



Meeting Minutes
October 15, 2013
2:00 pm - 3:30 pm
SC 213a

Those in attendance:

Those not in attendance:

Table with 2 columns: Those in attendance and Those not in attendance. Lists names of participants and non-participants.

Welcome and approval of minutes from September General Board Meeting.

Nancy Bartlett – University Compliance Officer – Discussion on Code of Conduct

- a. PACE has the opportunity to comment on the draft Code of Conduct. UVU’s Code of Conduct is not a policy, an honor code, nor a moral code. It is an ethical/professional code related to how we conduct business and how individuals should behave in doing that business. We are required to have a code like this for accreditation, as well as for a number of other compliance reasons including the federal sentencing guidelines. In case something illegal happens here, UVU’s liability is significantly reduced when we have a code. The document was created after a review of codes and policies of many institutions and organizations. Most if not all institutions have a code of conduct.
b. While not a policy itself, the code draws upon UVU policies. As policies change, the code may require review as well. While a person cannot be terminated or disciplined for breaking the code of conduct, he/she may face repercussions for having broken the policies upon which the code is based. An annotated version of the code will be sent out which notes which policies each part of the code references. The code doesn’t have the same approval process as a policy, but various campus entities which normally comment on policies are being asked for comments – including PACE. While a person cannot be terminated or disciplined for breaking the code of conduct, he/she may face repercussions for having broken the policies upon which the code is based.
c. A list of Frequently Asked Questions has been developed and will be distributed. PACE is requested to help to further develop these questions and answers in hopes of meeting the needs of the campus community. PACE Board members are requested to review the materials which will be sent out, then forward any comments or questions to the Executive Board or to Nancy.

Joel Herd – PACE Park

- a. The pavers in PACE Park are basically not worth updating. There is no indication that the location is PACE Park. Joel proposed installation of a plaque, similar to the one at the Pioneer House. Joel will draft something for the plaque to say about PACE Park. Its one-time only cost would be about \$2000 with a stand/base (installation extra). Everyone agreed we should move forward with this plan. The current PACE Pride account has around \$5000 in available for this purpose and any others. This account has been used

to purchase flags for the park in the past. We'll need to decide as time passes what to do with the rest of the funds in the PACE Pride account – we don't want to waste them, but the funds can be used for appropriate expenses.

Jolene Chamberlain – Policies

- a. Policy 141, Cross-Transfers for Sponsored Programs, and Policy 546, Student Consumer Complaints were reviewed by the board, with comments submitted to Jolene. There was a brief discussion about a few of the comments, followed by a motion to accept these comments as PACE's official feedback. The motion passed.

Cara O'Sullivan – UVU Policy Process

- a. The whole university has input on policies through this process. As PACE senators, you have a lot of input in this process. Our policy process is a process of shared governance. As far as the variations of shared governance models, ours is one of the most democratic Cara has seen. The policy process can range from private institutions that come down as edicts from higher authorities with very little input into the policy process, to secular and public institutions like ours. Groups may have their own policies from all over the map with some overlapping, sometimes copying each other and may be housed in different places. If a change has an impact on a university, how many policies have to change and who communicates it? The other extreme is a wiki (a Hawaiian word meaning fast) based format which is a collaborative content and can be edited by anyone and all can contribute. In this case, who has the right information and who should own the information? Our policy process is a process of shared governance. As far as the variations of shared governance models, ours is one of the best she has seen. There are four stage process for regular policies, and most of the policies processed are regular policies.
- b. Summary: This presentation explained the policy development and approval process within the framework of UVU's shared governance model. Cara O'Sullivan, UVU Policy Officer, explained the three different policy processes: regular, expedited, and temporary emergency and the roles and authority of the university entities involved. Also discussed was the role that entities such as PACE have in the campus policy conversation.

Discussion on Academic Scheduling

- a. Brett attends the Academic Scheduling Committee on behalf of PACE. A conflict between two previously accepted guidelines has come up in the 2016-2017 school year. At question is how to ensure there is a week break between Spring and Summer, and Summer and Fall. Various options were presented as alternative methods for scheduling the Spring 2017 and Summer 2017 terms. Board members were asked to review the alternatives provided and give their views, including additional alternatives if necessary. Feedback should to be sent to Brett prior to the next Academic Scheduling Committee meeting on November 6.

