



**PACE STAFF
ASSOCIATION**

UTAH VALLEY UNIVERSITY

PACE PROCEDURES MANUAL

June 24, 2020

Preface

This manual was created to provide a basic overview of the purpose, composition, and duties of the Professional Association of Campus Employees (PACE) organization and to provide instructions for performing those duties.

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PACE Organization

Purpose

To advocate for UVU exempt and non-exempt staff and their concerns through a unified voice to the administration in all areas that involve PACE members

Composition

General Board

- Executive Board
- Senators for each division
- Committee Chairs

Members

- PACE provides membership to all full-time and part-time staff of Utah Valley University, excluding only student employees, faculty, and executives, who are represented by other campus entities.

Duties

1. Relay information from the PACE General Board to those PACE members
2. Relay feedback from PACE members to the PACE General Board
3. Attend meetings of the PACE General Board. PACE Executive Board members are responsible for attending meetings of the PACE Executive Board and General Board.
4. Represent PACE as voting members on UVU Committees. The PACE President determines who serves on each of the following committees:
 - Academic Scheduling Committee
 - Benefits Committee
 - Board of Trustees
 - Emergency Preparedness Committee
 - Faculty Senate
 - Parking Committee
 - President's Council
 - President's Executive Leadership Council
 - Student Disciplinary Hearings
 - Summer University Programming Sub-Committee
 - University Commencement
 - University Planning Advisory Committee
 - Years of Service

PACE Executive Board

Purpose

To serve as the governing body and handle all administrative matters of PACE

Composition

The Executive Board consists of the PACE President, the President-Elect or Immediate Past President, the Executive Vice President, the Administrative Vice President, and the Secretary. Also included is the non-voting Administrative liaison, who is assigned by the University President to assist in any appropriate matters and to advise the Executive Board.

Duties

1. Responsible to arrange for, manage, and handle all PACE meetings, including Executive Board Meetings, General Board Meetings, and General Membership Meetings.
2. Responsible to serve as the voice of PACE to the University Administration, especially as it relates to compensation and benefits.
3. Responsible to train, mentor, and provide an example to the General Board in all PACE duties.
4. Responsible to arrange, manage, and handle all matters relating to the transition of knowledge and power from one PACE Board to the next.
5. Responsible to train all new employees on the services offered by PACE and the benefits of membership.
6. Responsible to oversee and approve all budgeting, financial, and other matters for PACE, including participation in the University PBA Process.
7. Responsible for development and approval of the PACE Holiday Calendar.
8. Responsible to represent PACE and UVU by participation in the Utah Higher Education Staff Association (UHESA).
9. Responsible to arrange, manage, and handle all matters relating to the annual Staff Fall Forum, the PACE Holiday Social, and other events.
10. Responsible to handle all other PACE initiatives.

Procedures

Meetings

Executive Board Meetings

Executive Board Meetings are held monthly, usually to discuss administrative matters and plan the agenda for the upcoming General Board Meetings. These are less formal than the General Board Meetings, and they are a good place to discuss how PACE should respond to issues. Many ideas are developed here and later presented to the General Board. Plan one of these monthly, and a few ad hoc meetings as needed.

General Board Meetings

General Board Meetings are the normal, formal meetings of PACE. These are open meetings, so anyone can come, and time should be allocated for visitor comments, which are usually very few and far between. A formal agenda should be developed and distributed AT LEAST a day before the meeting. Care should be taken to keep the agenda simple, and information distribution should be handled via other means to keep the meeting from taking too long. Formal minutes should be taken and distributed for review, then published on the PACE Website.

Annual Membership Meeting

The Annual Membership Meeting is also formal and should have minutes taken. It is usually held during June, sometime after the Transition Luncheon. It is an opportunity to hear directly from anyone who attends. Attendance is usually sparse. Usually we try to provide refreshments, in a hope to get more attendance. The biggest difficulty has seemed to be getting both the old and new PACE Boards to attend. We try to take a photo of the board to put on the PACE Wall either before or after the meeting.

The goal of the meeting is to have each committee report on its accomplishments of the previous year. PACE's financial report should be given here, as well as reporting on any accomplishments. Any voting on changes to the Constitution should be done here. Plan to also share any Bylaws changes made during the year to keep members informed. It's the official thank you to departing PACE Board members and the official welcome to the new PACE Board members.

We generally develop a formal written Annual Report of PACE which we distribute and discuss in this meeting. It's also nice to share that with President's Council.

Other Meetings

PACE can call any other meetings we wish for whatever reason we deem necessary.

Voice of PACE

Compensation

HR develops the proposed compensation plan each year, in consultation with the Budget Office, the President, and the President's Cabinet. Usually this takes a very long time, and therefore the timing is rushed. It will always seem like the meeting is at the last minute, but they will call a meeting to discuss the plan with anyone who can attend from the Executive Board. The plan is not really up for discussion. It's more of a presentation. There's probably a policy that requires they show it to PACE and Faculty Senate Executive Boards before it goes to Trustees. Trustees are required by law to approve it, so as the last Trustees meeting of the year comes closer, plan for a call.

Benefits

The President, President-Elect or Immediate Past President, and Benefits Committee Chair are members of the Benefits committee. The Presidential Series of Positions should just plan to spend four years on the committee. The longer you have been there, the more you know, and the more your comments are valued by other committee members. This is where PACE has real power, because we get two votes on a committee of about 10. It is critical to attend all the meetings (usually monthly), learn all you can, and vote. Often votes are unanimous, but occasionally there is a difference of opinion.

Other

The PACE President should ensure PACE is represented on at least all of the following and any other various University committees as directed by Administration: President's Council, President's Executive Leadership Council, Board of Trustees, Benefits Committee, UPAC, EPAC, and Utah Higher Education Staff Association. Other committees that meet more ad hoc are: Parking Committee, Summer University Organizing Committee, Academic Calendaring Committee, and various policy drafting committees. Other committees and commitments WILL arise and must be dealt with appropriately. Some committees and meetings it is acceptable to send a Committee Chair or other PACE representative, rather than an Executive Board member.

President's Council and President's Executive Leadership Council are crucial groups for the PACE President to attend. If the President can't attend, another person from the Executive Board should attend. These are formal business meetings, so dress appropriately. PACE has a vote on these councils, and we are often asked our views and how we think employees will respond to decisions.

Board of Trustees is a very formal, and the most official of all official UVU governing bodies. PACE has a seat at the table, but we mostly listen. Once per year, we are entitled (by Board of Regents Policy) to present to the Board of Trustees – sometimes the UVU Administration remembers, and sometimes they don't. Largely, this is about helping the Trustees know what PACE is and does.

The meetings can be boring and long, but the perks and professional networking are fabulous. The meetings are scheduled a year in advance, so there should be no reason the President or one of the other members of the Executive Board shouldn't be able to make it.

Training

We've tried to do training in so many ways. Some work for some people and some don't. The hardest part is getting people to attend and pay attention. A few methods that have had some success:

- Separate trainings focused for Senators and Committee Chairs
- Training in a General Board Meeting for everyone
- Individual training for each Committee Chair
- Training for all the Senators in each Division
- A mentors from the Executive Board for each Committee Chair
- Development of this Procedure Manual which also helps in transition

One way or another, it is important to train General Board Members on their duties and procedures.

Transition

When July 1 rolls around each year, there's a lot of changes in PACE. Old PACE Board Members are no longer in their roles, and new PACE Board Members have these responsibilities thrust upon them, often with little to no training. Transition helps everyone to learn their new roles and to develop into a cohesive team to get things done as the PACE Board.

Elections

Transition begins with the elections. The Executive Board plays a very big part in the Elections, so be sure to read the Elections section of the Procedures Manual. In a nutshell, the Executive Board:

- Calls for nominations
- Helps determine nominees as needed
- Calls for voting in elections
- Announces election outcomes
- Helps with every step along the way

Transition Luncheon

Once the new Board membership is known, invitations need to be sent to incoming, outgoing, and remaining PACE Board members. The luncheon is generally held in early-mid June. The goal is to get everyone together to get to know one another and share knowledge.

Include an invitation to the following: Faculty Senate President, Accounting Support, and any other individuals who took on a substantial part in PACE operations. Committee members are also invited.

Certificates are given to outgoing members. Someone needs to create certificates from a template that the Secretary should have. Certificate holders can be ordered from University Relations.

We generally provide a thank you gift like a candy bar to outgoing members.

Arranging the location and menu (usually off-campus) is important. Getting permission to use a ProCard to buy the food is also important. Be sure everyone is clear on the time and location and how to get there.

Financial Transition

New Executive Board members, as well as any others (Professional Development, Wolverine Pride, etc.) who need access to financial resources should be given access. Outgoing folks also need to have this access and resources removed. Contact PACE Accounting Support (currently Sandy Capell) to make sure reports and access are directed appropriately. It's best to do this right around July 1.

Organizational Transition

New binders, lists, and other documents should be prepared each year for the PACE Board. Try to get all the old ones back so you don't have to buy as much. Recently the Executive Board has used thumb drives rather than binders.

The position/name plaques need to be returned by the outgoing members and delivered to the incoming members.

