

**Meeting Minutes**

August 19, 2014

2-3:00 pm – SC 213a

*Those in attendance:*

|                  |                 |                    |
|------------------|-----------------|--------------------|
| Brett McKeachnie | Nathan Gerber   | Jennifer Agla      |
| Sandi Koller     | Shalece Nuttall | Jolene Chamberlain |
| Barney Nye       | Marianna Henry  | Dawn Burgess       |
| Jordan Doman     | Tom Liljegren   | Cameron Walker     |
| Sherry Harward   | Darryl Pranger  | David Phillips     |
| Giovana Alisa    | Jill Crawley    | Sue Stephenson     |
| Jim Condie       | Kim Rollins     | Belinda Han        |
| Jacob Atkin      | Kim Wright      | Sandi Koller       |
| Corey Callahan   | Darren Larsen   |                    |
| Guests:          |                 |                    |

*Those not in attendance:*

|                  |
|------------------|
| Mike Francis     |
| Candida Johnson  |
| Justin Ferrell   |
| Dalene Rowley    |
| Jessica McArthur |
| Andrea Osborn    |

**Welcome** – Brett

**Involvement** – Marianna

**Staff Fall Forum Report**

We sent out a post-event survey after the Staff Fall Forum. This is the first time we have done a post-event survey. Following are a few of the nearly 300 responses:

- It went too long, partly due to Pres. Holland taking longer than we had anticipated; some people left after President spoke because they thought it was over and missed the spirit part and dance team. Also, the PACE part was a little long.
- Some comments about the book drive were negative, but we did receive 150 that day and 50 more the next day.
- People generally liked the food with the vegan and gluten free options, but the line that these dishes were on was not marked, a decision by Dining Services, and we will be sure to have that line marked next year. Very few negative comments. Good food for the \$5.29 per person.
- 675 served, hoping for 800. Some people commented that they didn't know about it. 200 heard about it from email.
- Custodians don't always get the word so we need to get a flyer or card in their hand.
- People complained about the time saying 7:30 am would be better than 8:00 am. 1 ½ hours is good, 1 hour would be too short. Many felt rushed to get back to work by 9 am.
- The date conflicted with some other deadlines. We may want the invitation to come from Pres. Holland.

We will restructure the program for Staff Fall Forum next year. Brett and Marianna will compile a report. We may want to send a meeting request to people's calendars when we send it out from PACE.

**Holiday Social Planning**

We're planning the PACE Holiday Social on December 18. UVU VoiceLine (men's a cappella group) and What's So Funny? Improve Comedy Club will entertain. We will have a survey for people to send comments which will be posted to our PACE website. We will make sure they are anonymous.

## **Nominations and Elections – Brett**

Alyssa Hunt no longer works here so we need to find a replacement, but she was the only one on the ballot so we have no 2<sup>nd</sup> place person to take her position. Three others were nominated, one declined, and the other two were Celena Patten and Kathy Ardmore. It is proposed that we appoint Celena if she accepts. If she doesn't, we appoint Kathy. --**Approved**

## **Approval of Minutes**

From July 22 General PACE Board Meeting. Motion to approve by Gioey and seconded by Barney.

## **Review of PACE Strategic Plan – Sherry**

Each year these need to be reviewed, possibly make changes, and enter into University Insight System. We need to do this quickly, since they need to be completed before the interim PBA.

Four long-term Objectives: *Advocate, Unify, Communicate, Involve*

Discussion about short term goals for each Objective:

### **Advocate**

- Yrs. 1-4 - Increase funding to meet forecasted needs to assist more staff with Professional/Educational Development
  - Determined to extend this goal an additional year.
- Yrs. 1-2 - Increase nominations for Wolverine Sightings and PACE Distinguished Employee
  - Sue had talked about how the CDC was nominating someone every month. We would encourage other areas and departments to try to nominate monthly from their areas.
  - Determined to continue with this goal one more year as planned.
- Yrs. 1-4 - Attend and advocate for staff at Utah Higher Education Staff Association (UHESA) and university committee meetings
  - Determined to extend this goal an additional year.

Additional Discussion:

- The topic of honoring people (years of service) who have worked here a long time, just not continuously has been brought to HR. See the HR Issues Report below for more information.

### **Unify**

- Yr. 1 - Increase involvement in Service Projects and usage of Volunteer Hours
  - We try to do this through socials with book drives and so forth.
  - We have an upcoming opportunity to participate in the United Way Day of Caring.
  - Determined to extend this goal from a one year to a four year goal
- Yrs. 1-4 - Increase participation in Staff Fall Forum
  - Our one-time request last year provided \$3500 ongoing for Staff Fall Forum. We will try to get more funding this year since breakfast cost \$700 more than the previous year.
  - Determined to extend this goal an additional year and to change it to read "Increase participation in Staff Fall Forum and PACE Holiday Social."

