

Meeting Minutes

February 17, 2015

2-3:00 pm – SC 213a

Those in attendance:

Brett McKeachnie	Shalece Nuttall	Barney Nye
Marianna Henry	Jolene Chamberlain	Sherrri Harward
Candida Johnson	Kim Wright	Sue Stevenson
Dalene Rowley	Jordan Doman	Jessica McArthur
Jennifer Agla	Jacob Atkin	Darren Larsen
Jill Crawley	Cameron Walker	Kim Rollins
Justin Ferrell	Nathan Gerber	Mike Francis
Dawn Burgess	Darryl Pranger	

Those not in attendance:

Sandi Koller
Giovana Alisa
Andrea Osborn
Belinda Han
Celena Patten
Corey Callahan
David Phillips
Jim Condie
Ursula Sorenson

Guests: Kyle Reyes, Taylor Lovell

Welcome – Brett

- January’s minutes will be approved through email. Look for those to come.

Inclusivity – Kyle Reyes

- Executive summary of Inclusivity report was handed out.
- Inclusion and diversity website, from the office of the president.
<http://www.uvu.edu/inclusion/>
- Spent last year developing 20 page plan.
- UVU is going above and beyond what is included in the inclusion plan.
- Inclusion committee has been dissolved.
- Inclusion committee has created the following modules:
 - Hiring strategies and resources
 - Inclusion data and assessment
 - Training dialogue and workshops
 - Marketing, Recruitment & Outreach
 - Student leadership inclusion
- Kyle has met with 14 different academic departments and has 7 more slated on the calendar. His goal is to meet with at least half of the academic departments on campus.
- Plan has been presented to Trustees, Regents, and others and has been approved
- Thanks to PACE for being more inclusive in the Holiday Social
- What are some things that need to be on the radar, to have a more inclusive environment across campus?
 - Smoke-Free campus
 - How this proposal will affect the larger population. (inclusion, safety, sense of belonging). Pushing to remain how we are so we are not excluding anyone.
 - Feedback received

- Feeling among the “majority” that their traditions are less important than the minority. The more that we try to include, the more that people feel that they are excluded. Marianna will send the results of the holiday survey to Kyle.
 - Have dialogue about being on committees
 - How do we get minorities on these different boards?
 - How do we have discussions
 - SafeZone, Inter-Religious Dialogue (Alexis Palmer, Ryan Birch, Kyle Reyes) By being inclusive you are trying to “Add to” not “Taking away” including a different perspective and celebration
 - PACE wants diversity on the board
 - How do we get this?
 - Board is nominated and voted in
 - Where are the pipelines of diversity?
- Working with students on an initiative on mental illness, suicide prevention and depression. Coming from a student club. Look for more information on this.

Summer University-Sherri Harward

- Submit proposals especially for the personal day. The deadline for submitting applications is March 6th.
- Instead of having a breakout session during Summer University, the executive board would like to do a video of testimonials of staff who have benefitted from PACE (Staff Education/Development, Wolverine Pride, etc.)
- If you know of people who have benefitted from PACE, email Sherri their names (or yours)

Great Colleges to Work For-Taylor Lovell, Institutional research

- Survey was done Summer 2014
- 4 stated reasons why UVU did the survey
 - Core Theme
 - Campus Climate
 - Benchmark against other schools
 - Key Strengths and room for improvement
- 40% response Rate
- Where we scored best: Pride, Facilities and Job Satisfaction
- Where we scored worst: Communication, Shared Governance, Fairness
- You can view the presentation online at www.uvu.edu/iri/studies/facultystaff.html
- Presentation has been shared with President Cabinet and others.
- In 2013 we had 601 Exempt and 462 non-exempt employees, in 2014 616 Exempts and 483 no-exempt

Part time Representation on Pace – Jacob Atkin & Dalene Rowley

- Both presented options that were available for each Task.
- **Task 1:** Update Article VI.B.1.a.B. to better represent our current practice of allocating senators by part-time and full-time employees. (addresses how we elect our senators)
 - *Option 1:* revise the section to read as follows: “Each division at UVU shall be awarded a number of senators based on the number of full-time and part-time PACE employees in that division. Each division is guaranteed a minimum of 1 senator. The PACE Senator's title will reflect the same title of the Vice President(s).” If we choose to implement just this minor change, the role of part-

time employees in PACE will not change, nor will the current practices within the organization. (This would reflect what our current process is).

