

**Minutes**

August 15, 2017

1:00-3:00 pm

SL114

**Attendance** – DaSheek Akwenye, John Bair, Jon Barclay, Andrea Calaway, Daniel Delgadillo, Cameron Evans, Stacy Fowler, Nathan Gerber, Beka Grulich, Kellie Hancock, Justin Hansen, Amie Huntsman, Brett McKeachnie, Tanner McQuivey, Bonnie Mortensen, Kristen Nuesmeyer, Shalece Nuttall, Katty Perez, Nikki Scott, Mindy Swenson, Craig Thulin, David Tobler, Valarie Wells, and Mark Wiesenberg.

**Absent** – Jennifer Agla, Stephanie Albach, Gary Griffin, Darel Hawkins, Candida Johnson, Linda Makin, Tena Medina, Trevor Morris, Jason Terry, Irene Whittier, and Lisa Williamson.

---

**Meeting Assignments**

- Bonnie will send Shalece, Jennifer and Nathan the benefit info
- Amie will set up meeting with Gary Griffin, David Tobler, and Kameron Barkle regarding office decorating contests
- Everyone needs to try forms on PACE website and test forms that should go to you
- Brett will write out pros and cons of count method and send to all board members to vote at September board meeting
- Shalece will get on President's Council agenda in September for Holiday Closure
- Mark will send copy of Holiday Closure proposal to Shalece
- Stacy will send out the current survey results
- Shalece will work on message to campus regarding TIMS
- Shalece would like to post everything we are working on so we can close the loop
- Shalece recommended PACE Board take the survey
- Stacy will send out the current survey results
- Daniel will work with Lexi Kearns to see if there are resources to record
- Shalece will work on message to campus regarding TIMS
- John will let HR know when they can go into facilities to educate on TIMS

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

Shalece welcomed the committee.

- Craig, Faculty Senate President, is looking forward to get to know PACE members better. Strong commitment to foster a better relationship between staff and faculty.
- Tanner, Student Representative, is excited to be on the committee and hopes to be good liaison.
- July 18, 2017 minutes stand approved as they are, and will be posted to the website.

**Policy Review**

- There are not any policies coming up, will be informed as they are in stage 2

**Upcoming Calendar Items**

**August 21-** first day of semester, Eclipse Viewing, Freshman Convocation

**September 5-** first PACE open forum (staff communication)

- Don't need to clock out to go to the event
- Will have way for them to stay anonymous/they can do it through online suggestion box

### **Senator Reports**

#### **Academic affairs (Andrea Callaway & Bonnie Mortensen)**

- Trevor is the lead senator
- Recommendations for advanced training (Banner, EPAF, purchasing – personal development).
- Concerns with leave of absence link, TIMS, why staff can't teach first summer block class, and the language in the benefits. (Cameron has talked to the person about benefits and Bonnie will send Shalece, Jennifer, and Nathan the info since they sit on that committee).

#### **Finance and Administration (John Bair)**

- Nothing in their area yet, but Shalece is waiting for someone to come out of their area.

#### **Planning, Budget & HR (Cameron Evans)**

- Concern of food options with school starting

#### **Alumni & Development (Amie Huntsman)**

- Area has concerns about clocking in and clocking out
- Homecoming week September 11-17
  - September 12 – Founders Day will have cookies at 4 locations
  - September 12 – Alumni homecoming free family event. If you register online you get free two soccer tickets, employees do have to pay for soccer tickets.
  - Office decorating contest – Need resources to social media to push contest (David over all communication). Requirements similar to Halloween decorating contest. Alumni has budgeted \$200 plus the cost of the app (picture management). The theme is “come home to UVU”. PACE General Board was in favor. Amie will set up meeting with Gary Griffin, David Tobler, and Kameron Barkle. (Also mentioned possibly doing for different Holiday's).

#### **Student Affairs (Valarie Wells)**

- Brought up concern of employees with married children over 26 not getting tuition benefit compared to neighboring institutions who get it. Shalece would like to get USHE data to move it forward again. Mark reported most institutions are similar to UVU, there are one or two who allow it. There are tax implications for the employee. Mark suggested waiting until the policy is in stage two and give response. Some institutions go to graduate level and we don't.

### **Reports of Committee's**

#### **Benefits (Shalece Nuttall on behalf of Jennifer Agla)**

- Looking going out to bid for prescriptions.

#### **Marketing & Communication (David Tobler)**

- Changes that were submitted have been updated on website except the scholarship stuff. Still need a few Bio's. If you sent a Bio and it is not there please let Dave Tobler know.
- Everyone needs to try forms on PACE website and test forms that should go to you.

