

**Minutes**

January 17, 2017

1:00-2:30 pm

SC 206c

**Attendance** - Shalece Nuttall, Nathan Gerber, Kristen Nuesmeyer, Terrell Wyche, Amie Huntsman, Duane Lee, Joe Nettleton, Nikki Scott, Cameron Evans, Andrea Calaway, Jason Rucker, Mindy Swenson, Valarie Wells, Candida Johnson, Corey Callahan, Brett McKeachnie, Irene Whittier, Gary Griffin, Brianna Larson, Daniel Delgadillo.

**Absent** - Leslie Farnsworth, Lisa Williamson, Wesley Eldredge, Darel Hawkins, Darren Larsen, Beka Grulich, Katty Perez, Tena Medina, Stephanie Albach, Giovanna Alisa, David Phillips, John Gilbert

Guests, Mark Bracken, Camron Robinson, Mark Weisenberg, Judy Martindale, Alexis Palmer.

**Welcome, Approval of Minutes, Administrative Updates**

- Mark Bracken, Updates about Summer 2018 classes to two days a week MW or TR.
- Camron Robinson, provided student feedback on the 2 day week schedule. Information about UVUSA events for the next month.
- December minutes approved

**Policy Review**

- Policy 161 Freedom of Speech, Alexis Palmer. In temporary emergency before legislative term starts next week. An outside constitutional law expert has been hired. Policy sums up what freedom of speech is and why we have it. Please submit comments to Gioey by the end of the month. Alexis is creating a FAQ for the policy for us to provide input. Email Alexis if you have any questions.
- Policy 544, Schedule of Peaceful Assemblies, Deletion.
- Club Revisions, Alexis Palmer. Moving away from Advisors to Mentors, this will limit financial risk for Faculty and Staff. Full-time exempt staff and faculty can be a mentor if their supervisor approves. Financial responsibilities will go to Clubs office.
- FLSA Policy Bundle, Mark Weisenberg, Judy Martindale.
  - Policy 325 Workload for Full-time, Non Faculty Employees
  - Policy 326 Special Pay for Staff – Deletion
  - Policy 327 Overload for Exempt, Non Faculty Employees
  - Policy 328 Responsibility for Scheduling and Reporting Working Hours – Deletion
  - Policy 351 Annual Compensation & Benefits

Policy bundle is to revise some and delete others, went into temporary emergency and approved by Board of Trustees in November, now in stage 2. Policy 325 now revised as core policy for FLSA compliance and provisions, deleted 326,328,351. Brings all into one in alignment with FLSA as we now know. Policy describes expectations, supervisory responsibilities. Everyone can go in and track time. Accurate time keeping for getting paid for over 40 hours. Send comments to the Board until Jan 31<sup>st</sup>.

## **Business**

- Wolverine Wednesday. Motion passed to cancel for this year.
- Thank you Cards to Val Peterson, Cameron Martin & UCCU
- Bylaws, Brett McKeachnie. Brett has a very rough draft for revised bylaws for the board, please get back to Brett by the end of the month with any comments pertaining to your areas best practices.
- Procedures Manual. Check for your area and see what needs to be updated.
- A copy of drafts for Bylaws and Constitution will be sent out by Brett. Ratification requires  $\frac{3}{4}$  of PACE body.

## **Committee/Senator Reports**

- Alumni. New chapters in Arizona, Seattle and DC with events planned with President Holland. Homecoming September 11-16, decorating contest related to theme with prizes provided by Alumni.
- Academic/professional development, work with Mindy for rooms
- Events Committee, Holiday social report. Great food, and fun. No Lip sync for next year. 500 plus pounds of food was donated.
- Service & Scholarship. David Phillips passed out a document about the PACE Scholarship. Nathan to put on the website. Last year we had 25 applicants would like to have 35 to 40 applicants for this year
- Employee Recognition. Wolverine sightings are still doing well. PACE Distinguished Employee nominations will be open this week through February 3<sup>rd</sup>, please nominate deserving staff. Have well written nominations, concrete information and examples. Awards, Full-time \$1000, Part-time \$500.
- Staff Education/Development Fund, has some hiccups and we are missing some applicants. Will be using Qualtrics for 2017-18 applications
- Benefits. Next years' data is not running as good as we have in the past. Lower expectations for this year, may see some premium increases, & plan design changes. Out to bid for new vendors in 2018, starting in 2019. Possible RFP for Pharmacy vendor

## **Calendar Items**

- President's Day Holiday Monday, February 20
- Spring Break Staff Holiday, March 24
- Summer University, May 22-24

**Adjournment/Next Meeting** February 21, 2017 1-3:00pm in SC206c