

Meeting Minutes

November 18, 2014

2-3:00 pm – SC 213a

Those in attendance:

Brett McKeachnie	Jennifer Alga	Shalece Nuttall
Barney Nye	Sue Stephenson	Sherry Harward
Dalene Rowley	Jordan Doman	Jim Condie
Giovana Alisa	Ursula Sorenson	Nathan Gerber
Marianna Henry	Jill Crawley	Corey Callahan
Candida Johnson	Darren Larson	Kim Wright
Kim Rollins	Jolene Chamberlain	Justin Ferrell
Belinda Han		Jacob Atkin
Guests: Alexis Palmer, Melissa Frost		

Those not in attendance:

Mike Francis
Sandi Koller
Jessica McArthur
Cameron Walker
Andrea Osborn
Dawn Burgess
Celena Patten
David Phillips

Welcome – Brett

- Welcomed Ursula Sorenson as the new Staff Education and Development Chair. Approval of Minutes from October with a few changes (Belinda Han was present). Motion to approve minutes by Jim Condie, seconded by Barney Nye. Minutes were approved.

Sexual Assault Discussion & EO/AA – Melissa Frost and Alexis Palmer

Melissa Frost: New Equal Opportunity Affirmative Action Office. This is a new department created within Human Resources, but she is not housed in Human Resources. She provided her background employment and how she came to work at UVU.

- Neutral third party to look into issues that could be discriminatory in the hiring process and employment process.
- If there are issues, a complaint can be filed online; there are informal or formal processes for complaints. Certain items have to be reported by law.
- Title 9 coordinator (gender issues).
- Melissa would look into the complaint, and determine if there was discrimination. If there was, she decides what needs to be done to stop it and how the institution prevents it in the future.
- Contact information: 801-863-7590 melissa.frost@uvu.edu

Sexual Assault Discussion: Alexis Palmer

- It's on Us Sexual Assault Campaign geared towards students. An email will be sent out with a link about the campaign.
- Last year UVU had seven reported rapes. Most rapes nationwide occur during the RedZone (Labor Day through Thanksgiving) - most common time that rapes happen on campus (both men and women).
- This is in response to compliance at the National Level. This is to create a safe environment for faculty, staff, and students at UVU.
- Comprehensive campus sexual assault prevention response program including training and resources for female and male students, faculty, and staff. Wanting to create a culture on campus where conversations are open, provide safe environment for victims.

- Actions that are already happening at UVU: training with students, money from acute equity PBA for an online training program, revising policy 162, a brief presence at new student orientation, updating code policy, updating brochures (handed out in meeting), and creating campus climate survey.
- Future trainings for both faculty, staff, and students is required by the federal government in order to be in compliance.
- Resources will be available for students who have memories triggered by these trainings
- Clubs on campus are getting the word out. The “Yes Means Yes” campaign. (students walking around campus with a mattress) #carrytheweightuvu
- Three phases happening within the next 2 months to a year:
 - Phase 1- *UVU It's on Us* video - take ownership of sexual assault, students/staff can take a pledge, receive shirts; Kick off at the Elizabeth Smart discussion on campus Dec. 12 at noon.
 - Phase 2- Mandatory training, required by federal government, faculty and staff will receive it online, topics include oversight resources, identify and report sexual assault. A sub-population will receive an additional in person training by Melissa who will be a responsible reporting authority. Students will be required to complete a training in orientation and will be required to complete it before they can register for classes each year.
 - Phase 3-Create sustainability
- Handouts are available online and will be sent out through email as well. Updates are given weekly in President’s Council, and Brett will keep us updated on it.

Policy- PCI Compliance-Ked Black

- Will send an email out with the policy and summary of comments form and send back to Jolene to send to Ked Black.
- Policy is because we take credit cards on campus, we need to meet the standards of the credit companies when credit cards are used on campus. One of the requirements is just to have a policy in place.
- Will include underlying procedures that will need to be followed.

PC, PELC, & HR Follow-up – Brett McKeachnie

- Biggest item in President’s Council is the Sexual Assault Prevention.
- Incidents have arisen where employees or people related to employees are being uncivil to others on campus. Look forward to having a discussion with HR on how to be civil with each other and treat others with respect and dignity.
- Pace Session at Summer University - Should we just have the session instead of having a regular meeting? Hold our regular meeting during the session? How do we get people to come to the session? We need to somehow involve food and be entertaining in order to get people involved. Try to get employees engaged with the university.
- Tie in with HR website about the employee perks, activity where we include the senators and different committee members participate and talk.

PACE PBA Requests – Brett McKeachnie

- We are requesting money for the following items:
 - Social food cost
 - Kids club
 - Recognition
 - Wolverine pride

Senator Reports

- Development & Alumni - Alumni Association is sponsoring a screening of Hunger Games.
- University Relations - Some employees have had some issues with UMR. Items that were previously covered are not being covered. If this is the case, refer the employee to the benefits office.

Committee Reports

- Bylaws/Procedures - Part-time employee representation. This will be talked about in the January meeting. An email will be sent out with recommendations for discussion in January.
- Involvement - Holiday social is ready, we have a lot of prize donations, performers will be Voice Line and Improv Comedy Club (both are student clubs).
- Staff Education/Development - Ursula will be meeting with Tom to change information over
- Legislative - Cards will be distributed with the system's (USHE) priorities, will hopefully have these by January. Higher Education Day on the hill, February 20. A link will be sent out to let employees know how to find their legislators, discuss priorities, etc. We are aligning with the system's (USHE) priorities; 3 things:
 - Messages for legislators, THANK THEM
 - Support system priorities
 - One time planning money for performing arts building
- Employee Recognition - Distinguished Employee Award nominations are coming up. Encourage nominations, write articulately based on rubric. Wolverine Sightings are on the rise. Keep nominating them!
- Service and Scholarship - Only available to full time employees. Revamp of service leave so it's clear. A way to streamline the process. Service has been defined as: whatever is a benefit to a party or institution that cannot function without volunteer help. 3 step process:
 - Obtain permission from supervisor for leave
 - Notify through online application as to what service you are providing
 - After service, give a paragraph synopsis as to what the service was, how it gives back to the community.
- Wolverine Pride - Meet every Tuesday at 11 in SC 213. Plan emails that go out, and the activities that are going on for the week. Flags will be going out into the community to get more UVU pride out there. Kids club is going strong. December 13, Employee Appreciation Game vs. Utah State, Breakfast with Santa that morning that kids can get if they go to the event. If anyone wants to take an active role in Kids Club, contact Jim Condie.
- Communication - Communication plan changes are in. There are some additional changes that need to be made. We are being cautious in moving forward on what we really want the plan to look like. Want to brand our efforts as PACE. Changes can be reviewed by Executive board and then out to the rest of the board.

Meeting adjourned at 3:28.