Draft Mission Statement, Objectives and Goals

- a. Some changes were made to the mission statement priorities, mostly ordering. Unified Voice was moved to first, Social and Service Opportunities to the middle, Support for Professional Development was moved to last. On the objectives, they added communication and adjusted a couple other things. For goals, under each objective were 2-3 goals with some sort of measure; need ideas for better measures. Small word and spelling corrections suggested. We need to figure out how to gauge our participation. All agreed that the Mission Statement, Objectives and Goals were very good. These will be in the PACE PBA.

Dinner with President Holland

- a. At the PACE Board's dinner with President Holland, he gave us some assignments to work on. First, UVU needs to figure out a way to introduce merit into the currently egalitarian pay system we use. PACE is requested to help shape that planning. A brief discussion about this topic centered around how to sell something like this to employees. Second, PACE is requested to help find ways to get more employees to UVU Athletic events. Third, a discussion about Advisor Equity and Retention and previous advancements in thought around this subject led to PACE being asked to follow-up and help move the discussion forward.

Several board members were aware of the work done with Ronnie Price on this subject, but felt it had been dropped unceremoniously when Ronnie left UVU. PACE can help raise this issue to the forefront again.

- b. Volunteers were arranged for task forces to explore each of these issues as follows:
 - i. **Merit Pay:** Vickie Walker, Sue Stephenson, Jessica McArthur, Tami Jenson, Marianna Henry, Ellen Draper, Cathy Johnson, Leslie Baker, Elizabeth Nield, Gioey Alisa
 - ii. **Athletics Attendance:** David Phillips, Cameron Walker, Christie Snyder, Jim Condie, Corey Callahan, Kurt Ashworth, Jolene Chamberlain
 - iii. **Advisors Equity and Retention:** Gioey Alisa, Shalece Nuttall, Elizabeth Nield, Kim Wright, Jordan Doman, Cameron Walker, Sue Stephenson

Lag Payroll

- a. Lag Payroll had to be done and won't ever have to be done again. Some noticed because their daycare was not deposited into their flex spending, but this only effected 11 employees. It was mostly a non-event. It also effected car, auto, and home insurance, but only amounted to a small amount extra to be paid. They didn't give us our vacation and sick pay, but put our accrual on lag pay as well. On your last paycheck of the year it will be added in. There was not enough communication about how that will play out with the leave time. We will not be over or under on our contributions. Payroll also monitored retirement contributions. It is easy to look at your year-to-date contributions on your paycheck. We will need more communication next year.

Mandatory Online Training

- a. Most agreed it takes a long time! Kurt gets all of the feedback; he agrees it is long time. Still being debated how often we will have to do it; maybe every two or three years. There were issues for people using Mac Computers or Safari and Firefox browsers. New employees will be giving an extended time to complete the training after they have been hired. The information always goes to the Outlook email account, but Student employees don't always know they have an Outlook account. The content of some of the questions did not seem applicable to our university. The program comes in a package and we may be able to tweak it to be more specifically suited for us. It could also be available in other languages in the future. Make sure we get it done. This needs to be done by November 1. Your answers/scores are not reported, but the time a person spends on each module is reported.

Photo for PACE Board

- a. The Holiday Social would be a good time to take our PACE Board photo; we will arrange for photographers.

Hall of Flags

- a. New guidelines and procedures have been approved by President's Council related to the Hall of Flags. Flags for all countries recognized by the UN (and only those recognized by the UN) will be flown in the Hall of Flags. State Flags will be moved to the Losee Center. In the past, flags were only flown if we had a student from a particular country, but that will now change.

Enrollment

- a. UVU's enrollment ended up being better than had been projected, which is nice because a few weeks earlier, it seemed enrollment would be below the projected numbers. We are down in enrollment by 5.8% rather than the projected 6.6%. This means that we likely won't see budget deficits beyond what were expected.

Board Member Reports

Sue Stephenson: Nothing to report

Shalece Nuttall: There is still money in the staff Development fund. Contact her if you want to attend a conference. Athletics is out of money.

Gioey Alisa moved to adjourn, Kim Wright seconded. Meeting adjourned.