Finances

Budget

Budgeting for PACE is about like budgeting for anything else. Look at what you spent last year, determine what you want to change about it, then write down what your new budget is. It's a good idea to do this as early in the fiscal year as possible, but final spending info for the previous year isn't fully available until sometimes well after the end of the fiscal year. Use previous budgets to get an idea of both the cost of things and the categories. Adjust as needed. A budget is just a plan, and nothing goes exactly to plan, so don't worry too much if things don't line up. Work with the VP as needed to get extra funds when things cost too much.

Expenses

The funny thing about PACE is that we don't even have approval control for our own expenses. The Liaison/AVP or VP have that control. This means that if you want to spend money, you need to think ahead and get permission. Someone needs to keep track of it all, to double-check the costs that come in through the finance reports. There are problems almost every year with the things we are charged for and not. Some departments are notoriously slow to bill, so be sure you know where you are at with the budget and remaining funds.

Reports

Accounting Support sends monthly budget reports for every index in PACE's stewardship. These generally go to everyone on the Executive Board. These have historically been stored on the S: drive in the Executive Board files. It's nice to have previous years' info to help with budgeting, and current year's info to help know what we have for remaining funds.

PBA

PACE follows all the same rules and plans that are for every other division of UVU. That means PBA and all the other planning steps that lead up to it. Get started early! Pay attention to the schedule and what's expected at each step. They seem to change it each year. Generally, the VP wants to at least see your presentation (if not discuss it) before the actual PBA conversation at which you present (usually for about 5-10 minutes). It's nice to have the PACE Board attend the session in which you present. As an Executive Board, the things you learn at all of the sessions of the conversations is invaluable. Strongly recommend attending every minute you can, especially the lead-off and budgeting sessions and the closing session.

Holiday Calendar

PACE is no longer over selecting dates for the Holiday Calendar. HR has this responsibility, and will share it with the PACE Board prior to approval.

Holiday Break

Pace is tasked with identifying the dates for the holiday closure in between the fall and spring semesters. PACE will identify two or three possible solutions for a holiday closure, and will present them at President's council (early October is preferred). PACE will then be tasked with drafting the initial email regarding the closure.

PACE Approval

After the calendar is drafted, you present this at the PACE General Board. Sometimes it flies through with no problem. Other times there are minor changes recommended (like choosing a different day based on preferences). At the end of the meeting, you need a solid, recommended calendar to take to President's Council.

President's Council Approval

Here, depending on moods and dates chosen, things can go really easy or a little tougher. Basically, if you choose dates that someone has questions about, they'll ask why. If you have a good reason why (with backing from the PACE Board), they will often accept the dates. Otherwise they may ask you to change it – which means another approval by the PACE Board.

UHESA

Membership

UVU/PACE is automatically a member of UHESA, and should play an active part in the organization. We have a long history of being strongly involved in leadership of UHESA. UHESA charges dues for membership, but they aren't excessive. This is billed to the PACE and a check needs to be mailed to cover the costs.

Delegates

UVU/PACE has two delegates and two alternate delegates that need to be registered with the President and Secretary of UHESA. There's no strict rule as to who the delegates are and who the alternate delegates are from among the Executive Board. One thing that has worked is to have the President and VP be the delegates, and the Pres-Elect or Immediate Past President and Secretary be the alternates. The President should decide each year, based on the people involved and their strengths, weaknesses, and schedule availability. All four are welcome at any time at UHESA events, on the calls, etc.

Annual Conference

In July each year, UHESA holds a two-day conference at one of the USHE institutions. Strongly recommend that at least the President, VP, and Pres-Elect or Past President attend. It's a great conference and the connections made with other institutions are very important. The schedule and locations of meetings for the rest of the year are decided at the conference. The conference usually has an attendance fee that is billed to the institution and is paid like the dues. PACE also needs to cover travel costs for this.

Quarterly Meetings

These meetings happen about quarterly, sometimes less often. They are held at various institutions around the state, so one-day travel is often used. If needed, overnight is also an option, but obviously costs a lot more. These are often 4-6 hour meetings, with lunch provided.

Monthly Phone Calls

Conference calls are about an hour long, with attendance from delegates from around the state. It's good to be at the meetings, so you get to know the voices on the phone. Association business is discussed, and great insights are gained into what each institution is doing and ideas for improvement here.

UHESA Day at the Capitol

At some point during the legislative session, UHESA tries to pull as many staff from all the institutions together at the Capitol. We hear from legislators and sit in on sessions. We learn a ton! It's very good to get as many staff there as possible (Legislative Committee's responsibility). Executive Board members should be there if at all possible.

Events

Staff Fall Forum

PACE is in charge of putting on the Staff Fall Forum. The Events Committee takes care of most things, but the PACE President and the UVU President usually speak. Because the UVU President and VPs are

often there, it's usually more comfortable for the PACE President to be very aware of what's happening and liaising as needed. Let the Events Committee handle the logistics, but be aware of the politics.

PACE Holiday Social

PACE manages the Holiday Social. The Events Committee takes care of most things, but the UVU President usually speaks. Because the UVU President and VPs are often there, it's usually more comfortable for the PACE President to be very aware of what's happening and liaising as needed. Let the Events Committee handle the logistics, but be aware of the politics.

Commencement

The PACE President is normally invited to sit on the stand at Commencement. It's a great honor, and they do make a small fuss over you when you are there. It's a very hoity-toity affair, with dinner before, and rubbing shoulders with the Trustees, VPs, and visiting dignitaries. Put it on your calendar!

Other Events

Anything PACE does for the whole campus should be presided over by the President or at least the Executive Board. Be aware of political expediencies.

Other Initiatives

PACE can and should take on initiatives to better UVU and the association.

PACE Senators

Purpose

To serve as the voice of the PACE members within the division they represent to the PACE General Board.

Composition

16 senators serve at a time, with distribution of senators balanced across all divisions of the University. Senators are allocated to divisions according to the number of employees with each division.

Duties

Responsibilities to PACE and the University

- Attend (or arrange for alternative representation when absent) all meetings of the PACE General Board and participate in PACE discussions.
- Cast votes (or designate an alternate voter when absent) when called upon to vote on PACE issues.
- Be involved in the policies, mission, and organization of the University.
- Attend all meetings of the PACE General Membership.
- Responsible to represent PACE at UVU meetings or events, as called upon by the PACE President or Executive Board.

Responsibilities to PACE Committees

- Encouraged to serve on a committee and may serve as a Committee Coordinator.
- Attend the meetings of and participate fully on PACE Committees to which they are assigned.

Responsibilities to the PACE members in the divisions they represent

- Serve as the voice of their constituents.
- Ensure that PACE members from all areas of their division are appropriately represented.
- Relay information to and from constituents at least quarterly.
- Meet with divisional Vice President as needed.

Procedures

Time Commitment

PACE Senators should plan to spend between 3 and 4 hours each month attending to these duties.

Members of PACE Committees may require additional time, which varies between committees.

Division Representation

All areas of the division should be represented. To accomplish this, senators from larger divisions should divide up the division by area, with each taking responsibility to fully represent their assigned area.

Attendance

Attendance at PACE functions is mandatory. In the event you are unable to attend, you must arrange for alternative representation by another PACE member from your division. Notify the President and Secretary via email about your absence and about who will represent you prior to the meeting.

Meetings

PACE General Board meetings are held on the 3rd Tuesday of the month from 1 pm – 3 pm unless otherwise notified. Locations of the meetings vary.

The PACE Annual General Membership meeting is scheduled each year in June.

PACE Committee meetings are scheduled by the respective Committee Chairs.

Voting

Voting is an important part of your responsibilities as a PACE Senator. You should vote according to the wishes of your division and the dictates of your conscience.

If you are unable to attend a meeting in which voting will be done, you must assign a proxy voter. This may be an alternative representative from your division, or another PACE Senator from your division. Assignment of a proxy voter is handled through written correspondence to the PACE President and Secretary prior to the vote being cast.

Committees

PACE Senators are encouraged to serve on committees and may be asked to serve as committee coordinators.

Committees vary in their demands for time and effort. When assigned to a committee, it is critical to ensure your supervisor approves of the extra time and effort this assignment will require. Adjustments can be made if the supervisor does not approve.

Communication

Unless specifically designated as non-shareable, information received at PACE General Board Meetings may be shared with PACE members within your division.

You should contact all PACE members from your division at least quarterly.

You may use email to contact PACE members within your division. Generic (representing the division senators) email accounts are available for this purpose. Automatically populated email groups are also available for these purposes. The PACE Communication Committee should provide access and instructions for use of these email features.

You may also use other contact methods as appropriate for the number and diversity of your division.

Any information, comments, or complaints you receive from PACE members in your division may be shared with the PACE General Board or the PACE Executive Board as you see fit.

PACE Committees

Purpose

To carry out the day-to-day work of PACE, as delegated by the PACE Executive Board.

Composition

Each PACE Committee (whether standing or ad-hoc) has an elected or appointed chairperson. Other committee members voluntarily join or are assigned as needed. Committee Coordinators may be appointed as needed to carry out specific duties of the committee.

Duties

Duties of the Committee Chair

- Oversee and manage the day-to-day work of their committee.
- May appoint (with ratification by the PACE Executive Board) committee members to serve as Coordinators over specific areas of committee responsibility as needed to delegate some of the work.
- Recommend committee members to be appointed by the PACE President.
- Recruit committee membership.
- Conduct committee business.
- Report committee outcomes to the PACE General Board.
- Perform other duties as deemed necessary by the Executive Board.

