

PACE GENERAL BOARD MEETING

July 21, 2015

1:00-2:30 pm, SL 114

Attendance

Present - Agla, Jennifer; Callahan, Corey; Crawley, Jill; Eldridge, Wesley; Farnworth, Leslie; Harward, Sherry; Henry, Marianna; Johnson, Larson, Brianna; Candida; Lee, Duane; McKeachnie, Brett; Nettleton, Joe; Nuesmeyer, Kristen; Nuttall, Shalece; Pranger, Darryl; Rollins, Rucker, Jason; Kim; Sorensen, Ursula; Swenson, Mindy; Wyche, Terrell. Absent - Alisa, Giovanna; Atkin, Jacob; Burgess, Dawn; Condie, Jim; Ferrell, Justin; Larsen, Darren; Nye, Barney; Patten, Celena; Phillips, David; Rowley, Dalene; Irene Whittier. Guests - Martindale, Judy.

Welcome and Call to Order

Sherry Harward

- Welcome and Introduction of board members.
- Expressed gratitude to Brett McKeachnie for efforts as Past PACE President
- Thanked Shalece Nuttall for putting together board member binders, etc.
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General Board Binders/Nameplates

Shalece Nuttall

- Handouts for binders were passed out and discussed
- Submit contact info corrections (PACE member Directory insert) to Leslie Farnsworth
- New plaques will be ordered for those who do not have one. Please return your position plaques and binder when you rotate off the board
- Sherry asked that everyone leave your name card with Leslie at the end of each meeting and she will bring them to the meetings each month.

Business Items

Sherry Harward

- Minutes - No previous meeting minutes were available to approve (June Meeting).
- Meeting Rules of Conduct - We will be using "Modern Rule of Conduct" instead of "Roberts Rule of Order" for meetings. We will receive training in "Modern Rules of Conduct" next month.
- PACE Email Signature Lines – Sherry suggested using a standardized email when board members communicate regarding PACE business. She indicated that it has been discussed in past meetings, but not implemented and is part of the PACE Communication Plan. A handout was provided with a suggested format. A correction was made in the written out PACE name from "College" to Campus." Brett suggested using the correct UVU Green RGB information. Adding photos was discussed and it was determined that it would be better to utilize photos in the Outlook platform (for those interested) than directly in our signature line. It was noted that the photos that show up in Outlook come from the ID card photos taken through Campus Connections. Brett will provide instructions on how to add pictures to your email on Outlook and the correct green RGB info. A motion was presented by Darryl Pranger to adopt the revised PACE signature line for communication between board members, constituents, etc. The motion was seconded by Candida Johnson. The motion passed unanimously.
- Committee Member Requests – Sherry asked committee chairs to review their committees for vacancies and **send requests for committee member to Sherry before August 15th** to ensure there are not duplicate requests. Names of individuals who have indicated they are interested in serving on committee were read and board members were encouraged to consider these individuals for committee assignments. Sherry will send the requested new committee members an official invitation. The goal is to have all committees set up by our next meeting.

- Procedures Update – Sherry asked each board member to review the procedures for their area listed in the PACE Procedures document in the distributed binders. Please **submit procedural corrections or changes to Jacob Atkins by August 15**.
- Goals and Strategic Planning - Sherry encouraged new board members to meet with their predecessor to determine goals or initiatives that need to be carried over. New ideas are also encouraged. The main discussion for our next meeting will be to determine goals and a strategic plan for this year.
- Website Updates – It was noted that Brianna Larson and her committee will be working on several updates needed on the website with all of the changes taking place. **New board members need to submit their bios to Brianna by August 15**. Any updates need to go to Brianna Larson. Brett will give us a brief training on how to access the PACE Share Point folder (where we store documents) in a future meeting.
- Upcoming PACE Events – Marianna reported that the Staff Fall Forum is tentatively scheduled to be held in the Ballroom on Friday, August 14 from 8:00-9:30 am. Her committee will send out an invitation and have the information posted on the website as soon as the date has been confirmed. The tentative date for the PACE Holiday Social is Thursday, December 17, 2015.
- UHESA Update – Sherry and Brett just attended annual conference and said it was very informative and helps us to connect to our sister organizations. UHESA’s goal is to help staff associations improve and collaborate.
- President’s Council Update – “Day of Caring” will be September 10, 2015. More details to come.

HR Update - Affordable Care Act

Judy Martindale

- Federal Law passed the Affordable Care Act February 12, 2014 and Implemented January 1, 2015.
- This law specifically impacts employees who have terminated who were full-time and who want to move to part-time status. These individuals will not be eligible to be rehired until 26 weeks (6 months) have passed since last day of full time employment.
- Others who will be impacted are part-time student employees, international students and part-time employees. ALL part-time employees will only be allowed to work 28 hours per week...period. The 130 hours a year average will no longer be applied. International student employees can only work 28 hours a week year round instead of having the option to work 40 hours one semester.
- President’s Council considered 3 options and adopted the options presented by Judy.
- HR is updating the work limit guidelines, and they are training departments, staffs, etc.
- Contact Judy Martindale (x8932) to arrange for training in your areas.
- Darryl Pranger will obtain correct information and will send to the Senators to distribute to their areas.

Committee/Senate Reports

- Darryl Pranger, Academic Affairs Senator, suggested that the Goodwill Committee put the Department’s staff member names on the card sent with flowers to employees, not just UVU. He feels it would be more personal if the employee knew it was also sent by their department. Several board members were unfamiliar with the Goodwill Committee. Sherry indicated it is not associated with PACE. She will ask a member from the Goodwill Committee to present and answer questions next month.
- Ursula Sorensen, chair of the Staff Education/Development Committee, indicated applications are now being accepted for funding consideration. An announcement will be sent through the PACE group email.

Next Meeting

- Tuesday, August 18, 1:00-2:30 pm, SL114