

STAFF ADVISORY COUNCIL
Agenda
October 20, 2022
Health and Learning Center – Room 2407

ZOOM Recording:

https://nau.zoom.us/rec/share/BwpS_6z2df9L3ru5QR5Zy6UaK_YPHpaZE9W_z5b4a4nswfc47ZbhFc8eCnOgeFd8.aMkeQM_8mYPZuTr1

8:30 Call to order and announcements – Erin Kruse

Call to order at 8:31am by President Erin K.

Announcements

- Erin K. – [SAC Survey](#) open until 5pm, Friday, Oct. 21; Survey team to meet week of Oct. 24 to begin analyzing feedback
- Erin K. – November meeting is coming together with great speakers, considering a hot cocoa party for December for staff – Thoughts from room and request for space?
 - Attendees in room indicated support for this idea
- Mike Bouck, Counselor and Trainer in [Office of Employee Assistance and Wellness \(EAW\)](#)
 - January, switching to an entirely different wellness incentive program. Currently, HealthyU is used, but we are switching a new platform that is consistent with other universities and state employers. The point system will change, but employees won't have to do considerably more to earn points.
 - Weekly events
 - Next Normal, organizational wellness meeting – Tuesday mornings
 - Meditation class – Wednesday mornings
 - Resiliency class – Thursday mornings
 - Monthly book club, upcoming book is *Braiding Sweetgrass* with discussion facilitated by Graylynn Hudson
 - Upcoming event in November led by Mike B. to focus on how to take time off, just in time for the holidays
 - **Q&A**
 - Q: Stephanie Del Giorgio – If we signed up for points through the new version of “Healthy U” too early, do we get the points rolled over to next year?
 - A: Yes, the points will roll over

8:40 University Budget Advisory Board (UBAB) update – Stephanie Del Giorgio and Fred Dael

UBAB has reviewed FY22 budget results, noting a favorable position with the following salary increase and criteria.

Broad-based Merit Increase

- *Proposed Eligibility: Hired before Oct. 31, 2022; CERT completed, no disciplinary plan in place for employee. If a department has made incremental salary adjustments during this fall period, the affected staff will still be eligible for the broad-based merit increases.*
- *Timeline – Effective in January 2023, expect to hear something early to mid-November*

- *As for student wages and the local minimum wage increase, we are needing more guidance from the federal government. City of Flagstaff minimum wage is increasing to \$16.80 in January, trying to consider how that will combine with student wages and levels for student employment*

Q&A

- *Q: Mike Bouck (hard to hear from recording)*
 - *A: Appointment with the president is today, continue to check emails for that information*
- *Request for clarification by Erin K. - President Cruz Rivera needs to approve the recommendations by UBAB rather than Arizona Board of Regents (ABOR)*
 - *A: Yes, we may only get the percentage for this year without having the three-year plan in place. It's important to retain students and staff in the meantime as that turnover is costly.*
- *Q: What is the percentage being considered?*
 - *A: We cannot share that right now, likely coming from President's office*
- *Q: Is there two different salary increases being considered?*
 - *A: Merit vs. Performance – Performance is not something being discussed in UBAB right now, but that might be a discussion departmentally. These approaches are independent from one another, and both might be considered.*

8:45 Title IX – Elyce Morris, Compliance Official responsible for ensuring we meet Title IX and reporting regulations in accordance with federal and state laws

- *Federal Title IX Regulation: federal law, designed to protect individuals in a higher education setting from any form of sex- or gender-based discrimination → Broad gender equity statute*
- *Each institution has a responsibility to create policy that align with Title IX guidelines*
 - *Sexual misconduct is used as an umbrella term that covers any form of sex or gender-based discrimination or harassment. This includes unwanted sexual attention, contact or activity without consent.*
- *NAU Policy, Procedures and Processes – One policy, multiple procedures*
 - *Sometimes one procedure is not the best fit for students or employees, which is why we have multiple procedures*
 - *We will not discuss student realm today, but instead focus on employees today (the first two procedures)*
 - *Title IX Sexual Harassment Procedure – One surprising element is the reporting requirement. All employees who are not confidential employees (medical or counseling), are required to report any disclosure of sex/gender-based discrimination or harassment, including any form of sexual misconduct. This helps create a safer community, by allowing us to create interventions to keep folks safe. We want to stop harassment based on sex or gender from occurring, mandatory reporting helps this happen!*
 - *What happens after we report?*

- *When a report comes in, there are immediate resources and support offered to employee. If employee decides to file a complaint, an investigation will occur (an investigation does not always incur, but an employee will always have an opportunity for safety measure to be put in place)*
- *When investigation moves forward, the steps are: formal thorough impartial investigation (investigators in Elyce's office) – there is no presumption that someone has violated policy, the evidence speaks for whether a policy violation occurred. Following investigation, investigator will write a draft investigation report, then parties involved can review draft and offer counters to the report. This may motivate further investigation. Following this, the report will be forwarded to chair of Title IX Hearing Panel – Members of Title IX Hearing Panel are current and former faculty and staff (Soon recruiting for more panelists!).*
- *If a violation has occurred, the report will go to the VP Equity and Access Office. If this decision is appealed, the decision will go to VP of Human Resources and CHRO*
- *Process is confidential, only including folks involved in the investigation and others on a "need to know" basis*
- *Protection from retaliation from anyone who participates in process*
 - *Equity and Access Office Complaint Procedure*
- *Resources*
 - *Interim reassignment or change in schedule*
 - *Community resources including Victim Witness Services*
- *Q&A*
 - *Q: What's the volume for claims filed?*
 - *A: Between employees and students, approx. 80-90 reports per semester*
 - *Q: Can someone call the Title IX office for hypothetical situations and consultations?*
 - *A: As long as no names are mentioned, or the request is for resources, then yes*
 - *Q: What are the biggest barriers, and how do we address the concern?*
 - *A: Fear of retaliation, primary barrier that individuals report (fear of job security, safety, family). Elyce's office shares that retaliation is a separate violation of university policy – it's a different process that's quicker and less complex to resolve. We have no tolerance for retaliation.*
 - *Q: How will we hear about opportunities for volunteers?*