Duties of Committee Coordinators

- Oversee and manage the day-to-day work of their committee.
- Conduct committee business related to the delegated committee duties.
- Perform other duties as deemed necessary by the Committee Chair.

Duties of Committee Members

- Handle the day-to-day work of the committee under the direction of the Committee Chair and/or management of the Committee Coordinator.

Procedures

Time Commitment

Committee Chairs should plan to spend between 2 and 5 hours during an average month attending to their PACE duties.

Committee Coordinators should plan to spend between 1 and 4 hours during an average month attending to their duties.

Committee Members should plan to spend between 1 and 3 hours during an average month attending to their duties.

Changes to the Portfolio of PACE Committees

Creation or dissolution of standing committees will be determined by the Executive Board and approved by a majority vote of the PACE General Board.

Ad-hoc committees and their chairpersons will be appointed by the Executive Board and will function for a period not to exceed one year.

Appointment or Assignment of Committee Coordinators

Committee Chairs should coordinate with the Executive Board in determining the need for Committee Coordinators. The PACE President may appoint a Committee Coordinator upon recommendation of the Committee Chair and acceptance of the responsibilities by the appointee. These appointments should be announced to the PACE General Board.

Appointment or Assignment of Committee Members

Committee members should be recruited by the Committee Chair.

Committee membership should be approved and assigned by the PACE President.

The Committee Chair should keep track of all committee members, for the following reasons:

- To ensure they are included at the appropriate times in PACE events.
- To ensure they are appropriately thanked for their work.

Committee membership should be renewed/refreshed annually.

Committee Expansion and Involvement

Each committee will expand non-board member involvement through committee work with the goal for each committee to involve as many as PACE members as possible and feasible, especially among those not serving on the General Board.

All committee members will help in promotion of all events, awards, etc., and assist with word of mouth (and electronic) communication to spread enthusiasm.

Committees can/should coordinate the listing of committee members on the website with their contact info for those who want to be involved in a committee (and for the purpose of communication between members).

Committee members who are not serving on the General Board should be invited to attend a General Board meeting twice annually, preferably while committee business is being reported.

Benefits Committee

Purpose

To represent PACE as a voting member of the Benefits Committee and in other benefit related activities needing PACE representation.

Composition

The committee consists of the committee chair. Coordinators or committee members may be called as needed for special projects.

Duties

Responsible to attend and actively participate in the monthly Benefits Committee Meetings.

Responsible to acquire an understanding of the benefits offered by UVU to staff employees (medical, dental, life, LTD, supplemental, retirement, etc.).

Responsible to disseminate information learned as a PACE representative to the PACE board, as appropriate.

Responsible to encourage PACE feedback regarding current benefit plan designs, vendors, etc.

Responsible to represent University staff employees with actions taken as chair and avoid personal agendas.

Responsible to participate in activities related to staff employee benefits when PACE involvement is requested/required (e.g., RFPs to select UVU benefit vendors, focus groups, surveys, etc.)

Responsible to refrain from getting involved in individual employee benefit issues, instead referring individuals to the University's HR/Benefits Office for assistance.

Procedures

Representation

Benefits Committee Member: The Benefits Committee is a recommendation making committee that usually meets monthly, convened by the HR/Benefits Office, to discuss UVU's employee benefit plans performance, industry trends, coverage changes, renewals, premiums, issues, etc. PACE has two votes on the Benefits Committee but has three board members that attended the meetings, the current PACE President, the President Elect or Past President, and the Benefits Committee Chair.

The University is required to submit a Request for Proposals (RFP) for vendors of benefits plans at least once every five years. PACE representation on RFP committees for benefits vendors should include the Benefits Committee Chair.

Request from UVU administration for PACE representation, with regards to employee benefits related activities, should include the Benefits Committee Chair.

Constitution, Bylaws, & Procedures Committee

Purpose

To maintain the PACE Constitution, PACE Bylaws, and PACE Procedures.

Composition

The committee consists of the committee chair and any committee members needed.

Duties

Responsible to oversee and manage change of the PACE Constitution, Bylaws, and Procedures.

Responsible to solicit changes to the PACE Procedures from all PACE Committee Chairs and the PACE Executive Board at least annually.

Responsible to draft PACE Constitution and Bylaws changes and propose them to the PACE General Board and General Membership as required.

Responsible to ensure that all PACE meetings and activities are handled according to rules set forth in the PACE Constitution and Bylaws.

Responsible to explain PACE Constitution and Bylaws and changes to them at the annual PACE General Membership Meeting.

Procedures

Procedures Review Timeline

The following is a suggested timeline for annual review of the PACE Procedures:

Month	Procedures Section
July	Elections Committee
August	Legislative Affairs Committee
September	Professional Development Committee
October	Marketing & Communications Committee
November	Benefits Committee
December	Bylaws & Procedures Committee
January	Events Committee
February	Service & Scholarship Committee
March	Policy Committee
April	Employee Recognition
May	Wolverine Pride Committee
June	Executive Board, Committees, Senators

At the end of June each year, the final approved versions of the PACE Constitution and PACE Bylaws should be updated in the Procedures document. An overall review and update of the document should also be done at this time. The final completed document will then be made available to the PACE Executive Board for use in training.

All PACE General Board members should have access to the latest version of a printed and/or electronic version of the document. It is not necessary or advisable for the PACE Procedures document to be shared publicly, but it may be shared as needed with committee members and other interested parties as deemed necessary.

Ongoing Bylaws Management

Throughout the year, as discussions related to the PACE Bylaws are held, detailed notes should be taken and made publicly available in the meeting minutes. Any discussed changes to the PACE Bylaws should be drafted and voted upon by the PACE General Board. Amendments to the PACE Bylaws must be approved by a two-thirds majority vote of the entire PACE General Board. Bylaws changes take effect immediately or upon the date specified in the approved change.

Only the PACE General Board must approve changes to the PACE Bylaws. PACE General Membership may review the changes, but no vote is required by the PACE General Membership. The latest version of the PACE Bylaws should always be posted on the PACE Website and within the PACE Procedures document.

Annual Bylaws Review

The Constitution, Bylaws, and Procedures Committee should review the PACE Bylaws annually. It is suggested that this annual review happen in February to allow ample time for review and discussion prior to voting. It is recommended that all Bylaws changes be finalized before the annual PACE General Membership Meeting held in June. Any substantive changes or non-substantive updates that are a result of this annual review process should be reviewed by the PACE Executive Board first, to be followed as soon as feasible by a review by the PACE General Board for a vote.

Annual Constitution Review

The Constitution, Bylaws, and Procedures Committee should review the PACE Constitution annually. It is suggested that this annual review happen in February to allow ample time for review and discussion prior to voting. All Constitution changes must be finalized before the annual PACE General Membership Meeting held in June. Any substantive changes or non-substantive updates that are a result of this annual review process should be reviewed by the PACE Executive Board first, to be followed as soon as feasible by a review by the PACE General Board for a vote. The PACE General Membership must approve any PACE Constitution changes by a two-thirds majority vote of those present (at the meeting) or voting (in the case of electronic voting).

The latest version of the PACE Constitution should always be posted on the PACE Website and within the PACE Procedures document.

Annual PACE General Membership Meeting

Each June, an annual PACE General Membership Meeting is held. The PACE Constitution, Bylaws, and Procedures Committee Chair prepares and presents a report at this meeting. The PACE Executive Board

may also request a full or partial report to be distributed electronically (via email and/or posted on the website) well ahead of the meeting or to be included in the PACE Annual Report. Contents of the report should include the following:

1. Proposed changes to the PACE Constitution, as approved by the PACE General Board – if any. This should include a document describing the changes and their purposes, a marked-up document highlighting the changes (additions and subtractions), and a final proposed document without mark-up. If no changes are proposed, a copy of the current, official Constitution should be provided.
2. Approved changes to the PACE Bylaws for review by the PACE General Membership. This should include a document describing the changes throughout the year and their purposes, a marked-up document highlighting the changes (additions and subtractions), and a final official document without mark-up.
3. Any other reporting elements requested by the PACE Executive Board should also be included.

At the meeting, the PACE Constitution, Bylaws, and Procedures Committee Chair presents this report, providing commentary and answering questions related to the proposed and approved changes. The PACE Executive Board may also request that additional committee related information be shared.

Elections Committee

Purpose

To manage the nominations and elections processes for the PACE General Board.

Composition

The committee consists of the committee chair, a few coordinators to help manage specific duties, and a few committee members.

Duties

1. Responsible for coordinating all elections related activities with the Executive Board.
2. Responsible for recruiting nominees.
3. Responsible for coordinating the nomination process.
4. Responsible for finalizing the nomination process with the Executive Board.
5. Responsible for vetting nominees and gaining their acceptance of the nomination.
6. Responsible for coordinating the election process.
7. Responsible for communicating election results with the Executive Board.

Procedures

Overall Timeline

There are three phases to the overall election process. These phases should be completed in a timely way to ensure that an appropriate transition period is available to those filling and vacating PACE offices.