Additional Discussion:

- Giovana Alisa is concerned about the lack of diversity on the PACE Board. Discussion points – cultural, ethnicity, underrepresented minorities, etc. We should nominate individuals that would help change this balance. We can also involve more people of diverse backgrounds on our committees. There is more to diversity than just skin color. We, as a board, need to cultivate the leadership and make sure that we are taking that extra 5 minutes to reach out to

more diverse individuals. Then they may want to be involved with PACE. What our ultimate goal should be is to increase involvement in PACE across organizations. Looking at a specific group to involve could be problematic. We can work on inclusivity rather than diversity.

- Determined to add a new four year goal that reads “Increase inclusivity of membership on the PACE Board and activity in PACE.”

### **Communicate**

- Yr. 1 - Redesign website to increase traffic and feedback
  - Sherry feels like we had a fabulous turn around on the web-site. Marianna asked if we do any social media. Nathan knows we need to and is hoping to get some social media launched. Marianna would like to do a Facebook event for the Holiday Social and see how many are planning on attending. Social media is in the plan.
  - Brett asked Nathan to update the current PACE board information. Nathan needs to have us send him information about changes in pictures, bios, bios of new board members, etc. We would like to have our photos consistent, from our photo shoots if possible. Look online to see what is there for yourself and what is missing, then send the missing information.
  - Determined to extend this to a four year goal and reword to read “Continually update the PACE website to keep it fresh and relevant.”
- Yrs. 1-2 - Develop and implement a communication plan
  - Determined to extend this goal by one year.
- Yrs. 1-4 -Share information from attendance at UHESA and university committees with staff
  - Determined to extend this goal by one year and reword to read “Share information about how PACE serves and benefits staff.”

### **Involve**

- Yrs. 1-4 - Increase involvement and satisfaction with Summer University
  - IRI does a survey for Summer University. Next month they will present to us to give us the results. Discussion of how PACE can get more involved.
  - Determined to extend this goal by one year.
- Yr. 1 - Develop measures for gauging participation and satisfaction with PACE Socials
  - We did that with Staff Fall Forum survey and will continue with all of our events. We may want to put a short summary of our event measures on the website afterward, then act on the feedback we receive from our surveys.
  - Determined to extend this goal from a one year to a four year goal, and change it to read “Improve measures for gauging participation and satisfaction with PACE Socials.”

Additional Discussion:

- Determined to add a new four year goal that reads “Act upon feedback from surveys about PACE Socials.”

### **Lollipop Moments – Shalece Nuttall**

Last month the PACE Executive Board attended the annual UHESA Conference where Linda Makin presented on leadership. One of things she talked about was Drew Dudley’s Lollipop Moments that we talked about last month in our PACE General Board meeting. We watched it again and Shalece asked us to think of lollipop moments we have personally created in our current employment, if we have you acknowledged any of them, if we have paid any of them forward, and if we thanked those people who have given us lollipop moments. We don’t know how big of an impact we have on someone’s life – that may be the reason they chose to attend UVU or work at UVU.

Brett loved this because each of us in our own way, whether senator, committee chair, etc. have this opportunity to say or do things for people that can affect their life in a good way. We may not remember it, but they may. This helps us to better take on our role in PACE into people's lives to advocate for them, as a staff member, etc. Think about that in all interactions with people.

## **HR Issues Report – Brett**

### **Dependent Tuition Waivers**

- This topic addresses three scenarios, and possibly a fourth: 1) family members of deceased employees; 2) married dependents under age 26; 3) divorced dependents under age 26; 4) dependents of retired employees.
- All that is related to tuition benefits for dependents is in policy, but neither Brett nor Mark know the policy well enough to know how these issues are/should all be handled. Mark said that he is registering the issues with Linda Makin. Like all policies at UVU there is a time and place that these will be reviewed and these issues are on the top of the list for HR and PACE. When these policies are open for review, we will look at the possibilities.
- Jacob said that this is more of an IRS related issue. The reason we can provide a tax free benefit to our employees and their dependents is because of IRS regulations. To extend that beyond a taxable dependent would be in violation of the tax code and would trigger a taxable benefit to the employee. If we do it for married dependents, who normally would not qualify as a tax dependent of an employee, that would be included as a taxable income to them.

### **Honoring Employees for Non-Continuous Years of Service**

- PACE used to oversee the Years of Service awards and handled this as a continuous service system. Since it is now under HR, PACE has less control. Banner reports on employees hired before Banner may be a reason this won't work. Mark is registering this as a topic to consider. Mark is considering PT years of service recognition as well. He is asking PACE for 2-3 people who would work with HR and try to figure it out. Because it has to do with part-time people, Shalece will be on the committee; also Gioey and Jill will help. Last year HR was short of funds for the FT employee years of service.

### **Employee Wellness for Part Time and Non-Benefited Full-Time Employees**

- Last month news came out that the wellness program through UMR would not include part-time employees and employees who have decided not to accept UVU's medical benefits. In President's Council HR brought forward the plan that includes keeping the old wellness program in place for part-time and non-benefited employees. That is in planning and moving forward. It looks like President's Council will approve it, but it won't be the same level of wellness program as full-time benefited employees get. Since non-benefited employees don't pay into the medical plan, and the medical plan pays for the UMR wellness program, those who don't pay medical premiums won't be able to use UMR's wellness system. The hope is that 3 or 4 years down the road your medical premiums may be lower than those who are getting our insurance but are not participating.

