

PACE GENERAL BOARD MEETING

August 18, 2015

1-2:30 pm

SL 114

Attendance

Present – Sherry Harward, Shalece Nuttall, Brett McKeachnie, Leslie Farnsworth, Corey Callahan, Jacob Atkin, Irene Whittier, Kim Rollins, Giovana Alisa, David Phillips, Jim Condie, Dalene Rowley, Darryl Pranger, Kristen Nuesmeyer, Jennifer Agla, Daren Larsen, Duane Lee, Joe Nettleton, Barney Nye, Dawn Burgess, Jason Rucker, Mindy Swenson, Candida Johnson

Absent – Brianna Larsen, Marianna Henry, Celena Patten, Ursula Sorensen, Wesley Eldredge, Terrell Wyche, Justin Ferrell, Jill Crawley.

Guests – Linda Moore, Goodwill Committee, Mark Bracken, Faculty Senate

Welcome, Call to Order and approval of Minutes

Sherry Harward

- Welcomed members and thanked Linda Moore & Mark Bracken for coming
- Minutes for July meeting were approved

Guest Presentation

Linda Moore

- Goodwill has been around for 40 years, committee members are Linda Moore, Judy Martindale, and Kaye Fugal
- Full time employees can pay 50 cents a paycheck or \$12 a year in dues, but you don't have to be a member to benefit
- Planter baskets are sent for, 3 days or more Hospital stays, death of an employee, employee's spouse, parent, in-law, or child. Any committee member can be notified of a need by email or phone. The information they need is employee's home address and phone number.
- Goodwill steak fry is traditionally held in September. Members are free, spouses \$5 and children or guests pay \$10 (ticket prices vary from year to year)
- Sherry asked if part time employees could join, and Brett suggested a membership drive.

Business Items

Sherry Harward

- Bio/Photos/Committee Members/Procedures Updates
Please update your bio and photos for the PACE website, any updates need to go to Brianna Larsen.
Sherry would like all members to check their area in the Procedures Manual and send all updates to Jacob Atkin.

- Approval of 2017 PACE Holiday Calendar
After a brief discussion, it was voted on and passed, with Monday December 25th & Tuesday December 26th, as employee preferences on the holidays in 2017
- Summer University Assessment and Focus Groups **Shalece Nuttall**
 - Shalece passed out the results of the latest Summer University survey
 - Summer University is supported by the President for staff development
 - Focus groups will be held to obtain feedback from staff for next year
 - Flyers advertising the focus group dates and times were distributed and Senators were asked to encourage employees to attend. Shalece will email the flyer file to print out
- President's Council Update **Sherry Harward**
 - Staff morale was discussed
 - Sherry focused on creating positive work environments, supervisor training, staff appreciation, professional career development opportunities
 - Improvements in customer service was suggested
- Staff Fall forum & President's New Employee Onboarding
 - Fall Forum was great
 - Thanks to Marianna and the Involvement Committee
 - 74 books were donated
 - Surveys are going out this week
- Upcoming Events
 - United Way Day of Caring - Sept 10th, more volunteers needed. Sherry reminded us that we get 8 hours a year for service hours, fill out form on website
 - Founders Day Celebration – Sept 23rd, there will be hot dogs and cake and ice cream in the Courtyard
 - PACE Holiday Social – Dec 17th

Committee Member Reports

- David Phillips, Service & Scholarship Committee, reminded us that we need our supervisor permission for service hours.
- Darryl Pranger, Senator Academic Affairs, wanted clarification on HR policy of average hours, Corey Callahan referred us to the HR Website and the HR email
- Jim Condie, Wolverine Pride Committee, asked for people to be on the committee and on the email group.
- Darren Larsen, Finance & Administration Senator, informed us UVU will play BYU in basketball this fall, and meet the Soccer team Saturday Aug 21st at the soccer field.

PACE Document Review

Sherry Harward

- Board members discussed the current PACE Mission Statement and Objectives and how they align with the UVU Core objective (attached sheets)
- The definition of “Advocacy” was discussed – our role is to listen and assist employees in finding the correct resources on campus (HR, Benefits, etc.), we need to be knowledgeable and informed about related issues, and obtain and present feedback

Additional Discussion

- Food is connected to how employees feel they are appreciated, often because they might not be included in social gatherings in their departments
- We need to better marketing what we do and the services we provide
- Employees “are” often supervisors, and we need to find tools to assist them in carrying out their duties; possibly partner with HR to provide tools (HR Academy etc.)
- Sherry summed up by saying Influence is the main thing we have, so we need to take ownership of our organization and model and promote the changes we desire. If there are things that we are lacking, let’s make it happen.

Next Meeting

- Tuesday September 15, 1:00-2:30pm SL114

PACE OBJECTIVES

Advocate

- Represent
- Advance Interests
- Recognize Contributions

Unify

- Diverse Groups
- Common Goals Across Campus

Communicate

- Administration and Staff
- Forum for Exchange

Involve

- Socials
- Service
- Professional Engagement

STUDENT SUCCESS (Customer Service)

Respected
Inspired
Connected
Empowered
Safe

How PACE Mission Also Fulfills the UVU Core Objectives

SERIOUS

- Institutional Representation (President's Council, PELC, Benefits, Compensation, Board of Trustee, Academic Calendar, Holiday Calendar, Parking, etc.)
- UHESA Representation (Utah Higher Education Staff Associations)
- Recognition and Achievement (Wolverine Sightings, Distinguished Employees)
- Staff Education Fund (Advanced Degrees and Certifications)
- Staff Development Fund (Professional Development)
- Tuition Waivers

INCLUSIVE

- New Employee Orientation (NEO)
- Socials/Gatherings/Meetings
- Committee Work/Opportunities
- Communication Tools (Website, Emails, Senators, Marketing)

ENGAGED

- Service Opportunities (Summer University, United Way Day of Caring)
- UHESA/PACE Legislative Involvement/Training

STUDENT SUCCESS

- PACE Scholarship

IMPERATIVES

Resources -
Growth –
Efficiency -

PACE SPONSORED EVENTS AND GATHERINGS

SERIOUS

- Staff Fall Forum

INCLUSIVE

- Holiday Social
- PACE Ice Cream Social (Summer University)
- Wolverine Wednesdays

ENGAGED

- Annual General Board Meeting
- UHESA/PACE Day at the Capitol

STUDENT SUCCESS