1. Nominations – July through Early May
2. Elections – Late May
3. Election Follow-up Work – Late May through June

Nominations

There are four basic steps or phases to the nominations process with the suggested time-frames:

1. Office Determination – prior to March
2. Re-Appportionment – late March through early April (during even years)
3. Open Nominations – early April
4. Finalize Nominations – mid-April through early May

Nominations process

1. Nominations are held the end of April through early May for a 2-week period. **Nomination notifications will need to be approved by Executive board before they can be posted.**
2. Notifications will be sent via email to all PACE members regarding nomination process. This will also be posted on myUVU. Email notification will be sent to all PACE members about the nomination process and posted on myUVU

3. Instructions/nomination forms will be posted on PACE website (via Ronnett Stutz) **(not sure who is in charge of this now?)**
4. Host a table at the benefits fair which is held the first week in May, nominations can be done via email or electronically at the benefits fair. To reserve a table, contact the Benefits office. **Will need to contact AIS to reserve iPads.**

Office Determination

This step should be done early to ease the time crunch that happens as nominations should be gathered. It may be done at any time during the PACE election year prior to opening nominations. In this step, the PACE roster is examined to determine which offices will be up for election during the current election year. Since most offices have two year terms, the process is fairly simple to determine which should be elected.

With the presidential series of positions (President-Elect, President, and Immediate Past-President), special notice should be taken in determining if the office of President-Elect should be filled. This office should be filled when the service of the Immediate Past-President will end.

Year	President-Elect	President	Immediate Past President
1	B	A	
2		B	A
3	C	B	
4		C	B

Once compiled, the list of offices to be filled should be vetted by the Executive Board to ensure it is correct and acceptable.

Re-Apportionment

The purpose of re-apportionment is to ensure a fair distribution of senators across UVU divisions for all PACE members. Webster’s Method of Apportionment is a mathematical method for determining representation in the US Congress, and is also used by PACE for determining the number of PACE Senators that will be assigned to each division of the University. To learn more, visit <http://www.maa.org/press/periodicals/convergence/apportioning-representatives-in-the-united-states-congress-websters-method-of-apportionment>.

Re-apportionment should occur each even year, or as needed based on unforeseen major changes to the number of employees in each division due to re-organization. Note that changes to the distribution of senators may also be caused by re-organization, but that regular elections happen only once per year. Also note that it is advisable to elect one-half of the PACE Senators each year to ensure continuity and an equitable balance of power on the PACE General Board.

This process alters the list of offices to be filled that was developed in the Office Determination step, and should be coordinated with the Executive Board.

Webster's Method of Apportionment

Webster's Method of Apportionment shall be applied as follows:

Request from Human Resources (Colby Callahan) the total number of full-time PACE employees. This will generally be done in late March or very early April (April 1), in preparation to perform the rest of the re-apportionment in early April.

A spreadsheet template that performs the following calculations is available and can/should be adjusted as needed to ensure fair and proper apportionment.

Divide the total number of full-time PACE Employees by 16 (number of Senate seats), determining the Employee-to-Senator ratio.

Divide the number of employees from each division by the employee-to-senator ratio and round to the nearest whole number.

If two divisions are both entitled to exactly 0.5 additional senators, such that rounding would result in an additional senator, the Executive Board of PACE will assign the one available senate seat to one of the two eligible divisions, by determining the complexity of the division. The division that has a more complex group of employees will receive the senate seat.

In the unusual event that a division's representation falls to zero, that division will be awarded one Senator, and then the remaining senators will be apportioned to the other divisions proportionately.

If employees move from one division to another, they shall not retain their PACE seat, though they shall be eligible to be elected from the new division.

Open Nominations

Nominations should be open to all PACE Members, full- and part-time. Timing of nominations is important. There are two primary goals related to timing, and adjustments should be made according to need:

1. To take advantage of the Benefits Fair (held in the Hall of Flags) to solicit nominations in person.
2. To complete the overall nominations process in time to hold elections before June, allowing time for transition through the month of June.

Valid nominations must include the name of the person being nominated, the office to which the person is being nominated, and the name of the person making the nomination. Other information could also be included or required.

Several weeks or months before nominations are to be opened, Kim Leseberg should be contacted in the Student Computing department. She manages the electronic nominations and voting system.

Prior to opening nominations, the following information should be provided to Kim, and a few tests of the nomination system should be conducted to verify it is working as desired.

- List of offices to be filled, along with position descriptions for each office

- The specific information you wish to be collected by the system for each nominee
- Any pertinent wishes related to how the nomination system should function
- Any verbiage related to instruction or explanation that should be made available to those using the system

Two weeks prior to opening nominations, an email (and any other form of communication) should be sent to PACE Members notifying them that nominations will open, and giving pertinent details and instructions. This information can/should also be posted to the PACE Website, Facebook Page, and to UVAnnounce.

On the day nominations are opened, Kim will take care of starting the process. She should also provide updates to keep you informed of the progress and any problems throughout the period that nominations are open.

Prior to the Benefits Fair, the Executive Board or the HR Benefits Office should notify you of its date. You should contact the HR Benefits Office to schedule a table and anything else you need for the event. You should have committee members or other PACE General Board Members man the table, to solicit nominations for PACE offices. IT Automation and Integration Services provides some iPads and can help to set them up for use at the tables; contact AIS as early as possible to schedule their use. It pays to have some candy or swag at the table to attract passers-by, so prepare that ahead of time. If any flyers or signs are needed, these should be prepared ahead of time also.

During the Benefits Fair, people should man the PACE table at all times. Some students or faculty may drop by also, and they should be treated with respect but not allowed to nominate anyone.

Nominations should be open for two weeks (or more if desired). At the end of the period, Kim should send you a list of all nominees, along with the important details about their nomination. You need this information in a timely way in order to finalize nominations.

Finalizing Nominations

This is likely the most important and difficult part of the Election Committee's responsibilities. It is time-sensitive and time-consuming, and the professionalism with which it is completed can make or break PACE's image across campus. There are no shortcuts; it takes a lot of manual effort.

Three major steps need to be done:

1. Take the information from the nominations system and try to make sense of it. It pays to lay it out in a spreadsheet so you can tell who nominated whom. Self-nominators get credit for two nominations, and therefore move directly to the next step. People with more than one nomination also move to the next step. In order to get enough nominees for each office, sometimes the Executive Board needs to step in to add a nomination for someone who only got one nomination. The Executive Board should be involved at this point so they know who has been nominated, and to help to fill out the ballot offerings.
2. From step one, the final list of those nominated (requires two nominations or self-nomination) now needs to go through three verification sub-steps, which may require email, phone, or personal visits:

- a. Send the list of employees (not including the offices to which they were nominated) to HR (Colby Callahan), preferably with UV IDs, so they can verify the nominees are in good standing, that the nominee is in the correct division (for senators), and to get the supervisor's name (and contact info if available) for each one. If they are not in good standing with the University, they are disqualified. This step can take a long time, depending on timing, so do this as early as possible. You need this list back from HR before the next step.
 - b. Each employee's supervisor must be contacted to verify the supervisor agrees to allow the employee to serve on PACE. Many supervisors wish to know the time commitment, so be ready with that information. Some supervisors will decline to allow service, which disqualifies the individual.
 - c. After the supervisor has been contacted and agreed, the employee is contacted to verify they wish to be put on the ballot. Employees may be nominated for more than one position, but they can only run for one office. The employee must choose which single position they wish to run for. It may pay to ask for the items from step three during this conversation also. After all three of these sub-steps, you will have a list of valid nominees!
3. From step two, you now have a list of valid nominees. Each nominee needs to provide a short (500 words or less) biography and a photo to be used in the election software. This can be challenging to get from some. Some bios will be too long, or too short, or non-existent. Some photos will be unprofessional, or non-existent, or too large or small. Sometimes we have to go to the OneCard system (contact Chris Jones or another person in IT Automation and Integration Services) to get a photo. The outcome of this step is a list of nominees for each office, with a reasonable photo and bio. This has been easiest to manage in a series of Word documents, but if you can find another way, go for it.

Elections

By comparison to the Nominations process, Elections is a breeze. This phase does require some pre-work, combined with the Nominations process. Working through the scheduling of these two processes early with Kim Leseberg is critical. The elections software is used by others at the University as well, and only one entity can be using it at a time.

Elections process

1. Once nominations have closed they will need to be tallied (electronically).
2. Nomination totals need to be shared with Exec. Board do go over to see who will was nominated for what position.
3. After the Exec. Board makes the final decision on who goes where you will contact HR to see if the person is eligible for the position they were nominated for.
4. After HR has verified eligibility you will contact the nominees supervisor to see if they are willing to allow the nominee to accept the position if nominated.
5. Once you get supervisor approval you will can contact the nominees. I made a form letter and sent each nominee the same letter only changing the positon they were nominated for.

6. Once all nominees have been contacted and have accepted the positions you will ask the nominees to submit a photo as well as a short bio letting people know who they are and why they want to serve on the PACE board.
7. Once you have received the proper information you will send the list to Kim Leseberg.
8. When the voting website is ready a message is sent to the PACE board as well as being posted on UVU Announce and PACE weekly email to let staff members know voting is open.
9. You can set up a table at Summer University to encourage staff members to vote. **You will want to contact AIS a week or so before to reserve iPads.**

Process

Elections should be open to all PACE Members, full- and part-time. Timing of elections is important. There are two primary goals related to timing, and adjustments should be made according to need:

1. To take advantage of Summer University to solicit voting in person.
2. To complete the overall elections process in time to for transition through the month of June.

