



Meeting Minutes

April 15, 2014

2-3:00 pm - SC213a

Those in attendance:

Those not in attendance:

Kathy Johnson	Jolene Chamberlain	Kim Wright	Mike Francis
Brett McKeachnie	Joel Herd	Jordan Doman	Alexis Palmer
Nathan Gerber	Ellen Draper	Corey Callahan	Elizabeth Nield
Christie Snyder	Jim Condie	Jenna Atkinson	Jessica McArthur
Sandi Koller	Sue Stephenson	Steve Anderson	Cameron Walker
Tammy Jensen	Shalece Nuttall	(for Stephanie Albach)	Andrea Osborn
Vickie Walker	Marianna Henry	David Phillips	Belinda Han
Giovana Alisa	Kim Barraclough	Leslie Baker	Stephanie Albach
Kurt Ashworth	Jenna Atkinson		
Guests: Tracy Hainsworth, Zeb White			

Welcome – Brett McKeachnie

- a. Approval of January and March minutes.

Jim Condi - Wolverine Pride & Kids Club – New website: uvu.edu/wolverinepride. Main page talks about what wolverine pride is, the new student life and wellness center, what Wolverine Wednesday is about and takes you to a page to take the Wolverine Pledge. The Wolverine Pledge is as follows: “As a UVU fan, I hereby pledge to wear the colors with honor, to support UVU events with enthusiasm, to never wear gear from other universities on this Wolverine campus, and to encourage others to do the same.” Be sure you click the box; it will take you to another page with different deals going on around campus; bookstore, SLWC, Athletics, Wolverine Wednesday, etc. You also get a follow up email with more information.

Pride Citations – The smaller one goes on cars; they have a wolverine decal stapled to them. The larger one is for wearing UVU apparel. Student Mentors and Student Government also have some of these with information and directions for students to go to their office and get some swag. Expanding the website about why you are proud of UVU and what they wish people knew about UVU. Also a “Proud of UVU” link.

Kids Club – uvu.edu/kidsclub -Tracy Hainsworth. Ages 4-14, currently membership is free, they get a lanyard for a kid’s club card that can be swiped when they attend events on campus, we will track their activities. Doing membership sign ups at the April 22 and 19 baseball games. Athletics is sending out an announcement. Willy will be there, they will get a t-shirt, a baseball, at 5:45 they will line up on the field to high-five the team as they run by them onto the field. We have representatives on the committee from Alumni, Athletics, Prospective Student Services, Wee Care, marketing and others.

Which colleges and schools would have events that would offer activities for kids, i.e. Music and dance classes offered to kids taught by pedagogy students. Summer activities.

Brett McKeachnie – proposing that we create a new PACE committee called the PACE Wolverine Pride Committee. The administration want PACE to lead an executive committee of the Wolverine Pride Committee from what was the Wolverine Pride Task Force. The proposal for this was given to President’s Council, they said yes, and gave us \$10,000 for t-shirts and swag. Over time we are hoping for more money for this. They are talking about a post-PBA request of \$20,000. Jim will be the chair of the Wolverine Pride Exec. Committee which is now an official committee. In order for him to focus on that, we propose Jim resign his Senator position, effective July 1, and appoint him as the chair of the new PACE Wolverine Pride Committee. His vacated senator position will be filled by election in June 2014. This new chair position will be available for people to be available to be elected to in 2015. We will need to modify the by-laws and update the procedures. When someone resigns a position, we could go to the person next in line from the last election to fill the vacated position. We will have to approve the selection via email since we won’t have a general board meeting before the elections take place. We may want to just elect someone. A motion to elect someone new was seconded and passed.

