

Minutes

September 19, 2017

1:00-3:00 pm

SL114

Attendance – DaSheek Akwenye, Stephanie Albach, John Bair, Andrea Calaway, Daniel Delgadillo, Cameron Evans, Stacy Fowler, Beka Grulich, Kellie Hancock, Candida Johnson, Brett McKeachnie, Tanner McQuivey, Trevor Morris, Shalece Nuttall, Katty Perez, Nikki Scott, Mindy Swenson, Jason Terry, Craig Thulin, David Tobler, Valarie Wells, Irene Whittier, and Lisa Williamson.

Absent – Jennifer Agla, Jon Barclay, Nathan Gerber, Gary Griffin, Justin Hansen, Darel Hawkins, Amie Huntsman, Linda Makin, Tena Medina, Bonnie Mortensen, Kristen Nuesmeyer, and Mark Wiesenberg.

Visitors – Jeff Johnson and Pilar Hays.

Meeting Assignments

- Bonnie will forward the email regarding comp time/pay out to Shalece
- Policy 654 is on faculty merit pay will be added to upcoming meeting
- Stacy will have Dave put minutes on website
- Shalece will send policy out later today for PACE General Board to Review
- Shalece will report PACE has no comments on Policy 641
- Shalece will have Judy come present goodwill
- The PACE strategic plan is on everyone's thumb drive please review and see if there is anything you would like to be addressed
- Bonnie will forward overtime email to Shalece
- Tanner will keep Cameron Martin (Stephanie Albach) informed of the events involving politics
- Shalece will send out link to wolverine pride website and strategic plans
- Will add PACE website review to next agenda
- Daniel will send the schedule of PACE development forums to Dave
- Cameron Martin will attend December PACE for legislative updates
- Events committee needs to do a save the date email for the holiday social
- Encourage participation in the NWCCU accreditation October 25-27
- Everyone should review the PACE Strategic Plan (on S drive)

Accreditation

Jeff Johnson presented on the planning process and the accreditation site visit (October 25-27).

Evaluators will want to meet with people responsible for the standards. There will be a faculty only, staff only, student's only meeting and individuals upon request. Everyone is invited to the closing meeting on Friday, October 27. You are strongly encouraged to attend with your PACE name badges. Evaluators will also have name tags so you can identify them. The intent of the visit is to get accredited.

- Response to 2010 Recommendations:
 1. Manage growth & secure resources
 2. Assessment of Student Learning
 3. Faculty Workload
- Technical Standards:

- Standards concerning resources, capacities, organizational effectiveness, policies, and procedures
- Planning and Mission Fulfillment
 - 2015-16 SWOT Analysis
 - 2016-17 Mission Fulfillment, Self-Evaluation, and Institutional Indicators
- 2017-18 SWOT Analysis
- Preparation for visit in advance:
 - Review the [Standards for Accreditation](#) on nwccu.org's website
 - Ensure learning outcomes are current, submitted, and published
 - Compile evidence of planning, assessment, and improvement
 - Ensure that you have sufficient oversight of programs "wherever offered and however delivered"
 - Update your website (do NOT change links)
 - Know your "elevator speech"
 - Know mission or key phrases of mission (during mid-cycle they were impressed with how deeply core themes were in the culture of the institution).
 - You may be contacted to attend a forum, please attend if invited. You may be asked for a strategic plan, syllabus, exam, assessment rubric, or etc.
 - Be honest but keep comments pertinent to the scope of the visit and NWCCU standards

Welcome, Approval of Minutes, Administrative Updates

- Faculty Senate President, Craig Thulin discussed two policies in stage 2 that they would like to have PACE weigh in on (see policy review)
- August 15 minutes stand as approved.

Policy Review

Shalece Nuttall, Craig Thulin, and Pilar Hays discussed the following policies with PACE.

- Policy 641 is extreme limited scope. Department chairs shall plan faculty workloads with faculty members by March 7 instead of May 10. This is to coordinate with the faculty annual review date. Shalece will report PACE has no Comments.
- Craig introduced policy 654, a new policy on faculty merit pay, which will be added to the next meeting. The sponsor is Kat Brown, and the steward is David Connelly. The reason for the policy is full court press from state legislature to make increases in salary merit based. Discussed that staff has a merit based pay in place. Just because it is a faculty process we still review and provide feedback. Extended stage 2 past the 90 day window, to September 29, but it will probably be extended again. Shalece will send policy out later today for PACE General Board to Review.
- Discussed the policy process. Policy steward introduces the policy to PACE board, PACE board reviews, PACE board sends comments to policy steward, who then comes to address the comments. If no comments it moves into stage 3.

New Business

- Executive board made decision to limit PACE weekly email to PACE related or sponsored events.
- PACE BBQ with president is scheduled for a Thursday 28th at 5:30 at president Holland's house, Shalece encourages everyone to attend as this is our one chance to sit down with President Holland. Discussed possible items for an agenda:
 - Pace with policies

- How change is proposed
- Review comments
- Discuss
- Recruitment/Admissions
 - Growth in mind – strategy to do more
 - U has admission counselor for every school
 - What is strategy behind increasing /no additional resources?
 - We need more human capital / having someone in the seat to do job
- Staff vs. faculty ratio
- FLSA Implementation
 - TIMS
 - Payout vs comp time
 - Flexibility
 - How are other schools handling it
- Legislative priorities (business building)
- Compliance and regulatory issues and how we manage
- When buses will run normal (do they not have place to store the orange cones?)
- Campus Plan
- Pardon our dust – people want to know what is going on
- How to boost staff morale (we should come up with a few ideas for that)
- Dealing with having too much work (regulations from keeping us to do it)
- Tuition waiver / married dependents
- Part-time work hours during Holiday (supervisor training)

Goodwill

Discussed if the Goodwill Association belongs under PACE. Goodwill association is where employees can participate by putting 50 cents per check to go towards flower baskets for people who have lost immediate family member. They also host the steak fry. It is for both faculty and staff. In the past it has been run by Judy Martindale and Linda Moore. There are approximately 470 people involved.