The following needs to be provided to Kim in order to prepare the election software, and a few tests should be done to ensure it is working as desired:

- List of nominees to each of the offices to be filled, along with photos and bios
- Any pertinent wishes related to how the election system should function
- Any verbiage related to instruction or explanation that should be made available to those using the system

Two weeks prior to opening elections, an email (and any other form of communication) should be sent to PACE Members notifying them that elections will open, and giving pertinent details and instructions. This information can/should also be posted to the PACE Website, Facebook Page, and to UVAnnounce.

On the day elections are opened, Kim will take care of starting the process. She should also provide updates to keep you informed of the progress and any problems throughout the period they are open.

Prior to Summer University, the Executive Board or the Summer University Committee should notify you of its date. You should contact the Summer University Committee to schedule a table and anything else you need for the event. You should have committee members or other PACE General Board Members man the table. IT Automation and Integration Services provides some iPads and can help to set them up for use at the tables; contact AIS as early as possible to schedule their use. It pays to have some candy or swag at the table to attract passers-by, so prepare that ahead of time. If any flyers or signs are needed, these should be prepared ahead of time also.

During the Summer University Luncheon, people should man the PACE table at all times – they should also be there as much as possible during the whole of Summer University. Some students or faculty may drop by also, and they should be treated with respect but not allowed to vote.

Elections should be open for one week (or more if desired). At the end of the period, Kim should send you a list of all election results, along with the important details about the election. You need this information in a timely way in order to finalize elections and be ready for the transition period in June.

Election Follow-up Work

When the election is over, the winners are fairly easy to derive from the reports provided. Note that any ties for a position could need to be co-chairs or co-senators.

The following steps should be followed in this order:

1. Provide a summary listing the winners of each race to the Executive Board. The Executive Board will determine if you are to invite the winners to the Transition Luncheon, or if they will be contacted separately.
2. Upon Executive Board approval of the list, contact the winners to let them know they have won their election, and they will be serving, and that they can expect further communications from PACE related to the transition (and Transition Luncheon if applicable).
3. Contact the losers of each race and let them know that they lost their election, but that PACE would love to have them participate as committee members. Gather information to be shared with Committee Chairs about those who wish to participate and where.
4. On a date designated by the Executive Board, announce the results of the election publicly via the PACE email distribution lists. This information can/should also be posted to the PACE Website, Facebook Page, and to UVAnnounce.

Employee Recognition Committee

Purpose

Recognize outstanding full and part-time staff through the PACE Distinguished Employee Award and Wolverine Sighting program. The first section of this document will focus on the PACE Distinguished Employee Award and the second section will focus on Wolverine Sightings.

Composition

The committee consists of the committee chair and a few committee members.

Distinguished Employee Awards

Purpose

Each year up to eight full-time and up to four part-time employees of Utah Valley University are recognized for exceptional performance through the PACE Distinguished Employee Award program. Through these awards, exceptional UVU employees are acknowledged by their peers and/or supervisors to be outstanding in their professions and to embody exemplary character traits and work ethics. Full-time staff selected are awarded \$1,750 each. Four part-time staff in non-student positions who are selected are awarded \$1000 each.

Duties

Responsible for ensuring the PACE website is updated each year with the correct nominations instructions and deadline submission dates.

Responsible for testing the online submission to ensure it works for staff to submit nominations.

Responsible for letting the campus community know about the PACE Distinguished Employee Award, the process for nominating a staff member and the criteria for the award. This is done via email, PACE announcements, digital signage and UVAnnounce. Ensure those entities without access to electronic communication are notified (Facilities) of the process.

Responsible for sending the criteria, nominations and scoring sheets to committee members and setting up meetings to decide on recipients.

Responsible for notifying the PACE Executive Board of the winners.

Responsible for informing the Administrative liaison of the winners so that the Admin Support in that area can create epafs for the award payments.

Responsible for ordering the trophies, along with preparing the certificates and summary of the nominations to be presented to the recipients at the Fall Staff Social. Prepare a Power Point presentation of the recipients

Responsible for notifying the recipients when the awards will be presented and to ensure they will be in attendance at the Staff Social.

Award Criteria

Candidates for this prestigious award are recognized to possess one or more of the following characteristics:

1. Contribute to advancing the core themes of UVU's unique mission (Exceptional Care, Exceptional Accountability, and Exceptional Results, which support our mission and action commitments of Include, Engage, Achieve, which leads to Student Success.)
2. A tendency to contribute new ideas or processes.
3. An ability to create goodwill for UVU in the community and within their own departments.
4. These awards are for staff and not faculty.
5. Must have been employed full-time for three years or part-time for one year.
6. Cannot have received the award in the previous five years.

Nominations

1. Peers and/or supervisors complete the online PACE nomination form (which is submitted electronically to the Chair of the PACE Employee Recognition Committee).
2. The nomination form now includes approval for the first and second level supervisor to approve the nomination and verify the employee is in good standing. This is done through DocuSign.
3. Nominations are then forwarded to the PACE Distinguished Employee Award Committee.
4. Upon submission to the committee, nominees are all considered equal regardless of the number of nominations received.
5. Contact the Employee Relations area of Human Resources once all the nominations are in to ensure the staff who are nominated are eligible and in good standing with the university.
6. The Committee evaluates candidates based on the award criteria through nomination statements.
7. The Committee then selects up to eight full-time and up to four part-time (non-student position) candidates and sends the decision to the PACE President/Executive Board for final approval.
8. The awards are presented by the PACE President, the President-Elect, and the Distinguished Employee Award Committee Members, or other PACE board members as needed.

Announcement Procedure

1. Winner's names are cleared with HR to verify the employee is in good standing with the university.
2. Supervisors are notified by email or phone and after clearing the employee nomination they are requested to be at the recipient notification.
3. 2 step process –
 - i. Winners are first notified by email and then members of the award committee deliver candy and balloons to their offices. A congratulatory letter written by the PACE president and another short explanation about the picture taking process are also given to the recipients.
 - i) Pictures of the winners are collected and put into a slide show that is presented at the Staff Fall Social. These pictures are displayed throughout the year on the PACE Recognition Wall just outside the Grande Ballroom. Work with University Marketing and Communication to put the current recipients on the wall.
 - ii. At the Staff Fall Social winners receive a plaque with their name, name of award, year and the PACE logo. They are also given a certificate along with a write up of their nomination. A few lines from the nomination are read as they receive their award.

Wolverine Sighting

Purpose

The Committee is responsible for sponsoring, advertising, and managing the Wolverine Sighting Award to recognize outstanding staff employees at UVU. Community members, students, staff, faculty, and administration alike may nominate exceptional and dedicated staff employees who have given substantial effort in their everyday tasks and gone 'above and beyond' in their service each day.

Composition

The committee consists of the committee chair and a few committee members. (Same committee as for the PACE Distinguished Employee Award Committee)

Duties

Responsible for compiling the award recipients each month and provides a report to the PACE Board. The report includes all the individuals who had nominations submitted.

Responsible for getting monthly names to the PACE President, Communications Chair and individual on the committee responsible for the digital signage as the names of nominees each month appear on the PACE Website and digital signage.

Responsible for ensure the Wolverine Sightings online nomination form is working. Nominations are submitted online at: http://www.uvu.edu/pace/in_action/sighting_form.php and the information is submitted by automatic email to the Employee Recognition Chair.

Responsible for ensuring nominations are for full or part-time UVU staff employees (no student workers, work study or faculty). There is no requirement for years of service and nominations are accepted year round.

Monitors Wolverine Sightings via email notifications from the Qualtrics survey that compiles the results. Send a report every Monday to Christie Snyder in HR letting her know the Wolverine Sightings winners for that week so the HR Front Desk can hand out the gift cards when people come to collect them.

Responsible for ensuring the campus community is reminded to do Wolverine Sightings. This can be done via PACE weekly email, UVAnnounce, flyers, post cards, etc.

Responsible for preparing a fiscal year-end summary of the Wolverine Sightings for each month at the annual PACE General Board Meeting in June. This is prepared beforehand and sent to the PACE President.

Events Committee

Purpose

The Events Committee is charged with the planning and implementation for programs/events in support of the UVU PACE Organization.

Composition

Duties

1. The Events Committee is responsible for planning, hosting, and supervising the following events:
 - i. Staff Fall Forum
 - ii. The PACE Holiday Social
 - iii. The Summer University Social
 - iv. Events Committee will help organize PACE's involvement in the UNIVERSITY PROJECT.
2. The Committee will provide materials regarding PACE at monthly New Employee Orientation.
3. The Committee will assist in the creation of the PACE Brochure (Created by Communications Chair/Committee) – ways PACE represents employees (include items that were presented in the "12 Days of PACE," website info, contact information if interested in serving on a committee, etc.).
4. The committee will create and distribute a committee interest signup sheet annually. This sheet will list the purpose of the committee, the committee chair's contact, subcommittees, and record member involvement.
5. (Plan & Implement?) 12 Days of PACE (a way to let campus know about the role and involvement of PACE as a lead-up to the annual PACE Holiday Social). The secretary or Involvement Committee can coordinate this.

Procedures

Staff Fall Forum

- Usually held just after the Faculty return (Early to Mid Sept)
- Calendar the date in July
- Schedule/Invite President to speak
- Contact catering for food (Early August) – plan for regular, Vegan and lactose. (Catering currently has up to date info on what we have currently done) I follow that pretty closely. Also have to get with Clay Allred for table set up (both food and seating). Again, they have the latest current set up schematic.