- *A: Will go out through different campus communities, through SAC Newsletter and listserv.*

9:15 CPR Training update – Angie Elgin & Todd Firth, Business Analyst with ITS

Two goals for this morning, gauge interest and collect feedback/resources

- *Why CPR Training? There is a belief that CPR/AED training will be a benefit to the university community, only a small number of staff are currently required to have CPR/AED training, including NAUPD*
- *While there are a number of AED kits throughout campus, not all are near someone who knows how to use them*
- *CPR/AED training also provides valuable information on other health risks*
- *Other benefits: improved sense of employee well-being, safety and job satisfaction, larger impact on larger Flagstaff community, safer campus community overall*
- *One of the largest barriers is the cost associated with the training, which is why Angie and Todd are proposing a “Train the Trainer” model. Minimum number of staff needed to jumpstart the process is 5*
 - *These trainers would be able to train 50-100 staff in the first year*
- *Minimal cost associated with this program made replacement of some materials to move the training forward.*
- *Current intention to only open to this to staff and faculty on Flagstaff campus, but open to move out to statewide campuses*
- *A few more notes: If you were to participate in the basic training, it’s only a 4 hour commitment. The certification is good for 2 years. We also teach a compressions-only option given the landscape of COVID-19.*
- *Call for volunteers to help move the idea forward, or if you have any questions, please email Angie and Todd*
 - Todd.Firth@nau.edu
 - Angela.Elgin@nau.edu
 - Jill.Christensen@nau.edu

Q&A

- *Q: Would it be through American Heart Association or Red Cross?*
 - *A: Currently through the Red Cross*
- *Q: Is President still taking Elevating Excellence Grant applications?*
 - *A: First round is closed, planning on launching a second round later, but the targets will be based on the roadmap.*

9:25 Lumberjack CARE Center – Shannon Clark

Newly launched Lumberjack CARE Center! Over the summer, a group moved to the Sechrist Annex. Entrance directly across from the south side of the San Francisco Parking Garage up the ramp, open from 8AM-5PM Monday-Friday.

- *Case Management: Working with students of concern, sick or injured students who come in through CARE reports submitted by parents, faculty, staff, anyone can submit a CARE report. They follow up with information and resources to get students support they need*
- *Advocacy: faculty notifications, which is when a student has to miss class for personal reasons including illness, family emergencies, etc.*
- *Resources: Parent/Family Services*
- *Essentials: Basic needs programs, Louie's Cupboard which is also in Sechrist space; Course Materials Assistance Program; Meal Swipes for Jacks*
- *5 full-time staff members, a few graduate assistants and interns*

Open House, 10am-2pm on November 4th

- *Q: Do they assist graduate students as well as undergrads*
 - *A: Yes, assist international, graduate, statewide students. Some Basic needs programs have specific criteria that provide assistance on case-by-case basis but CARE reports are available for all students*

Announcements

- *Campus Rec Tour following SAC meeting, highlighting employee-specific programs*
- *Hispanic Serving Initiatives Group – Leading discussion panels, first one is next Wednesday, October 26 focuses on “Servingness” in HSI acronym*
 - *Next discussion will be the first week of December, and will focus on terms surrounding identity*
- *Innovative Campus Showcase in Boundaryless the week of Halloween, October 31*
- *Coconino CASA for Kids Giving Tree Program will be happening again this year, an opportunity to give to kids in adoption or foster care program and don't necessarily have folks to help give them gifts. We'll get out the list of gifts to folks by November 22nd with a collection date of December 5th at three campus locations.*
- *Internal Engagement Committee - Warm Clothing Drive update – got about a week and ½ left to go through closets for warm clothing and food for Louie's Cupboard*

9:30 SAC Business Meeting—transition

Josh Mackey – sponsor updates, no updates today but he'll need a larger space of time for next month's meeting

Committee updates (as needed)

- *Survey Committee: discussion about sending out a final push, McKenzie to email SAC listserv*
- *Service & Engagement Committee: collecting boxes and delivering to Facilities on Nov. 1, on the second and third there will be 2 different times to help sort clothes. Nov. 7, delivery to nonprofits, Nov. 8 delivery of nonperishables to Louie's Cupboard*
 - *No updates for CASA yet, meeting later today*
 - *Working with Statewide partners to showcase the internal and external engagement happening in our “OneNAU” community*
- *Professional Development Committee: met towards end-September, meeting with Gregg Schneider to learn more about mentorship*

- *SAC Mixer: no meetings or discussion yet, Sheila will have future updates*
- *Committee Updates*
 - *Commission for Native Americans may have a name change to Commission for Indigenous Peoples*
 - *Parking Appeals Board, with about 20 appeals adjudicated – If people were to come in person, it might have been a different experience*
 - *Request to share out most common appeals, lots of folks park in the wrong lot*
 - *Student vs. Staff and Faculty – majority are students*
 - *Commission for Disability Access and Design – No updates*
 - *Academic Standards Committee – reviewing policy revisions to terminology on academic probation, suspension, etc. and how that affects our students. Looking at enrollment and withdrawal deadline policies. Currently at UArizona and ASU there are more flexible withdrawal policies with NAU's being the soonest, so we are looking at extending.*
- *Shoutout to Kate – Thank you for the newsletter*

9:55 Adjournment

Adjournment by Erin at 9:51am