### **Defining Benefits vs. Perks vs. Discounts**

- HR is working on a web page to explain benefits vs. perks, etc. for FT and PT. Brett offered PACE's help to get it put together sooner. It would help employees to understand the differences and what is available. The page should provide information about things we are entitled to on campus, like tickets to Arts, Athletics, etc. and Alumni benefits. Some examples off campus include JoAnn Fabric, Hobby Lobby, AT&T, and Verizon. Faculty have a different set of benefits and perks. Students have a different set. Each group needs a web page or card defining what we offer them for benefits, discounts and perks.

## Employee Wellness & Orem Rec Center

- Orem Rec Center (ORC) is not handled through HR, and never was. This has never been an employee benefit, but it has been a perk or discount that has been provided by the Student Life and Wellness folks. Student Life and Wellness made that arrangement many years ago. There are many reasons that SLWC feels they are in direct competition with the ORC. Most employees disagree. HR is scheduling a meeting to discuss this issue. In the meantime SLWC is offering, to the people making a fuss, a \$120 pass to ORC. Since this cost matches the SLWC cost, this new option upsets more people than losing the pass in the first place – everyone can read ORC's business pass plan which has \$60 as the highest cost (for the lowest number of eligible members). Brett discussed advocating for anyone who has an SLWC yearly pass, to be offered the highest discount at ORC.

Comments by various board members:

- If we are advocating for employees, are we beholden to the SLWC decision that they have a monopoly on the benefits packages for our employees? If we can negotiate a cheaper rate for the ORC and make it available to employees, there are clearly advantages to both packages.
- The model for SLWC when they built that building did not include employees and was that it was solely for students. SLWC argue that we can't negotiate a discount because it conflicts with them. This is erroneous and was never included in their original proposal, which falls outside of their right to oppose the competition with the ORC.
- PACE can't do this because it is totally political. Every executive on campus supports the theory that we are in competition. It is a politically unwinnable topic.
- We are not allowed to compete directly, so if someone wants to come on campus and use printing services they can, but we are not allowed to compete directly with them. This argument that we are competing and they have the right to say no doesn't hold any weight if you take into consideration our policies and procedures, other than they are struggling to pay for the building.
- Some fear that if they do come back and say you were not originally in the plan, we don't want them to hold to that and lose the benefit of using the SLWC.
- Some people need a pool for physical rehab; SLWC is totally ignoring that aspect.
- If this was a normal perk, PACE could go create that relationship and work it, but we are limited from doing that. HR wanted to take it over, but their VP said no. The executives are tight on this. Our best way forward is to negotiate some cooperation with SLWC and ORC. If the SLWC is offering this as a perk, and Athletics and Arts offers perks for discounted tickets, there is no reason why any other department can't take that over and offer it to their department for a perk.
- If someone gets a membership at the SLWC for \$120 per year, but they don't plan on using it because they want to take their family and need the other stuff at the ORC, the SLWC would be \$70 ahead by giving them an ORC pass. They make \$70, pay \$50 to use the ORC, and everybody is happy and makes money. They would still have the option of using the SLWC.
- From an HR /Wellness perspective it makes sense to work out discounts with other rec centers that don't cost UVU money.
- It has been pushed back on Brett to define if this is really an issue for a lot of employees or just a few loud folks. We need to get Brett names of employees and their dependents who want to use a Utah County rec center. We need to start quantifying this issue with names and numbers to see how big the issue is.
- Faculty Senate is also dealing with a lot of complaints about the same thing. If we join forces, we may have a chance to affect something.
- If we get administration to budge a little here, and allow us as an organization to start negotiating discount at some of these recreation centers across the county, we would see participation go up because we have more locations that are conveniently located for our

families. It is good for the wellness of our employees and families. The people that are using the Wellness Center are employees, but their families are never coming here.

- The rec center is completely the opposite, more about creating an opportunity for their families to go enjoy the facilities
- The people who have a membership in the SLWC are not going to cancel it if they can buy one for the rec center. The reason they have this is for convenience and location.
- This is not a competing interest, this is a wellness benefit for the family members of our employees and faculty member.
- Not only do we want to do this at the ORC, but we want to do this at all rec centers so that we have one more benefit that we can provide for our employees at zero cost to the university because our benefits packages has declined in the last 5 years and every employee feels this.
- High risk pregnancies and leg and knee injuries can only exercise in a pool.
- If we don't approach this as ORC vs SLWC and approach it as employee wellness, our chances would be better.
- We could send out a survey, which would seem less offensive to administration, to everyone who has purchased a membership to the wellness center and ask them if they could buy a discounted membership to one of the local rec centers negotiated through PACE, would you cancel your membership with the wellness center or would you keep both. They would probably keep both. That would eliminate the competition issues.

Final Word: Please send emails to Brett with names and family members, yours and other employees, that feel this is a big issue.

**Meeting adjourned.**