



Meeting Minutes

August 20, 2013

2-3:00 pm – Centre Stage

Those in attendance:

Marianna Henry
Giovana Alisa
Corey Callahan
Joel Herd
Jolene Chamberlain
Kathy Johnson
Jordan Doman
Alexis Palmer
Jessica McArthur

Nathan Gerber
Shalece Nuttall
David Phillips
Sandi Koller
Kim Wright
Vickie Walker
Kurt Ashworth
David Phillips

James Condie
Christie Snyder
Brett McKeachnie
Mike Francis
Ellen Draper
Belinda Han
Andrea Osborn
Leslie Baker

Those not in attendance:

Elizabeth Nield
Leialoha Pakalani
Tamara Jensen
Sue Stephenson
Stephanie Albach
Kim Barraclough

Guests: Marc Jorgensen, Jim Michaelis, David Connelly

President's Council Update

- Enrollment – what is keeping enrollment lower?
Orientation hold is an issue because students didn't know they could sign up for orientation online. Also, campus orientations were too few and scheduled too late to allow new students to register as soon as they wanted to. The economy is another factor.
Benefits – an RFP is being developed about what our options are. There are about 13 separate sections of the RFP (like Wellness program and provider network, etc.) The RFP will be going out shortly.
The new online discrimination, harassment, sexual harassment, and retaliation prevention training is mandatory for all employees. They estimate it takes about 90 minutes to go through the training. It may only be required every other year. The date of September 1, 2013 is when it is expected to be available online, but it will need to be completed by a later date. Our charge is to make this a palatable task for the employees to do. Watch for details from HR.
We have 482 fewer stalls than last year for the first day of class because of the new Classroom Building. Last year, during the first week, we had 506 empty stalls. Things will be tight for parking, especially the first two weeks of class.
Look on UVannounce for parking updates. Employees should plan to be here early in order to find a parking space.
We need to get our employee parking permit by the end of this month. We no longer have hangtags since it is all done by our license plates, but you still have to get online to update your permit.
Be aware of new procedures if you have visitors coming on campus.

- Great feedback on staff convocation

Policy Review

- Scheduling Policy #425 has been updated. Shalece Nuttall made a motion to accept PACE's comments as they were recorded. Seconded by Nathan Gerber. Voting was unanimous in the affirmative.

Strategic Planning Exercise

Marc Jorgensen led a discussion on our mission, objectives, and goals.

- Words we talked about for our Strategic Plan
 - Advocate, promote understanding, engaged, involve, support, fun, inform, communicate w/o fear, feedback, efficient, effective, consistency, unify, alignment w/UVU, represent, building others, serious, respect, work/life balance, work environment, recognize, resources, common goal, pro-development, at the table, service – *employees, UVU, community*.

** Task force was created to work on strategic plan from the thoughts discussed – Giovana Alisa, Marianna Henry, Kim Wright, Brett McKeachnie

Division/Committee Reports

- Marianna Henry - Involvement
 - Trying to get more committee members
 - University Project
 - Want to get the word out
 - Track holiday social – holidays around the world
 - Waiting on approval of potential community partner donors
- Nathan Gerber - Communication
 - They have suggestions from last meeting about the website
 - Needs “from end of days” from other committees
 - Try to structure what website looks like
- Shalece Nuttall – Staff Education/Development
 - Took a hit on the budget - Lost \$800 in budget cut
 - Awarded money to three staff members who are attending one of the UVU Master's programs
 - Awarded money to 48 staff members pursuing Master's and Doctorate degrees, or field specific trainings outside of UVU
 - Six departments to attend conferences
- Christie Snyder - Legislative
 - Jessica Ballard, Joyce and one other person have joined her committee
- Corey Callahan - Benefits
 - Two committee members; haven't met yet
 - Will be attending benefit committee meetings each month
 - Compensation includes moving full-time payroll to lag payroll September 1. This is a loan paid from Part-time money, and will be collected when an employee leaves employment at UVU. No one will miss a paycheck. Information is going out tomorrow to employee's homes.
- Jolene Chamberlain – UVU Policy Review
 - Committee hasn't met yet. Not a lot for her committee to do.
 - Looking at ways to make processes better.
- David Phillips – Service/Scholarship
 - Two committee members; have a meeting with Brett

- Marianna Henry wants to meet with his committee
- Scholarship questions
- Service is half-day in Summer University. However, service hours can be taken in order to perform service at local schools, in the community, etc. Not just the service hours done during Summer University.

Visitor Comments

- David Connelly – Faculty Senate
 - Supports our efforts and appreciates the progress made on our initiatives
 - Moving forward on the joint task force for PACE to join with faculty senate