Leslie Baker - ByLaws – there are some questions about who PACE has on the university commencement committee. The PACE President sits on the stand. There was University Compensation and Classification but they may not have that committee anymore and we can take that out of the bylaws. Emergency Preparedness Committee – not sure Joel is still attending that. Some of the changes we talked about last time for realignment and new division creations, we have new verbiage for this since there was nothing in the bylaws for these instances. Today we came up with a new standing committee and will need something that addresses that, nothing addresses this in the bylaws. Leslie proposed “changes to association committees, including creating new committees, change of committee names or responsibilities, or disbanding committees will be approved using the following process. Executive Board will approve or recommend changes and after that the General board will approve recommended changes and finally the General PACE Membership will approve the changes as part of the annual PACE bylaw approval process, because it does become part of the bylaws. She also added the Wolverine Pride Committee and everything that is outlined in the document Brett gave us. “The Wolverine Pride Committee Chair chairs the University Wolverine Pride Executive Committee, provides leadership and support to the university wolverine pride committee and promotes school pride among employees, especially staff, for activities, communication and spirit building, coordinates with students, faculty, departments and administration to promote and enhance employee attendance at Athletics, the Arts, and other university sponsored events.” This is the proposed wording. A motion was passed and approved so they can be taken to the general PACE membership. These will be sent out to the general population in May either through Nathan or Brett. Brett and Nathan will send out the parts with changes so people don’t have to read through the entire document.

Brett McKeachnie - PACE Wall & PACE Park – the PACE Wall it will be built soon and be ready by Summer University. They took it to bid and it cost more than they thought it would so they brought it back in house and our facilities folks will build it for less and we will have nicer lights and nicer letters to make up for it. It will be in the commons area outside of the far north wall outside of the Grande Ballroom. PACE Park – Still working the final verbiage for the plaque. Thinking of using some of the mission, an explanation of why this was started, and an explanation of how and why PACE started. Hopefully we will have it finalized to have sent out to you soon so that it can be sent to Space Committee meeting.

Brett McKeachnie – Upcoming Events

- Please attend the Benefits Forum II tomorrow in the Ragan Theatre.
- The Great Shake Out will happen on the 17th. Some have received notification of this and others have not. Be prepared to hide under your desk. They are going to be testing the fire alarm system and PA system that goes with it. They will want reports back on whether or not you could hear it, did it work, and were you aware of what was supposed to be happening.
- Hoagies with Holland is also on Thursday, the 17th. Don't miss that; \$21M on the table.
- SLWC Ribbon Cutting at 2:00 pm on 3rd floor also on 17th. Memberships are \$10 a month. Payroll deduction is available at \$5 per paycheck. Available for student, faculty and staff.
- Benefits open enrollment April 21 through May 16. Benefits open enrollment trainings are at the same time. The Enrollment Fair is on April 23 in the Hall of Flags, 10 am to 2:00 pm. The trainings will be available online at this site: http://www.uvu.edu/hr/benefits/open_enrollment.html
- Employee Appreciation night, roll out of Kids Club, April 22.
- Another baseball game against BYU on April 29 at UVU, and another roll out of the Kid's Club.
- Graduations happening May 1-2
- Summer University May 19-21
- Canceled General Board Meeting May 20
- Memorial Day
- PACE Board Elections sometime in May through sometime in June. We accept nominations for two weeks and give them a week for voting. The voting will take place during Summer University. They will be ready to announce by our meeting on June 12th.
- Annual PACE meeting on June 12th. We do the annual report, vote on bylaws, introduce new people and say goodbye to outgoing board members.
- UHESA Conference will be on our campus July 17-18.