What is it?

Staff Fall Forum is the welcoming kickoff meeting and meal for PACE members (both full and part-time staff) for the upcoming academic year. During this meeting the PACE president will welcome staff and thank them for all their hard work and accomplishments. The PACE president and Employee Recognition committee chair will formally recognize the winners of the PACE Distinguished award providing them with their plaque. In addition to recognizing staff, the Service and Scholarship committee chair will recognize the recipients of the student scholarship, allowing them about 10 minutes to talk about their education plans and show appreciation for those staff members that have donated to the Staff Wolverine Club (donations for student scholarship).

The PACE President will also outline any initiatives that they are working on for the year, as well as set expectations, and energizing the staff for the upcoming year. After this, the president will turn the time to the University President to make any comments (with the purpose of appreciating staff)

What we accomplish?

Appreciation of hard work for staff, recipients of student scholarship, and informing staff of PACE initiatives.

Who runs it?

Prior to 2016, the President's office was responsible for the meeting and the budget. The responsibility was given to PACE in 2016. The PACE President conducts and sets the agenda for the meeting. There is time for comments from the President, with time being at the University President's discretion. PACE has a budget for the Fall Forum of about \$14,000. (A budget was given in 2017 after complaints about food and the lack of a budget.)

Date/time/location

The date of fall forum is the week before school starts in August. We have traditionally held fall forum in the morning, with breakfast starting approximately at 7:30 and then the program starting at 8:15. We realize that this is a busy time for most staff, so we try to wrap up everything no later than 9:15. We try to hold Staff Fall Forum in the Grand Ballroom, but in 2018 we held it in the UCCU center due to conflicts with scheduling.

PACE Holiday Social

- Traditionally held on a Thursday before the Holliday break, but can be any other day 11-1pm.
- Schedule date right after Fall Forum.
- Schedule/Invite President to speak (usually about 15 to 20 mins).
- Contact catering for food (Early August) – plan for regular, Vegan and lactose. (Catering currently has up to date info on what we have currently done) I follow that pretty closely. Also have to get with Clay Allred for table set up (both food and seating). Again, they have the latest current set up schematic.
- October/early November – canvas community for gift donations for drawing. This is done by the event committee members usually in pairs. The sectors have been laid out with a list of those businesses that have donated in the past. (List currently on PACE website)

Send committee with authorization letter on UVU letterhead and signed by the committee chair.

Halloween Door Contest

The annual Halloween decorating competition is pretty simple; essentially staff members and departments can decorate their offices for the Halloween season and have their pictures or videos judged by all PACE members at the end of October to win prizes. Since its beginning in 2015, each Halloween decorating competition has been organized by Kameron Barkle. This is a break-down of how the event is handled:

- Starting around the beginning of October announcements are included in the weekly Pace emails. Here is a sample announcement:

Second Annual Halloween Decorating Contest!

October is here! Which means it's time to dust off those Halloween decorations for the second annual Halloween decorating contest! There will be three categories: personal offices, small department office/reception areas, and large department office/reception areas. Once you decorate, email pictures and/or videos to halloween@uvu.edu. You may send as many pictures or videos as you like, but please be sure to indicate which photo OR video you want to be judged, and include your name and for which category you are submitting. Then check out the "UVU Halloween" Flickr page (<https://www.flickr.com/photos/158619576@N05/>) to see other entries! One photo or video from each contestant will be sent out in a Qualtrics survey during the last week of the month. PACE members will be able to take the survey and choose which entries they want to vote for. The entry for each category with the most votes will win! Winners will be announced on October 31st and will receive their prizes, including the Halloween trophies! Please remember to follow university policy (e.g. no fog, strobe lights, no blocking doorways, etc.).

- Once entries are emailed to Halloween@uvu.edu, Kameron adds them to the "UVU Halloween" public Flickr page so everyone can see the entries.
- Entries are accepted through the final submission date, which is usually a few days before the end of the month (this changes slightly every year depending on the days of the week, etc.)
- Once all the entries are in, Kameron will take 1 or 2 days to create and send out a Qualtrics survey that includes 1 photo or video for each contestant.
- The survey will be emailed to PACE members only, that way only PACE members (full-time and part-time) may participate in the voting. Unique links will be sent to each person in order to prevent voter duplication.
- Typically the survey will remain open for 3 days or so, then the following day the votes will be tallied and the winners will be announced via the PACE email. All of these dates will usually be included in the weekly announcements so that participants know when the submission date is, how long they have to vote, etc.
- The prizes for each category usually include UVU gift cards, which are obtained from the PACE President beforehand. In the past we have awarded a \$15 or \$20 gift card to the individual winner, and \$50 gift cards to the two department winners (each).

- In addition to the gift cards, each winner will receive the Halloween trophies, which they can keep in their offices for 1 year. Kameron will usually collect the trophies from the previous year's winners beforehand to award them to the new winners. The trophies remain property of PACE, so each year they will be given to the new winners of the decorating competition.
- There are two department categories in order to avoid having very small department/reception areas (such as the Admissions Office or the I.T. help desk) compete against very large department/reception areas (such as OTL or the graduation/transfer credit office). Amount of decoratable space is the determining factor for each category, not number of employees. When contestants submit their entries they need to state for which category they are submitting. There is no defined middle-ground between the two categories, however if an entry is clearly submitted for the wrong category, Kameron will simply inform them that they will be placed in the appropriate category.
- If contestants submit more than one photo or video, they will need to indicate which photo OR video they want to be judged. Collages are also accepted and can be used for judging.
- No video editing is allowed. This prevents any unfair disadvantage for those who do not have high-quality video editing skills or software. The competition is supposed to be about the decorations, not video editing skills.
- All decorations must be in accordance with university policies

University Project

Procedures needed

New Employee Orientation

Procedures needed

PACE Brochure

Procedures needed

Committee Interest Signup Sheet

Procedures needed

Legislative Affairs Committee

Purpose

Promote and encourage PACE members to be involved in the legislative process.

Composition

Committee chair and any additional committee members needed.

Duties

1. Develop and maintain a professional working relationship with UVU legislative affairs division.
2. Develop and maintain a professional working relationship with the legislative affairs committee from the Utah Higher Education Staff Association (UHESA).
3. Inform PACE members of important dates related to legislative issues.
4. Inform PACE members how and when to communicate with their legislative representatives.
5. Inform PACE members how to get involved with their local political party caucus meetings.
6. Inform PACE members on UVU's legislative priorities.
7. Participate on the UHESA legislative affairs committee.
8. Assist PACE members in learning about and participating in the UHESA Day at the Capitol.

Procedures

1. Using the PACE email distribution list(s), send timely emails to inform PACE members related to the summary of duties.
2. Invite PACE members to participate in UHESA Day at the Capitol as soon as the event's date is announced, and about two weeks before the event, providing information about parking, public transit, and other relevant details.
3. Provide suggested verbiage for PACE members to use in discussing UVU issues with legislators.
4. Hold an annual training session in August or September to teach PACE members the importance of getting involved with their legislators prior to the heavy legislative committee work and general session.
5. Hold an annual training session in December to teach PACE members how to interact with their legislators while in session, to provide UVU's (and PACE's) legislative priorities, and to answer questions about the legislative process.
6. Provide a Summer University session on legislative involvement.
7. Provide an early springtime training for PACE members to teach them how to get involved in their caucus meetings.

Marketing and Communications Committee

Purpose

The Communication Committee works with all committees of PACE to ensure that individual committees' messaging is sent to campus in a timely and effective manner.

Composition

The committee consists of the Committee Chair and committee members – number determined as need-based and Chair discretion. Members expected to perform specific duties to help the committee overall.

Duties

1. Email messages to the general PACE membership
 - i. Messages to be emailed must be pre-approved by the PACE president
 - ii. Messages should only be sent by the Communication Committee Chair and appointed member or PACE President.
2. The PACE Communication Plan is maintained and implemented by the Communication Committee with approval from the PACE General Board.
 - i. This plan includes procedures and processes to govern the use of communication channels to promote and support the PACE purpose.
 - ii. These channels include, but are not limited to, individual messaging, group emails, UVAnnounce, Campus Signage, PACE meetings, social media, the PACE website, and PACE Facebook.
3. The Communication Committee also updates the PACE website and collaborates with the PACE President in checking the PACE email on a regular basis. Please refer to the PACE Communication Plan for further details.

Procedures

Timeline

- Weekly email sent to all PACE members on Friday
- Facebook Page Announcements/Posts as needed/warranted
- Coordinate with Events Committee for events such as PACE sponsored competitions, Fall Forum, Holiday Social, Summer University, etc.
- Post Wolverine Sightings monthly
- Post monthly meeting minutes when received

Budget

Annual budget will be determined with PACE President in purchasing marketing materials, producing documents such as the PACE handbook, and other supplies as determined necessary for PACE communication.

Policy Review Committee

Purpose

The Policy Review Committee coordinates PACE review of stage 2 policy drafts.

Composition

The committee consists of the committee chair and any committee members needed.

Duties

1. Responsible to coordinate with the UVU Policy Officer in following UVU's Policy Pipeline procedure.
2. Responsible to work with Policy Stewards and the PACE Executive Board to schedule a review of PACE's comments and voting by the PACE General Board to approve the submitted comments as PACE's official response.
3. Responsible to solicit and record comments from members of the PACE General Board on each policy.
4. Responsible to conduct the official vote of the PACE General Board to approve comments.
5. Responsible to send PACE's official comments to the Policy Steward.
6. Responsible to forward the Policy Steward's responses to PACE's comments to the PACE General Board.

