



Meeting Minutes

March 17, 2015

2-3:00 pm – SC 213a

Those in attendance:

Jim Condie	Jacob Atkin	Dawn Burgess
Corey Callahan	Marianna Henry	David Phillips
Justin Ferrell	Barney Nye	Jill Crawley
Kim Rollins	Sherry Harward	Sue Stephenson
Nathan Gerber	Ursula Sorensen	Jennifer Agla
Kim Wright	Giovana Alisa	Jessica McArthur
Jordan Doman	Brett McKeachnie	Sandi Koller
Mike Francis	Cameron Walker	Justin Ferrell
Guests: Liz Childs, David Connelly		

Those not in attendance:

Jolene Chamberlain
Celena Patten
Dalene Rowley
Darryl Pranger
Andrea Osborn
Darren Larsen
Belinda Han
Candida Johnson
Shalece Nuttall

Welcome – Brett McKeachnie

Welcome and approval of January and February minutes.

Policies – Jolene was absent

Brett Briefly outlined the Policies. Policy 508 – Liz Childs described the deletion of this outdated policy - Approved. Policies 501 and 503 have picked up parts of policy 508 making it unnecessary. Policy 103 – David Connelly explained the issues addressed in this policy of people not running for Faculty Senate chair, 10% of faculty signatures needed, 4-year commitment. Changed to internal action rather than signatures and changing term to 2-years. Policy 103 also deletes 104. Approved.

Summer University - Sherry Harward

Need people willing to participate in a PACE video for Summer University with testimonials of the benefit of PACE.

PACE Communications Plan – Nathan Gerber

A communication plan has been put together to market and communicate about PACE. We need better branding for communications from PACE to campus employees. We want to pitch the purpose of PACE and the four objectives in all communications: advocate, communicate, unify, and involve. All communication channels we use will feed to either the PACE website or the PACE Facebook group. The website is the official information source of PACE. The Facebook channel is more on the social side. We need to brand PACE properly. When we send out PACE communications, it should have our tag line, web address, and Facebook page in the signature. Traditional and digital signage will need the same official brand. We also want to come up with a couple of hashtags we will all use when posting to social media.

Individual communications that are official also need to be professional, since they reflect on PACE. Group communications: PACE list, Senators, Committees, etc. need to be scheduled not too often as to not have it viewed as spam and dumped. UVannounce could be more of a digest, where people can click for more information. Our goal is to limit the amount of mass emails we send. Another point is that people who may not know they have a Senator being contacted by their Senators may help build relationships.

Campus Signage and Flyers. We have a large number of employees who don't check their emails regularly or may not have direct access to a computer. We would like to build in a plan for those communications.

Updates for the PACE website can be sent to Nathan or his team. It won't happen that way with Facebook. May set up a small group who has access to post, it would be a responsibility and scheduled thing. The Communications Committee is requesting buy off that Facebook is a good channel to begin, knowing there will be assignments made for their participation.

The big next piece will be an email template for everyone to use. After that we will build the Facebook group/channel. Finally, any other kinds of branding elements we might need to help people relate messages to PACE.

Feedback from the general board was positive.

Campus update – roundtable.

Kim Rollins: Thanks for contacting your legislators. Legislative outcome: 2% compensation increase, permission to use our own or donated money for prep work for Arts Building, we got \$1.5M to redo activity center floor w/ new seating and add some square footage. We did get 4.9% increase for our benefits. The way the compensation bill was written it sounds like it is an across the board cost of living increase but it was meant as a performance based increase; Pres. Council, the Cabinet, and Budget people are trying to determine how to implement this. President will be sending out some communication about it. He'll definitely address it during Hoagies with Holland.

Corey Callahan: Benefits outcome information will be coming out soon. PACE had a voice on that. If it works out like it was intended, people will be pleased. Open enrollment is in April. Read communications to see changes and make sure you understand it. If not, contact the Benefits Office.

Jim Condie: Wolverine Pride is alive and well. The committee had been having weekly meetings but stopped them a couple of months ago, but communication is happening via email. Athletics has taken over the Kid's Club and interns will help get more things going. *The Pledge* email has been taken over by Layton Shumway and you can send him things you want to go out in that email. Wolverine Wednesdays will end for the summer; we want to get something fun going for the staff for summer.

David Phillips: It is time to send out an email to announce service again.

Justin Ferrell: Annual Student to Student (S2S) campaign starts on Monday. Plans for a 2000 cupcake mural in the shape of the Wolverine head, a group of major donors doing a match challenge to match every dollar donated – you give a dollar, they give 10; they have offered us \$1M if we raise \$100,000. Otherwise the division just getting ready for graduation- caps and gowns, etc.

Belinda Han: Her Department was just recognized as one of the top ten leadership programs in America. Also, she had a staff member ask about and make a comment about the daycare/preschool on campus. She had been asking about the curriculum saying it was not very organized the way she anticipated. It was a valid concern. She asked if they were partnering with Elementary Ed or Early Childhood Ed to help them teach or how it worked. She wanted to express that it would be nice if they beefed up their pre-school curriculum and had something so parents could reinforce what is being taught. Brett has heard another comment along that same line. It is a great opportunity now to make it an awesome pre-school. We will follow up on that.

Dawn Burgess: Campus safety stuff, seemed like it was yes means yes but didn't say anything about saying no. Other things are coming such as mandatory training to make us aware, bystander policy, etc.

Sue Stephenson: Employee recognitions are taking a dive; people are still doing good things, but taking the time to submit recognition seems to be tailing off. People who receive it are very happy to get the Athletic and Theatre tickets. The committee has finalized their distinguished employee eight full-time and two part-time award winners. Still waiting for a Vice President to make his selection before we can contact our winners.

Ursula Sorensen: We are out of money for education and development. It is all promised. Will be opening up the education application at the end of April.

Marianna speaking for Gioey Alisa: Her constituents are concerned with the lack of transparency with the Advisor reorganization process. Transparency doesn't mean make decisions and then inform everyone, it means include everyone in the decision making process from the beginning.

Marianna Henry: She needs help with Staff Fall Forum venue. She hasn't heard back from Clay. The ballroom is closed for the summer for re-flooring. Looking at the Student Center Courtyard, Leslie Farnsworth and Connie Bond are not sure we can fit 900-1000 with food and have a way to listen to Pres. Holland speak. If it rains, what is our backup?

- UCCU Center. We are waiting for a cost estimate. It may be \$1500.
- Classroom Building lecture hall would allow food, continental breakfast, but food is important to staff. That will be re-chaired, but we don't know when that would take place.
- Courtyard outside the life and wellness building - but the Fire Marshall said no.
- The baseball field is rented to the Owlz for most of the summer.
- The racquetball courts are being remodeled.
- The activity center may be an option if the construction is not being done at the time of our forum.

Send ideas to Marianna. We are thinking of Wednesday, August 12, for this. This would work well for most employees. We have to approve this through Pres. Council and get it on all calendars.

Jacob Atkin: Part-time representation on PACE. Would like to solicit feedback from PT employees for their interest in serving. They are crafting a survey that will go out next week to all PT employees and will bring feedback to the April meeting.

Meeting adjourned.