

**Minutes**

March 28 2017

1:00-2:3:00pm

SL114

**Attendance** - Shalece Nuttall, Nathan Gerber, Kristen Nuesmeyer, Amie Huntsman, Duane Lee, Nikki Scott, Andrea Calaway, Beka Grulich, Jason Rucker, Mindy Swenson, Valarie Wells, Candida Johnson, Corey Callahan, Brett McKeachnie, Tena Medina, Irene Whittier, Stephanie Albach, Giovanna Alisa, Daniel Delgadillo

**Absent** - Leslie Farnsworth, Lisa Williamson, Terrell Wyche, Wesley Eldredge, Darren Larsen, Darel Hawkins, Joe Nettleton, Cameron Evans, Katty Perez, Gary Griffin, Brianna Larson, David Phillips

**Visitors** –Cameron Martin, Jenifer Agla, Mark Weisenberg

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

- Minutes for February approved
- Policies will be reviewed next month

**Policy Review**

- Policy 251 Traveling on University Business
- Policy 252 International Travel for students, Faculty, & Staff
- Policy 162 Sexual Misconduct
- Policy 165 Discrimination, Harassment, & Affirmative Action
- Policy 637 Faculty Tenure

**Business**

- Internal Communications, Cameron Martin. Getting a new AVP for marketing and internal communications. Will be rebuilding that area, and will be dedicating personnel to help internally, UVAnnounce and PACE weekly email. Try to get to a singular point of information, rather than multiple emails. UVU need to know and emails from President Holland, and HR will still go out. Cameron, has an open door policy and would like to hear from us. Please send Shalece feedback by next board meeting and we will discuss it. We can have the new AVP come to a meeting to discuss it as well.
- Legislative Update, Cameron Martin. Legislature gave us 2% adjustment to compensation 8% to health insurance. Regent's scholarship base funded at 8 million dollars. Capital Development, asking for School of Business building, ranked 5<sup>th</sup> this year, was not funded, but will be bumped up the list next year. Created a Billion dollar transportation fund with UDOT and UVU for pedestrian bridge over I15 connecting East and West Campus. Needs to be enclosed with elevators and wide enough for golf carts. Should be built by 2018-19. Board of Regents will not be approving programmatic degrees, but Board of Trustees can. They will still be reviewed by the system, could affect accreditation.
- TIMS Update and Training, Jennifer Agla, Corey Callahan. Non exempt will be required to clock in TIMS. Was scheduled for March but delayed, more information to come, watch for

announcements. More training. Can clock in now but not required yet. Exempt are not supposed to clock in, It may run into the risk of them being termed Non exempt. There is a direct link to the payroll website for log in, bookmark it on your computer. Can clock in and out from any web device, but IP address will show up so supervisors can check where you clock In and out from. Hours need to match hours worked, comp time and overtime need to be recorded properly. 41 hours worked, 40 regular and 1 overtime. This insures accountability for both supervisors and employees. Overtime needs to be approved before worked. It is up to the supervisor to monitor time. The website should be up soon. UVID with pictures. Could show multiple assignments, clock in on the one you are working. If you have any questions call payroll. To clock out, put in UVID in again and it will clock you out. System will clock you out at midnight, you are responsible to fix your hours. No daily approvals, will be weekly. Work week is Saturday to Friday. If under 40 hours must submit leave, if over 40 submit comp time. Everyone will continue to be paid salary, but if your hours don't match up to 40 hours, then you will be docked. Can use leave to add leave in the future, employee does this on the certification page, and then the supervisor will approve. We can get involved in helping our employees understand the change, please let your division know.

- Constitution/Bylaws, Brett McKeachnie. For constitution, the revisions mostly minor, comma's, and grammar. Bylaws revision for when President leaves before term is over and what happens next. Motion passed to accept
- Student Success, charge from President Holland. What are we doing for and with students. Groups discussed and recorded what they do.

#### **Committee/Senator Reports**

- Amie, Cap & Gown distribution in SL 101 under SLWC building bridge for Graduation May 2 & 3
- Corey, Benefits Fair reminder, Darryl will get iPads
- Tena, Elections update. Please nominate
- Irene, Wolverine sightings up from last year. PACE Distinguished Employees honored at Summer U
- Fall Forum, two weeks before school starts
- Daniel, BFF open house March 29 in SC213b

#### **Upcoming Calendar Items**

- Benefit's Fair, April 20<sup>th</sup> 10-2pm, Hall of Flags
- Summer University, May 22-24
- Memorial Day, Monday May 29
- Transition Luncheon, Tuesday June 13, 11:30A-1:00p TBD

**Next Meeting** Tuesday April 18 2017, 1-3:00p in SL 114