

Minutes

July 18, 2017

1:00-2:30 pm

SL114

Attendance - Shalece Nuttall, Nathan Gerber, Mindy Swenson, Mark Wiesenberg, Stacy Fowler, Jennifer Agla, DaSheek Akwenye, Stephanie Albach, Jon Barclay, Daniel Delgadillo, Andrea Calaway, Cameron Evans, Kellie Hancock, Candida Johnson, Brett McKeachnie, Trevor Morris, Bonnie Mortensen, Katy Perez, Nikki Scott, Jason Terry, David Tobler, Lisa Williamson, Valarie Wells, and Irene Whittier.

Absent – John Bair, Gary Griffin, Beka Grulich, Justin Hansen, Darel Hawkins, Amie Huntsman, Linda Makin, Tena Medina, Kristen Nuesmeyer, and Craig Thulin.

Meeting Assignments

- **Everyone** – wear name tag to Staff Fall Forum on Aug. 8 (Stacy will ensure everyone has one)
- **Senators** – meet with divisions to decide lead senator and inform Mindy Swenson by Aug. 8
- **New Board Members** – send blurb to dtobler@uvu.edu including your position on campus, what drew you to PACE, and something personal before Aug. 1
- **Irene** - contact distinguished employees to remind them to attend the staff fall forum
- **Dave** - have website updated by Aug. 8
- **Stacy** - name plates/name tag for the board (indicted with frowny face on the roll)
- **Shalece** – send professional photo's with instructions for download
- **Mark** – share HR Video's with Shalece (possibly use for Staff Fall Forum and Website)
- **Shalece** - arrange for August to come take pictures at the staff fall forum
- **Stacy** – create Qualtrics Survey
- **Senators** – get input on date for holiday closure dates
- **Shalece/Mindy** – Take question regarding food options in Fall to President's Council

Welcome, Approval of Minutes, Administrative Updates

- Shalece welcomed the committee
- No updates from Mark Wiesenberg
- In the future Craig Thulin, Faculty Senate President, will provide updates. We will also have a Student voice.
- Constitution was approved at June meeting and will affect bylaws. Didn't have enough people in attendance to approve changes to approval. This year we can make adjustments for next June meeting. Bylaws can change as needed to, some not until constitution. Ready to post changes to web. Ratified Constitution should be posted to web. (Stacy will add to next meeting Agenda).
- Update on Holiday Calendar. Historically PACE took the holiday calendar to President's council and then HR asked for the days between as closure. President's Council / Holiday calendar.
 - Holiday schedule needs to be published further in advance to allow students to access services and part time staff to plan their hours accordingly. Part Time can work 123 hours a month.

Training

- Reviewed the June Board training including Executive Board assignments. Pull roles from assignments for guidance. Flash drives with files provided to the committee (Not using binders and doesn't need them back).
 - Passed around sheet to let us know if you have a desk plate or not. (☺ or ☹).

- Dave helping with website photos. Let us know if you don't have a professional photo. Since we are the voice of staff would like to be professional and consistent.

Business

- Some info on the web is out of date – Garrett Hadley
- Committee took 5 minutes to complete the PACE survey. Survey will be sent to campus.
- Daniel shared information regarding the new box for onboarding. PACE could add something to the box.
- PACE help HR with employee appreciation.
- Shalece shared PACE poster for events.
- Received \$15,000 from PBA, everyone appreciates

PACE Goals for 2017-18

- Unity (help the staff feel included)
- Understand the role and position of PACE
- Words of Pace (especially advocacy). Listen and represent to be a voice and communicate efforts back. Suggested putting a response from the anonymous concerns from the website on the website.
- Recognize partnerships/Unity (example of HR gift cards for wolverine sightings)
- Clear understanding that PACE is not an arm of HR or administration.
- Bring out voice of main stream and not just the loud voices. Understand the why and help others understand in a timely manner.
- Help PACE understand they have advocates that care and understands.
- Improve on closing the loop (suggested posting Q&A on website or in newsletter, resource page, formalized process to schedule apt with PACE, and find your senator link with contact information).
- Help set tone and alignment (timecards)
- Increase attendance at sports events and university events

Committee/Senator Reports

- There has been interest in people wanting to help committee chairs.
 - Jennifer could possibly use help during benefits fair
 - Brett 2 or 3 (good with drafts and editing)
 - Elections (Tena) 4 or 5
 - Distinguished awards and wolverine sightings (Irene) currently good with 6
 - Events
 - Legislative Affairs (Stephanie) currently good with 3
 - Marketing and Communication (David) 1-2
 - Discussed that website needs help and discussed options for using different social media, including being able to find PACE on Facebook.
 - Professional Development (Daniel) 1 or 2 in addition to what he has.
 - Service and Scholarship (Kellie) 4 Full
 - Wolverine Pride (Dasheek) At least 4 – would like to ask for full-time in PBA
 - Events (Gary) Fall Forum (Shaleece) Holiday Social at least 10-20 and Halloween coordination (Cameron)
 - Exec Board discuss possibility of new committee position or someone to help as historian as staff congregate.
 - HR agreed to let PACE use camera – PACE could possibly buy a camera. Discussed using a photo shelter for staff events (Candida reported we will have lebris license, which is part of photo shelter).
 - Cameron report that UVU Fit is reset and all Full Time employees are eligible.
 - Mark reported there is one more food truck in August

- Recommendation to provide more gluten free options, more food trucks, and others appreciated that the voucher could be used at Taco Bell and Rotisserie.
- Last year 500 tickets with 300 used. This year 800 tickets with 750 redeemed.
- What are we going to do when students come back and there are no food options? (take to PC)
- Candida reported the new AVP in University Relations, Stephen Whyte
- Brett recommended reviewing and updating the procedure manual (available on flash drive)
- Irene reported the wolverine sightings

Policy Review

- Kristen not here for policies, will send out policy's with minutes
- Discussed the process of the policies. The policy steward will come to PACE to explain the policy, have time to look and provide feedback and the steward will come again to discuss policy. Do the best we can during stage 2 to help out.

Events

- **Staff Fall Forum is on August 8th at 8 a.m.** with the logger breakfast. The President's office has approved to close until 9:30. Shalece shared the Invitation which go out Thursday or Friday (Good, Better, Best). Agenda will include welcome, Jeff Olsen will introduce, video from President, highlight 3 scholarship recipients, possibly introduce wolverine club, recognize distinguished employees, highlight staff nominations and possibly highlight wolverine sighting recognitions. Could also identify and recognize contributions of past PACE presidents and show HR video highlighting faculty and staff. Could also be included on website. Reiterate highlighting accomplishments of amazing people across campus.
- Save the date for the **Holiday Social on December 14.**

Agenda Items for Next Meeting – August 15 at 1-3 PM in SL 114

- Holiday Closure Discussion
- Strategic Planning (Update 2017-18 Goals, PBA Thoughts)
- Review update for procedures manual
- Constitution & Bylaws

Minutes taken by: Stacy Fowler

Meeting adjourned at: 2:56 p.m.