



Meeting Minutes

March 18, 2014

2:00 pm - 3:30 pm

SC 213a

Those in attendance:

Those not in attendance:

Table with 4 columns: Names of attendees, Names of non-attendees, and a Guest(s) row.

Jolene Chamberlain & Margaret Bellon – Two policies were reviewed with Margaret Bellon assisting us with background information on each, clarification, changes in wording and accepting input from the PACE General Board. The two policies were 504, Excessive Hours Earned Tuition Surcharge; and 522, Credits and Transcripts. PACE voted to approve both written and discussed comments as PACE’s official feedback. Motion passed.

Brett McKeachnie – 4-year Strategic Plan. Making assignments to help work on the goals for our objectives. Advocate:

- Staff Development and Staff Education Funds. Brett will need Shalece’s help in forecasting the amount needed for increasing these funds. He will need numbers of past awards, amounts awarded, amount reduced because of budget cuts, etc. All information will be put into a graph or chart that will help show a trend. We may need to get the help of IRI to interpret this information. This information is needed at the beginning of the PBA cycle in August or September.
Increase nominations for Wolverine Sightings and Distinguished Employee Awards. Sue is pleased with the increase of nominations. Brett asked Sue to document the methods we have used because they are working. We need to report what we have done for each goal. We are making a big difference.
Increase our presence to advocate for staff at UHESA and University committee meetings. Brett asked for PBA money last year to increase our budget so we can take more than just one or two people to advocate for us at UHESA meetings.

Unify:

- Increase involvement in service projects and usage of volunteer hours. That comes down to David and also Marianna; she has a lot of ideas and things she can help with. Brett is hoping that at PBA next year these are the things that we did. If there has been an improvement, we want to report on that. The design of the website provides more opportunities for people to participate.
Increasing participation in staff fall forum. Our goal in scheduling this event is to get as many people there as we can. UUV employees have said it was something that helped them feel more unified across our campus.

Communicate:

- Redesigned Website. The newly redesigned website was supposed to go live today but we won't make it. We are planning on going live very shortly.
- Develop a mass communication plan. This is in progress and will move forward as soon as Nathan is done with the website.
- Share information by attendance at UHESA relating to staff. Lately they have only been talking about legislative stuff.

#### Involvement:

- Increasing involvement and satisfaction at Summer University. All PACE members should help promote Summer University. Anyone with employees could encourage them to attend. Directors could look at the agenda and recommend classes they think would help their employees. Hearing it from more than just the President could help. Summer University's focus is for those who DO participate; the feedback is positive contrary to what people think. The senators could, as part of their communication with their departments, remind their people know it is coming up.
- New employees need information on what SU is and encouragement to attend. If they are hearing about it from their senators or directors, it is more personal than just an email from the President.
- Gauging participation and satisfaction with PACE Socials. Marianna and her committee want to work with IRI to start getting feedback. We had all positive comments about the Holiday Social. People didn't leave early like they usually do. In the past, there has been less positive feedback. That is a gauge. The next event will be the PACE ice cream social during Summer University. Sue Stephenson feels like what we have going with Wolverine Pride is going to snowball and will spill over into Summer University. She would like to see the Wolverine show up at Summer University. Maybe we could do a short pep rally at Summer U.

**Joel Herd** – PACE Park. Joel is working with Phil Clegg who has been working on the verbiage for our plaque. We have the money to get it taken care of, we just need to get the verbiage finalized and we are ready to go.

#### Committees:

**Sue Stephenson** – Awards. Sue has just finished with the evaluation process for distinguished employee recognition. There were 26 nominations and only able to award eight full-time and four part-time.

#### Full Time:

- Sam Banford - Academic Advisor, English & Literature
- Michael Snapp - Director, Career Development Center
- Jason McKenna - Supervisor of Speech to Text Services, Accessibility Services
- Curtis Puzey - Project Manager, University Marketing/Communications
- Clint Burgi - Assistant Athletic Director/Media Relations, Athletics
- Malinda Randall - Admin III (Budget Manager), Career Development Center
- Eileen Crane - Pre-Law Counselor, ACC
- Susan Palmer - Administrative Assistant to the Vice President of Student Affairs, Student Affairs

#### Part-Time:

- Jamie Knudsen - Specialist-Disbursements, Finance and Business Services
- Brandon Bolander - Technician II Media Services, Media Services
- Trent Boyer - New Student Orientation Coordinator, First Year Experience and Student Retention
- Katie Poole - TypeWell Transcriber, Accessibility Services

**Brett McKeachnie (for Nathan Gerber)** - Communication. Brett read the following message from Nathan. "We have been working hard on the website and with many of the board to get the remaining pieces in place. We are still missing some pieces of content from a few of you and will be reaching out individually for what is needed. As for now, if your file or picture are not on the site, we do not have it and you need to send it to me ASAP so I can include it on the site. We will go live with or without that content so it is in your best interest to

get us that content. If you are wondering if you need to get us anything, just check out the site at [webstaging.uvu.edu/PACE](http://webstaging.uvu.edu/PACE)." The site will be going live in the next 24 hours.