Procedures

The standard process for review of a proposed policy is as follows:

1. The Chair receives notification from the UVU Policy Officer of a policy entering Stage 2. This notification should include a copy of the policy.
2. The Chair coordinates with the Policy Steward and the PACE President to schedule Policy Steward's attendance at an upcoming PACE meeting.
3. The Policy Steward attends the PACE meeting and gives an overview of the policy, policy changes, or policy adjustments and rationale. The PACE General Board members review the policy and send their comments to the Chair at least three days before the next PACE General Board meeting.
4. The Chair documents PACE General Board members' feedback on the Summary of Comments form, then one day prior to the meeting sends the completed Summary of Comments form to the Policy Steward and to the PACE General Board for review.
5. At the PACE meeting, if requested, the Policy Steward may address the Board. If additional comments are made, the Chair will add those comments to the Summary of Comments form.
6. In the PACE General Board meeting, the Chair conducts a vote of the PACE General Board to accept the written (and discussed) comments as PACE's official response on the policy.
7. The Chair sends the officially approved Summary of Comments form to the Policy Steward.

8. If the Policy Steward responds to PACE's comments, the Chair forwards the response to the PACE General Board for their information.

Additional Notes

Policy Sponsors and Stewards are listed on each policy.

The current UVU Policy Officer is Cara O'Sullivan. When a new Policy Review Committee Chair takes office, they should schedule Policy 101 training with the Policy Officer, after which they will be placed on an email list for notifications of policy events.

The Policy Stewards rarely contact the Chair as is described in Policy 101. The process works best when the Chair contacts the Policy Steward to schedule the policy review.

Official Vote Wording

If no additional comments on the policy are made during the PACE General Board meeting, use the following wording:

"All those who approve of the written comments as PACE's official comments on this policy please say Aye. Those opposed, please say Nay."

If additional comments on the policy are made during the PACE General Board meeting, use the following wording:

"All those who approve of the comments as written and discussed as PACE's official comments on this policy please say Aye. Those opposed, please say Nay."

Professional Development Committee

Purpose

The purpose of the Professional Development Committee is to oversee and manage the Staff Education Fund, the Staff Development Fund, the Professional Development Forum, and the Bring a Friend to Finish Program.

Composition

The committee consists of the chair, subcommittees to handle the details of each of the major purposes, coordinators to manage each of the subcommittees, and committee members as needed to perform the functions. See the composition of each subcommittee in its section below.

Duties

See the duties of each subcommittee in its section below.

Subcommittees

Staff Education Fund Subcommittee

Purpose

The purpose of the Staff Education Fund is to provide Full-time Exempt and Nonexempt Staff (Faculty and Executives are excluded) reimbursement for personal expenses related to course work and certification for job related education specific to their position, or to obtain a degree (Master's level or higher that could possibly be unrelated to the individuals job or position). This excludes application fees, preparatory exams and material.

Composition

The Committee consists of the PACE Professional Development Committee Chair, four Exempt and/or Nonexempt Employees Approved by the PACE President, and the PACE Secretary, who serves as the secretary and processor of all documents for the committee. The PACE Professional Development Committee Chair chairs the committee. Committee assignments are reviewed by the PACE President at the start of each fiscal year. If a member of the committee has applied for the funds or their department has, they will abstain from voting on the application.

Duties

1. Responsible to solicit Staff Education Fund applications
2. Responsible to determine eligibility of applicants
3. Responsible to communicate with applicants related to all aspects of their application and reimbursements
4. Responsible to maintain the budget
5. Responsible to maintain records related to the applications
6. Responsible to submit reimbursement requests for payments to successful applicants

Procedures

1. The form can be obtained and submitted on the PACE website.
2. The application for this fund must be received between April 1 and June 15 of each year for funding during the succeeding fiscal year.
3. Applications are reviewed by the Staff Education/Development Committee.
4. Funds will be distributed equally based on the number of qualified applicants, not to exceed the current award amount.
5. The Staff Development Fund form is developed and maintained by the PACE Staff Education/Development Chair.
6. If all of the funds are not disbursed, the committee may open a second application period, running one month. The remaining funds will then be equally disbursed among the number of qualified applicants in the extended application period.
7. A lifetime maximum limit to be refunded per employee is \$4500.00 starting the 2013-14 fiscal year and continuing thereon.
8. In the event of excess funds in the staff education fund after all application periods have expired, funds can be reassigned to the staff development fund.
9. Funding will be to pay tuition and fees (or the equivalent for a test/certification) for approved coursework.
10. Funding will be reimbursed after the coursework or the equivalent is completed if a grade of “B” or better is obtained, or a certificate of completion or a “Pass” if grades are not given. UVU will allow reimbursement as the credit hours are earned on a thesis or dissertation. In the case of coursework toward completion of a thesis, UVU will reimburse at the end of the class with a receipt of payment only if the university does not, as a matter of policy, supply grades or a certificate of completion.
11. Employee must complete the online Staff Education Reimbursement Form and attach receipt of tuition payment and copy of grades (PDF) or Word document no later than June 15 of the fiscal year.

Awards

The award procedures are reviewed yearly by the Pace Board in the July or August meeting. Below are the current year’s award procedures.

1. The current award amount is up to \$1,500 for Non UVU Master degree programs. For UVU Master degree, is up to \$2,000.
2. Recipients submits a copy of their course grades as well as tuition payment. This is done by going to the PACE website and submitting a reimbursement form.
3. Committee chair reviews document and submits reimbursement through Wolverine Marketplace. *For Wolverine Marketplace training, contact Purchasing Office.*
4. After reimbursement is processed; purchasing office will mail out a check or send a direct deposit. *This step can take 5 to 15 business days.*

Staff Development Fund

Purpose

The purpose of the Staff Development Fund is to allow for Full-time Exempt and Nonexempt Staff (Faculty and Executives are excluded) to engage in job-related, professional development activities. A secondary use of the fund is for purchasing training materials for on-campus development/training.

Composition

The Committee consists of the PACE Staff Education/Development Committee Chair, two-three Exempt and/or Nonexempt employees approved by the PACE President, and the PACE Secretary, who serves as the secretary and processor of all documents for the committee. The PACE Staff Education/ Development Chair chairs the committee. Committee assignments are reviewed by the PACE President at the start of each fiscal year. If a member of the committee has applied for the funds or their department has, they will abstain from voting on the application

Duties

1. Responsible to solicit Development Fund applications
2. Responsible to determine eligibility of applicants
3. Responsible to communicate with applicants related to all aspects of their application and reimbursements
4. Responsible to maintain the budget
5. Responsible to maintain records related to the applications
6. Responsible to submit reimbursement requests for payments to successful applicants' department

Procedures

1. The form can be obtained and submitted on the PACE website.
2. The application for this fund can be received at any time throughout the year.
3. Applications are reviewed by the Staff Education/Development Committee Chair and Coordinator.
4. After attending the conference, individual(s) complete the Staff Development Reimbursement form online and attach appropriate documentation (as a PDF or Word document) showing you attended the conference no later than 30 days.
5. If the activity is approved by the Committee, reimbursement is made to the index that funded the activity after the activity has been attended and supporting documentation has been submitted.

Awards

The current award amount is up to \$500 per individual and up to \$750 per group. Award amount per department will not exceed \$1,250.

Guidelines/Rules

1. The form can be obtained and submitted on the PACE website.
2. There is no submission deadline for this fund. However, it is recommended that applicants submit request prior to activity as money is awarded on a first-come, first-serve basis.

3. The form must be submitted no later than June 15 of the fiscal year in which the activity is funded.
4. Applications are reviewed at least monthly by the Staff Education/Development Committee.
5. The Staff Development Fund form is developed and maintained by the PACE Staff Education/Development Chair.
6. Professional development activities should be related to the employee's current job responsibilities and duties, increase the employee's job skills and productivity, or in another way enhance the employee's value or contribution to the department and university.
7. Reimbursement must be made to an appropriated index (hard funded account).
8. There is a \$500 limit for individual; \$750 for group and \$1,250 per department per fiscal year.

Bring a Friend to Finish Subcommittee

Purpose

The purpose of the Bring a Friend to Finish initiative is to invite UVU employees to help a friend who started college come back and finish their college degree.

Composition

The Committee is composed of the PACE President, Committee Chair and Committee Coordinator (member from Prospective Student Services). The PACE Bring a Friend to Finish Committee Chair chairs the committee along Committee Coordinator. Committee assignments are reviewed by the PACE President at the start of each fiscal year.

Duties

1. Responsible to create marketing material to advertise upcoming Adult Learner Open Houses
2. Responsible to follow up on referrals sent by employees
3. Responsible to work with Prospective Student Services and coordinate Adult Learner Open House
4. Responsible to manage referral form (PACE website)
5. Responsible to maintain the budget

Procedures

1. Committee coordinator sets meeting to plan for upcoming Adult Learner Open House
2. Committee coordinator assigns projects to promote Bring a Friend to Finish
3. Committee coordinates the creation of Bring a Friend to Finish marketing video
4. When referrals come in, committee coordinator follows up and helps prospective student connect with admissions and other departments
5. Committee coordinator attends UHESA meetings

Professional Development Forum

Purpose

The purpose of the Professional Development Forum is to offer employees professional development by hosting forum composed of professional related topics.