Discussion:

- Would need to change procedures for committee we put it under.
- Brett initially didn't like the idea of taking it on because it conflicts with our role. Depends what governance of PACE is, maybe yes because it will build morale and unity.
- If it were part of PACE it would have more people looking at it including faculty senate.
- People already thought it was PACE and we could help define it better.
- PACE has representation from whole institution for input and we would be better equipped to deal with it then a couple people.
- It gives PACE a way to sympathize and outreach and serve in a different way.
- We have a broader base for word to funnel down when a loved one is lost. Discussed the current process for it to funnel down is that Cameron notifies Linda when there is a benefit claim. Shalece recommends Cameron be on the Committee.
- Question raised if it would be better to have HR hold it and have someone from PACE on the committee. Also recommends having someone from Faculty Senate.
- PACE could provide an umbrella to help administrator and has ability to market better.
- Like idea of program, if we can do it better and improve what is intended to do, then yes, but if we can't make it better then there is no point.

- The steak fry use to be a big deal, but don't know if it is part of the culture anymore. Steak fry is to balance budget without accumulating funds. Could be done every other year. Would need to verify with Tracy if we can cook on campus.
- Would take manpower. Fits into a couple areas (wolverine pride, Service and scholarships, recognition, and little bit into events). Shalece looking at putting under service (Kelly's area) with second coordinator in charge of steak fry.
- Discussed that we may need to look at current cost of flowers/quality of flowers. Because it is from employee funds, there are no tax implications.
- Shalece will have Judy come talk to us at the next meeting.

Open divisional forums

Shalece reported on the monthly open forums. No one showed up except for the executive committee and a few board members. We know that employees are busy and they are not going to come to us so we have decided to have an executive board representative and a senator go into divisions and group colleges to give them the opportunity to talk to us. We will bring in treats and excuse supervisor to go into another meeting. Will have note cards for anonymous comments. Need to clarify and establish the purpose so we don't have people start grievance about supervisors. If they do, we will educate them who to take their concerns too. However, if several people write it on the card maybe it is a department issue we need to take to HR. We will be starting with Alexis Palmer's group in Student Affairs.

PACE Strategic Plan

The PACE strategic plan is on everyone's thumb drive please review and see if there is anything you would like to be addressed. We received \$15,000 ongoing last year, so we will not have any PBA requests. What are some projects that may find in advocate, communicate and involve?

Senator Reports

Student Affairs

- Jason Terry reported that they would like to allocate senators based on number of employees instead of full time equivalent.

Academic affairs

- Bonnie Mortensen reported on Email regarding the pay for overtime/comp time. Concerned that Payout of comp time does not compute to time and a half.
 - Comp time is automatically calculated at time and half so if they request to be paid out for comp hours, it will not be duplicated to time and half again.
 - Must work over 40 hour to be compensated at 1.5, does not include holiday hours. Bonnie will forward email to Shalece.

Planning, Budget & HR (Cameron Evans)

- Flu shots starting October 4. Doctor notes are no longer needed for pregnancy. Getting the flu shot will give you UVFit points.
- Orem Fitness Center discount - \$65

Student Updates (Tanner McQuivey)

Tanner informed the PACE board of current student events. He will send more information when he has it. Tanner will keep Cameron Martin informed of the events involving politics.

- Pizza and Politics (engage politic aspect)
- Casino date night (targets non-traditional student with family friendly card games)
- Bachata fest (multicultural)

- Korean culture night (international students)
- Josie Thompson (2nd week in October)

Reports of Committee's

Marketing & Communication (David Tobler)

- Will add website review to next agenda
- Daniel will send the schedule of PACE development forums to Dave

Wolverine Pride (DaSheek Akwenye)

- Reviewed the website and the different tabs available. Shalece will send out link to wolverine pride website and strategic plans.
 - Wolverine Wednesday (discounts offered)
 - Wolverine Pride Ambassador (nominate each other for showing wolverine pride, winner will receive gift basket and spotlight).
 - Events & Kids Club

Legislative Affairs Committee Chair

- Cameron Martin will attend December PACE for legislative updates.

Professional Development

- Daniel Delgadillo reported over 60 employees will benefit from the staff education fund (7 more than last year).

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Events

- Shelly Andrus won "individual door" decorating contest (\$50 gift card). Volunteer and service learning and transfer credit service tied (each \$200 for lunch).
- Kameron Barkle is the coordinator for Halloween. Last year there was concerns voiced by emergency services. When we buy them they need to be fire resistant kind and not block the security camera's or sprinklers in the hallways.

Upcoming Calendar Items

- Holiday social – Thursday December 14 – there will be an awesome meal. Entertainment, no more lip-sync. Committee needs to do a save the date email.
- Encourage participation in the NWCCU accreditation October 25-27.

Meeting Minutes taken by: Stacy Fowler

Meeting Dismissed at: 3:00 p.m.