Division Reports

- a. Student Affairs – no complaints, nothing happening
Tuition Waiver for PT employees has to go to HR. They are willing to work with us on that. This affects ASD, their employees don't have enough hours because of PPACE to qualify. After 6 months of employment they have to work a minimum of 475 hours. They only work Fall and Spring and with the new health care caps they don't get that many hours. We advertise this as a benefit for PT employees, but ASD employees, and probably other areas, are not able to get that many hours. Some of these employees work here four or five years. Not sure how this would affect Staff Education Fund for PT. We don't have enough money for FT employees who want this. We have to be careful when we start talking PT benefits. If we start giving what is perceived as FT benefits to PT employees, that opens up big issues of offering health care to them, then State Retirement. Will check with Cara O'Sullivan about what we have in policy at the moment.
- b. Development & Alumni – just finished the Faculty Staff giving campaign. The last two years they pushed everyone to go online to give donations. They don't get very many employee donations. They used to send out forms, but now it is all online. This year they sent a card every week in March. People were waiting for the form, or thought they have money already being taken out of their check. It would be nice to know that if you are already donating through payroll deduction, it will continue until you stop it and that could be on the card. Overall, people were confused by the cards. A comment about the student campaigns; they are way too pushy and rude, and follow you down the hall. This was going on at the same time as Graduation Fair and Advisor Appreciation Week and students were very overwhelmed.

- c. Finance & Administration – The \$21M will not be distributed all at one time. There will be three to four separate disbursements. There will be a mini PBA this fall. They had some things they committed to the Legislature that helped us to get the money. \$21M sounds like a lot but it won't go very far. For as much as we need and use we won't be able to do huge changes. Space Summit is nearing completion.
- d. Planning, Budget, & HR - This is a busy time of year with that funding. Another item from HR, there are different locations on campus that are lactation rooms. There is one in the Browning Administration Building. It will be announced soon. It will have a prox lock. This is the first one and there will be other designated rooms in other areas on campus.
- e. Academic Affairs – there are now four candidates for Sr. Vice President. Also a new AVP, Fred White, who is replacing Brian Birch, who will stay in the office until July. Fred has been the Associate Dean of the College of Humanities and Social Sciences but has been in Russia on a Fulbright, teaching in Russia this whole year.
- f. University Relations

Committee Reports

- a. Policy – running smoothly
- b. ByLaws & Procedures – already discussed bylaws issues
- c. Education & Development – thank you to the person who sent the email on Friday to let people know to apply for the Staff Education money. We have already had 23 applicants submit. The Staff Education Fund is going well. We can start accepting applications for July 1 but we won't know how much money will be in the budget. The amount of money the applicants receive is dependent on how much money we have and how many people qualify. The requests have increased.
- d. Nominations & Elections
- e. Communications
- f. Legislative – running smoothly
- g. Involvement – hasn't got information from the poll for the Staff Fall Forum yet. We don't know when it is yet. Tuesday, August 12th, is clear on President's calendar and it will likely be that day, but the question is whether it will be a lunch or a breakfast. Haven't planned anything yet, but want Willy the Wolverine there and the Green Man Band. We would also like to do a book drive at every event we have. For the Family Fun Fair, it was suggested that we could have a Wolverine Pride booth there and something for the Kids Club. Jeri Allphin is on the Wolverine Pride committee and the Kids Club committee. Mariana would like the Involvement Committee to provide things for the new employee training for HR. Currently we have a one-page information page about PACE. The events are not currently listed on that page. We need to provide something that won't be tossed; a booklet may be something they would keep for a reference.
- h. Recognition – we only had nine recognitions last month so we are working to try to come up with ways to increase awareness and encourage participation. We need to order plaques for the PACE Distinguished Awards. Sue will work with Sandi on getting this done so we can present them at Summer University. A suggestion: instead of a plaque, a desk ornament might be a better idea – something they can put on their desk or a shelf.
- i. Benefits – The RFP proposals are back on the re-insurance. We did a subset of the regular benefits. Everyone agreed on the same company. Technically we are not self-insured, but partially self-insured. If the claims for the year are 125% of the expected claims the re-insurance kicks in. It mitigates risk.

j. Service & Scholarship – Jordan, Kim and David met and have their recipients for the PACE scholarship. They had an easy time choosing the first scholarship recipient, but had to really debate on the second. Brett would like David to bring in the recipients so we can meet them.

8. Web Site – Keep it up to date. Brett will make sure we get Nathan to let us all know how to keep it up to date, specifically the login and who is able to update which pages.

9. Summer University Preparations – putting together another staff association presentation. Jim is also doing a SU presentation. If any of us have ideas for them, please let them know.