Composition

The Committee consists of Exempt and/or Nonexempt Employees Approved by the PACE President, and the PACE Secretary. The PACE Professional Development Forum Committee Chair chairs the committee along with the committee coordinator. Committee assignments are reviewed by the PACE President at the start of each fiscal year.

Duties

1. Responsible to seek and contact guest presenters
2. Responsible to schedule room, order refreshments, present speaker and thank you card to speaker.
3. Responsible to offer engaging topics on topics that employees are interest on.
4. Responsible to manage referral form (PACE website)
5. Responsible to maintain the budget

Procedures

1. Committee meets in August and October to review and coordinate upcoming forums
2. Committee schedules rooms for forums using 25Live. Forums are held monthly; second Friday of the month at 2:00 pm
3. Committee identifies possible speakers and topics through surveys
4. Committee coordinator creates workshop description and adds it to the PACE weekly email
5. Committee coordinator creates event and keeps track of it using UVU Learn
6. Committee coordinator assigns members to buy refreshments (using budget), design digital signs, and present speaker at the forum

Service/Scholarship Committee

Purpose

Manage the Community Service Leave program and PACE Scholarship process

Duties

1. Responsible to manage the Community Service Leave program
2. Responsible to manage the PACE Scholarship process
3. Responsible to manage the UVU Goodwill Association

Scholarship

Purpose

Scholarship qualifications and criteria have been determined and given to the scholarship office. See *PACE Scholarship Criteria* document for detailed information.

Composition

Duties

1. Advertise opportunity for employees to donate to the PACE scholarship
2. Select scholarship recipients
3. Recognize scholarship recipients (Invite to a PACE meeting, send e-mail out to campus about recipients.)

Procedures

PACE Scholarship Requirements

The PACE Student Scholarship is a one-time awarded scholarship. Students must meet the following requirements to qualify for the scholarship:

- be enrolled in a UVU degree-seeking bachelor's program
- have obtained junior status (60+ credits)
- maintain a 3.0 GPA
- have attended the previous two semesters at UVU with at least 6 credits each semester (may skip Summer)
- be a resident of the State of Utah
- attend at least 6 credit hours per award semester
- provide an essay expressing desire to complete a Bachelor's degree at UVU, and any other educational pursuits and future educational goals.
- a letter of recommendation must be submitted to the Scholarship Office from a supportive part-time or full-time UVU staff (non-faculty/non teaching position) member
- the student must complete and submit the online scholarship application by the Continuing Student Deadline (March 1). The application can be found at <http://www.uvu.edu/financialaid/scholarships/>

- review yearly timeline dates and deadlines
- the PACE Student Scholarship is partnered with Athletics as part of the Wolverine Athletic Club “Wolverine Club” for the purpose of raising funds for scholarships to benefit students attending UVU
- correspondence with UVU Director of Athletic Development to maintain partnership
- coordinate and help promote scholarship fund raising events with Athletics
- work together with Athletics to grow scholarship funds

After students have met the minimum criteria for the scholarship (see above), the essays will be read and scored by the Service and Scholarship Committee. The essays will be judged based on campus engagement, academic aspiration, and financial need. Students who are returning to school after an absence are especially encouraged to apply.

Criteria	Points	Total
Campus Engagement: Involvement with clubs, service, tutoring, etc. Out of class activity that benefits the university.	20	
Academic Goals and Promise Student has specific academic and career goals. They have demonstrated that they are capable of progressing toward these goals.	20	
Financial need: Student would benefit from the scholarship and it would help reduce their financial burdens	20	

Once selection of scholarship finalists have been made, list of student finalists needs to be submitted and cleared by the Student Conduct & Conflict Resolution office.

Timeline for the 2020-2021 Year

- **February 1:** The application deadline is the scholarship deadline for continuing students
- **March 1:** Meet with committee to review rubric scoring for applications and dollar amount in endowment to determine amount of scholarships to be distributed
- **April 1:** Receive applications and distribute to committee for scoring
- **May 1:** Meet to discuss scoring and to determine recipients
- **May 15:** Final decision to scholarship office.

PACE Scholarship Recipients

Recipients will be honored at a PACE meeting and announced on UV Announce and through the PACE e-mail.

EXAMPLE: PACE is pleased to announce that we have awarded the PACE Scholarship. The PACE Scholarship is a two semester scholarship award totaling \$500. Both students are juniors in a bachelor

seeking program with at least a 3.0 GPA who show great academic progress. Scholarship recipients were chosen based on their essays and letters of recommendations from a part-time or full-time UVU employee or staff (non-faculty/ none teaching) member. CONTINUE ON WITH EXCERPTS FROM EACH RECIPIENT.

UVU Goodwill Association

Purpose

Goodwill sends get well wishes to UVU employees who experience hospital stays or who have experienced the loss of a family member. See *UVU Goodwill Association mission* document for detailed information.

Composition

Duties

1. Receive notification from UVU HR Benefits Office, campus employee, or from PACE Goodwill Association website of employee illness or loss of a family member.
2. Forward information to association committee member to order bereavement flowers from Mapleton Floral.
3. Maintain monthly reports, deposits, and pro card statements.
4. Organize yearly UVU Goodwill Association luncheon for members, dependent upon yearly funding.

Procedures

UVU Goodwill Association Mission Statement

The Goodwill Association is 100% funded by staff and faculty donations with the primary purpose of enhancing employee relations by maintaining a caring atmosphere at Utah Valley University. Employees working at the Utah Technical College created the Goodwill Association over 40 years ago. At that time, Goodwill recognized employee life events such as weddings, baby showers and retirement, as well as, hospital stays and bereavement. As the college employee population grew, recognition of employee life events became a greater challenge. Today, Goodwill sends get well wishes to UVU employees who experience hospital stays or who have experienced the loss of a family member. That special Goodwill touch tells UVU employees that someone cares.

Process

1. Service and Scholarship Committee Chair will request purchasing card (p-card) approval for floral and food purchases beginning every new fiscal year from the VP of Planning, Budget, and Human Resources. Once approval has been received, floral and/or food purchases can be made. Chair will attach approval form to all monthly purchasing card statements. The committee chair will attach appropriate receipts for purchases along with purchasing card approval form to PACE Secretary each month. The receipts and approval form will then be reviewed and signed by PACE President and VP of Planning, Budget, and Human Resources.
2. Bereavement flowers for employee will be ordered from the submission of the UVU Goodwill Form. Once form is submitted, an email is sent to Service and Scholarship Committee Chair. Chair then forwards form to member of committee to place order with Mapleton Floral. Mapleton Floral will then email a receipt. Receipt along with order form will be filed and given

to PACE Secretary at the end of each month along with VP approval form. Committee Chair will notify, the submitter of the Goodwill form, once the receipt of the floral purchase has been made, that flowers have been sent to recipient.

3. Monthly, committee chair will pick up check from Payroll for the membership dues members paid for previous month. Chair is responsible for reconciling budget spreadsheet and depositing check into UVU Goodwill banner index.
4. Yearly, committee chair, along with PACE President and committee, will review funds available to host luncheon for members of Goodwill. Members will have to be current on dues to attend.

Wolverine Pride Executive Committee

Purpose

The purpose of the Wolverine Pride Executive Committee (WPEC) is to provide leadership to the coordination between departments and individuals within the Wolverine Pride Committee (WPC). WPEC will provide strategic influence, and where available and appropriate, will prioritize funding to enable, fortify, and enhance initiatives undertaken by the WPC.

Composition

The WPEC will consist of one representative from each of the following:

1. PACE (Chair)
2. Faculty (possibly Faculty Senate)
3. Human Resources
4. UVU Marketing and UVU Foundation, as needed
5. Staff
6. Student Government Rep

Duties

1. Organize Monthly Meetings
 - a. Meetings are held once a month
 - b. Different meetings rooms around campus that can be reserved or scheduled through 25live can be used as an executive meeting room.
 - c. Sample agenda items are included in the Wolverine Pride Chair Binder.
 - d. Length of meeting is normally an hour long.
2. Update Briefings in Newsletter
 - a. Briefings are updated through the PACE Newsletter every Wednesday that comes from Doug Palmer.
3. Organize, coordinate and facilitate Campaigns, Events and Activities
4. Order Promotional Items
 - a. Permission to order Swag is requested through PACE President
 - b. Wolverine Pride has a designated and allocated budget for use towards activities, Swag, and events.
 - c. Allocated budget amount for the fiscal year varies from year to year.
5. Attend PACE Board Meetings
 - a. Highlight yearly accomplishments at annual meeting
6. Create partnership and collaborations with various departments on campus

Funding

Where available, UVU will allocate funds for use in promotional activities. Funds from other entities that wish to donate to the cause may also be transferred to the WEC index. Funds will be used in developing, promoting, and enhancing Wolverine Pride among UVU employees and their families

Priorities

Of special interest are the following initial priorities:

- Kids Club
- Work and coordinate with UVU Athletics
- Wolverine Club
- Summer University
- Wolverine Pride Ambassador
- PACE Christmas Social
- Halloween Decorating contest

Communication Plan

Wolverine Pride Website

PACE Weekly Newsletter
