrease (Data comes from survey.)
 - Vehicle, mode of transportation, distance travelled
 - Challenge to assess who was still on campus (Worked with HR, will work on building access data, and parking services in the future.)
 - 30% less water consumption; 36% electrical; 35% gas reduction



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- Savings up to 2020: Almost \$16 million
- Registrar's data on online classes
- Right Now: 56% at campus; 14% at home
- Travel and commuting were the biggest changes.
- Working from home shifts the impact to homes. (New studies coming out on this shift.)
- Telecommuting is a key strategy to cut emissions.
- Provide education as we exit the pandemic about what staff, faculty and students want. More telecommuting, while not

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

- Working on the strategic plan. Sensitive to acronyms
- Feedback on strategic planning: Final survey to get additional information
- Published plan by April. Then a move to implementation. (Esp. Student Success Steering committee involvement.)
- FS and SAC: Merit cost of living increases input- what does the cost of living and merit increase look like?
- Making a concerted effort to increase salaries to liveable wages.

9. Updates Faculty Senate Rep – Tim Herzog, Chair of Faculty Senate

- Bookstore: Making a proposal for an advisory panel (Admin, FS, Staff): Work with Bookstore on communication, change roll out, etc. Seeking a collaborative process to improve changes.
- Chi Tester: Changes coming
- Faculty Senate: Voting for adjuncts - currently ex-officio members. Two in FS right now. Could these individuals also be staff who are potentially eligible for FS?
 - ACTION ITEM: Seeking input on this item from SAC
- New Faculty Senate Chair: Elections coming.



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- PPM 9-5: Changes to regulate office hours and make the language broad to accommodate faculty who do an excellent job advising students remotely.

10. Standing Subcommittees Updates

- Super Staff Awards – Alex Ward
 - Nominees - Top six of non-exempt and exempt
 - March 17th 1:30 -3:00 pm SAC Awards Meeting on Zoom
- Staff Equity – Amy Huntington
- New Employee Orientation - Shannon Sanders
- Public Relations & Communication – Kimberly Love
- Elections – Gail Niklason
 - Dates up on the website
 - Links will be opened soon
 - Goal to have new people in place by May meeting.
- Legislative Rep (with UHESA) – Kimberly Love

11. Ad-Hoc Committees/Assignments

- Remote Work (Post-COVID 19): Holly Hirst, Shelly Belflower & Kimberly Love
 - Review of the guideline document changes based on SAC feedback
 - In a holding pattern until USHE decides how to proceed
 - Position compatibility will be decided with HR and supervisor
 - Appeal form and denial form
 - Review, 90 days and can be part of PREP
 - Continue work on the skeleton policy - ready by April for review
 - Will send the lined out document to SAC
- 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:



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12. Q & A: SAC

13. Q & A: Audience

14. **Additional:** [Gail Niklason](#) Will send a survey out to constituents about the pay increase that we can send to our constituents.

15. Next Meeting – Tuesday 6 April 2021 (Modality: Zoom)

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
Will Pridemore	X	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	Chair, Faculty Senate	x
Holly Hirst	HR; remote work subcommittee	x
Cindy Reinhard & Jennifer Evans	HR	xx
Nancy Jarvis, Ty Naylor, Anna Burleson	Information Technology Business Services	xxx



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Jennifer Bodine	Sustainability Office	x
Casey Neville	FS/ Radiologic Science	x

Count Online Attendees:

Total online attendees:	30
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