- *Option 2*: no other option has been presented
- Motion to approve option 1 under task 1 to update Article VI.b.1.a.b made by Jacob Atkin, seconded by Justin Ferrell. **Motion approved**
- **Task 2**: Reconcile language regarding running for positions on the board. The bylaws expressly prohibit a part-time employee from running for the executive board; however, they do not state that you must be a full-time employee to run for a senator position (although the operating procedures states that the candidate must be a full-time employee).
 - *Option 1*: maintain our current practice of having only full-time employees serve on the board (this requires clarifying the language in the bylaws to expressly prohibit part-time employees from running for a senator position).
 - *Option 2*: present an option to the board that encourages part-time participation as senators or even executive board members and, if approved, modify the language appropriately (removing the part in the bylaws prohibiting part-time employees from running for the executive board and the part in the operating procedures stating candidates must be a full-time employee).
 - *Option 3*: present an option to the board that encourages part-time participation as senators, but not executive board members and, if approved, modify the language appropriately (leaving in the bylaws the part prohibiting part-time employees from running for the executive board and removing the part in the operating procedures stating senate candidates must be a full-time employee).
 - *Option 4*: create new and specific positions on the board for part-time employees (and ensure the bylaws also state you must be a full-time employee to run for senator and that the new positions are appropriately accounted for in the bylaws and operating procedures).
 - Discussion/thoughts.
 - How does the pay work, will the supervisor say its fine or that it is done on a volunteer basis.
 - Weekly hour limit issue
 - How well are we as a group representing the needs of part time employees (there are none on the board).
 - Communication will need to be improved and outreach to the supervisors to inform them of the cost to the supervisor
 - Operating procedures would need to be created
 - Which positions? Senators, chairs, a new position just for them?
 - Need to formalize supervisor approval for all PACE Board members
 - Certain committees (Involvement, Staff Education/Development) should be excluded from part-time employees serving in these capacities
 - You can look at setting up a fund to reimburse department for part time help.
- Motion to approve option 4 under task 2 (with parameters, who represent, additional discussion is needed) by Jordan Doman, seconded by ??? Approved.
- Part Time Committee will come up with verbiage for Bylaws, operating procedures, etc. and

present in March. If possible send it out ahead of time. (may need to push to April)

- Get some part-time volunteer from areas, Jordan's and Jacob's area. Email Dalene list of names and contact information.

Holiday Social Survey Results – Marianna Henry,

- Survey results were shared with the committee
- 20% Response rate
- Fed 1100 but only had seating for 650? Increase of 200 people vs. last year
- Possible location change (or set up change). Suggestions other than UCCU center for space?
- Food issues....Bring back the budget for the FOOD!! It is what the staff want.
- Data has been presented to President Holland.
- Overall, staff was satisfied with the event.
- Majority of comments were positive
- Dining services need to label the food a lot better (need to be told in line, or through email)
- Sound in the commons area was an issue – too loud
- Inclusivity question will be sent to Kyle (majority not feeling included)
- If there are additional comments send to Marianna Henry
- Voiceline was well liked, but not the Improv
- Brett will send out the survey results to the board.

Campus Meetings follow up –

- Hoagies with Holland April 21, 11:30 Lunch, President Holland remarks at noon.
- HigherEd day at the Capitol, 2/27.
 - Visit the website at www.le.utah.gov.
 - UVU's Legislative website is up and has updates each week.
- State of the University Feedback.
 - President Holland would like feedback on how it went and how to handle growth. Send any questions, suggestion, and feedback to Brett. Brett will send out an email.
- March 4, 2016: UVU day in Rotunda at the Capitol. We will be having a lot of Arts people there to get full funding for the Arts building.
- Staff merit pay-what that means as related to evaluations and the difference it makes in pay. Also working on compliance and free speech on campus.
- Brett will be presenting to the Board of Trustees 2/19 regarding PACE (mission and who we are).

Senator Reports

- Academic Affairs – Had questions about how merit pay is tied to performance evaluations. Is it happening at all, in some areas? People are concerned in this area and want to provide feedback. She can provide a list of names to Brett.

Committee Reports

- Policy-There will be a policy review sent out through email in the next couple of days. Policy 508 was approved to be deleted in September. It is just going through the process in Stage 2. Look for it to come, and send any suggestions/recommendations to Jolene Chamberlain. Lots of policies coming up our way.
- Legislative –Thanks to those that attended the last legislative day at the capitol. UVU day at the capitol is February 20.

- Benefits-The wellness survey has been sent to benefits and he hopes to get the results this week. Survey has to be in today to make publishing deadline.
- Employee Recognition-Distinguished employee recognition is under process. A lot of applicants to go through, and the deadline of letting recipients know is the end of March, so there are no duplications with winners.
 - Is it best to only nominate 1 person from a department, or can they submit multiple nominations? Each nomination is graded using rubric.
- Lots of positive feedback from Wolverine Sightings. Thanks to Athletics and the School of Arts for donating. Keep reminding people to submit.
- Communication-Communication plan final draft was sent to Brett for review. Once it has been approved it will be sent to the General Board. 2016 Holiday schedule has been requested (but not yet approved). This is dependent on the academic calendar which has not yet been approved. If there are any updates for the website please let Nathan know. If you have any things you would like listed as updates on the Home Page, please let Brett know. Higher Ed day and UVU day (get information to Brett).

Meeting adjourned at 3:25.