#### **Policy Review (Kristen Nuesmeyer)**

- Nothing is in stage 2

#### **Service & Scholarship (Kellie Hancock)**

- Nothing new and exciting

#### **Wolverine Pride (DaSheek Akwenye)**

- Committee met and discussed objectives to streamline wolverine pride and key initiatives
- Revamp wolverine pledge website so they have foundation to build on

- Focus on messages we want to send and utilize database
- Work with alumni to revamp and bring back the kids club and partner for certain events
- Promote wolverine Wednesday (possible dining discount with wolverine apparel)
- Promote wolverine events to go with PACE email
- Revamp the take a pledge – what happens when you take the pledge
- Friday will be handing out water bottles to the first 100 participants in the walking group.

#### **Bylaws & Procedures (Brett McKeachie)**

- Everyone has access to S drive with the PACE procedures manual
- Reviewed the suggested timeline to the annual PACE procedures (you now when you are coming up, but recommended start working on it now). You can update after an event so you can put what went and what didn't instead of trying to remember for next time.
- At the June general meeting the current official bylaws and constitution were approved. As of that time there were draft items that were not approved. Reviewed the changes. Adding of recall process into constitution will have to be approved by all pace members, so can't make change from bylaws, until we have draft constitution. Bylaws can be voted on once we are ready, but we may or may not. How we count number of people in divisions matter. Take recommendation changes to general board meetings.
- Received information regarding counts. Brett shared the data from June including FT, PT, and FTE counts by division. Used Webster's Method Comparison. Need to talk about best way to do this FTE or FT/PT It could flip the weight. Decided to calculate senators by the # of FT. Regardless there is 16 senators, they would just be in a different area. Discussed if we have senator for PT employee but most supervisors don't feel comfortable having PT on committee because it would increase their hours. Brett will write out pros and cons of count method and send to all board members to vote at September board meeting. John recommended looking at employee's years of service and PT turn over (PT turnover is high, so we don't track).

#### **UHESA UPDATE**

Shalece gave an update on the UHESA committee. (Shalece and Nathan are on UHESA board – treasurer / secretary). They have monthly phone calls and meet 3 times a year. Discussed issues of institutions, there is one that doesn't have a board established with president to represent the needs of the staff. Another institution that their president doesn't know what they do. Our association (20+ years) we are doing what we should be doing and other institutions are looking at us. There are places we are doing better than others, but there are still places for us to improve.

#### **Follow up Meeting Assignments**

Senators reported on suggested holiday closure. We have December 25<sup>th</sup> and 26<sup>th</sup> off.

- Would prefer to have full week between Christmas and New Year's (25-29) if we can only choose 2 days, 22 and 27 while others said 27 and 28
- Inform in timely manner to allow PT/FT to shift hours/leave
- It is hard for departments to remain open when others close
- Shalece will get on President's Council agenda in September
- From faculty perspective, Craig doesn't feel limited if school is open or not. Grades are due 20.
- From student perspective, may effect students coming from leave of absence, those here in the fall should be fine.
- Students who come from out of state get frustrated if only one office they needed to see is open. It's easier just to close everything.

Will propose three days (full week). Mark will send copy of Holiday Closure proposal to Shalece.

### **Staff Survey and Staff Fall Forum**

Received responses from 69 individuals. Some responses we can send to individual committees. Concerns include catering, dining, clocking in and out, tuition benefit, discounts on wolverine attire, free parking for PT and hourly (only have to pay if more than 6 credits), increasing vacation hour carry over from 240 to 320 hours, in house hiring to allow current employees to advance (equal opportunity brought up), Benefits (there are advantages and disadvantages of being self-insured), being able to find things online and a link to the PACE minutes. Can put things into three categories:

1. Things we can't do anything about but want them to understand we heard them
2. Educating/marketing - across campus (in-house hiring)
3. Try to do more about

Shalece would like to post everything we are working on so we can close the loop. Shalece recommended PACE Board take the survey. Stacy will send out the current survey results. People like the professional development and emails.

What can we do to improve?

- Encourage other campus's participations (some supervisors don't allow). Shalece will work on reaching out to off campus ones. Suggested to record profession development forum, Daniel will work with Lexi Kearns to see if there are resources to record.
- Need to educate staff on the time clock and why we need to do it. Most accurate record keeping is to clock in and out. Mark mentioned it to payroll since they are the owner of the TIMS system. Discussed that some feel it is demoralizing to receive email at 4:55 p.m. on a Friday. Feels like we are creating divide between except and non-exempt. Except employees aren't required by law. Non-exempt see exempt take advantage of their time. Shalece will work on message to campus regarding TIMS. Discuss terminology. Departments are telling people not to work more than 40 because they don't have the budget to pay them, we need to train supervisors. Justin said coming from non-higher education background this is nothing new. It is not limited to our institution. We need to do better job at educating. Mark is happy to go to departments, call Anne at 6797. John will let HR know when they can go into facilities to educate on TIMS.

*Minutes taken by: Stacy Fowler*

*Meeting adjourned at: 3:00 p.m.*