**Christie Snyder** – Legislative. The caucuses are happening tonight if you are a Democrat, or March 20<sup>th</sup> if you are a Republican. For other parties, you can go on to the website and find out. Pres. Holland sent out an awesome email about the \$21M we are receiving from the State. People all over the state came together to get this done for us. A lot of hard work went into making this happen. We need to attend our caucuses to make our voices known. You can really make a big difference if you are interested in being a delegate. The legislators listen to the delegates.

**Lesli Baker** – Bylaws and Procedures. The bylaws were sent to everyone with the proposed changes mostly concentrating on ? and divisions, and representation for divisions that either change or may be created. Andrea, Carolyn and Leslie propose that if a division is realigned during the first year of a senator S term, the senator will continue to represent the division they were elected from. If this occurs during the second year of their term, the senator would be reallocated to the current division. If a new division is created, since it is so rare, they propose the power would reside with the PACE President to make a recommendation to the board for approval. A couple of other minor changes proposed for clarification: First, if a senator leaves, fill that vacancy with the person who had the next highest number of votes from the prior election; second, in the bylaws the title "UVU Policy Review Committee" name was incorrect. It should be the "PACE Policy Review Committee." Leslie will be sending out information from our procedures manual for everyone to update. Especially for those areas that have made changes.

**Tammy Jensen** – Elections. Tammy is not here today but she is working on nominations and elections.

**Shalece Nuttall** – Education and Development. On the new website the staff education fund and the staff development fund forms can be submitted electronically, which is a big thing. Shalece is testing the forms now. Only one of the two online forms for staff education is working. Because we have the forms submitted online, we have changed the procedures and will need to update the procedures manual. Since the application for a Master Degree is on the web, we won't have supervisor approval, there is really no way to get it. Still working on the reimbursement form. The staff development fund is gone, but the Education Fund will get more money. The in-house masters will be awarded to three people for about \$4000 each.

**Corey Callahan** – Benefits Committee. They are working hard on making the transition from EMI to UMR. The changes are good. Open enrollment is mid-April to mid-May.

**David Phillips** – Scholarship and Service. Brett would like the recipients of the 2013-14 scholarship to come to our next meeting to come say hello to our group. It would be nice for us to meet them. David will soon receive the packet of applicants for the 2014-15 scholarship so Jordan and Cam can meet with him and pick next year's recipients. On the website, the scholarship and service areas are fine. The service opportunities area will be the one that could be huge. One thing we want in there are actual opportunities listing charities that we want to partner with. He doesn't want to start putting this together yet. Brett wants things like Habitat for Humanity and United Way with links to them; he can link to Volunteer and Services who already have those links. There are thousands of organization out there. How open do we want this? Even the service itself; this is something for us to open opportunities for UVU to get some exposure. Do we limit people's passion? As far as service leave goes, it is eight hours. Summer U service is separate from this. Should it be open or should we have some discretion. Some people say if it is something you were going to do anyway, we shouldn't count that. Others say if it is your passion, do it. Jordan Doman asked how we are deeming that service? If it is we as an employee giving service, it should be open. If it is we as an employee of UVU giving service, would we limit it. Only three people have reported service this year. The process for reporting service is too long, requiring a write-up, etc. Departments are putting the time down as service leave, but no one is really reporting it to PACE. If a supervisor approves it, it goes into TIMS as service and Colby could run a report.

There are a lot more using it than we think. We would like to report that UVU employees are giving x number of hours of service. We have leave hours coming to us, and if we don't use them, they go away. Maybe tell people they would only need a couple of sentences. This would fit in TIMS. This information could go to David. David and his committee will get together and talk about some of the options we have mentioned and Brett will take it to President's Council.

**Mariana Henry** – Involvement Committee. Committee met and decided Tuesday, Aug. 12, as the preferred day for the Staff Fall Forum. The week before faculty get back and before students start coming. The 11<sup>th</sup> or 13<sup>th</sup> are other options. Leslie Farnsworth is aware of our preferred dates. When we know what day the President can be there, we will schedule it. Mariana is waiting to hear from Karen Olsen and Candice for his schedule. We are hoping to start around 7:45 am and have President speak at 8:15 and it would be over by 9. Maybe bring in the Green Man group and Willie the Wolverine and get that pep rally feel for the beginning of the year. We liked the food last year and will probably stay with the same menu. In terms of the ice cream social, we are donating money to Summer U from PACE for that and they are taking care of it. She would love to do Wolverine Sighting awards at the Fall Forum. We could do these at every event possible. We would show all of them from the last time we did recognitions. We could do December through April winners since we recognized some at the Holiday Social. Another idea is to have a PACE booth at the Family Fun Fair. A lot of departments are represented there.

Meeting adjourned.