

Minutes

September 17, 2019

1:00-3:00 pm

SC 213C

Attendance – Nathan Gerber, Candida Johnson, Tami Jensen, Beka Grulich, Ashlyn Robb, Marilyn Meyer, Dan Zacharias, Alison Jensen, Kristen Nuesmeyer, Jeff Anderson, Megan Densley, Julie Stowe, Jenice Schulzke, Karen Deysher, Austin Peterson, Shari Warnick, Natalie Healy, Bonnie Mortensen, Ben Burk, Daniel Delgadillo, DaSheek Akwenye, Brylee Bromley

Absent – Anne Arendt, Terri Fredrickson, Trish Baker, Jennifer Gallagher, Tena Medina, Kameron Dearing, Steve Anderson, Kellie Hancock, Anthony Morris, Ephriam Zamora, Justin Hansen, John Berry, Alex Gebers,

Welcome, Approval of Minutes, Administrative Updates

- ***PACE Administrative AVP- Marilyn Meyer***
- ***Faculty Senate (Anne Arendt)***
- ***UVUSA (Brylee Bromley)***
- ***Minutes – 2019***

New Business

Care Stations- Alexis Palmer 1:30- The purpose of CARE Stations was to provide students resources readily available in times of crisis. Exceptional care experiences for students across campus. Launched late spring, to address basic need and security for students. Housing and food is their main focus with more to come on mental health and safety. Website uvu.edu/studentcare/

If you are working with students with food or housing needs direct them to this website or 211 (United way) Food vouchers are available for student in the center for social impact, as of date 85 vouchers given out. Emergency funding also available, for rent for a month, for something that was lost that needs to be replaced such as books. Can receive from \$50-\$500 for this emergency need.

CARE Stations- to go the next step in providing exceptional care for students. Not just directing students but asking the right questions. Maybe they needed help finding a class because they are late, why are they late? Couldn't find child care for that day. We can direct them where they can go to meet these greater needs. Goal is to connect students to the right resources at the time of the need.

As employees what can PACE do to make this work to give employees exceptional care? Send out templates and discuss comments and feedback next meeting.

Vision 2030 Feedback – Linda, 2:00- Comment: We need to consider the audience and keep the verbiage applicable.

-It would be great to hand this vision out to new employees to let them know what UVU is all about.

-I love this, why hasn't this summary been available before? This is great and will help get the vision across.

-surprised by the lack of understanding as to what the different degrees are and what they mean. CTE, Associates, Bachelors, Masters and how they differentiate and also combine. Leveling up and stackable degrees, hard for people to understand but so beneficial for the students. Concern of the public understanding the integrated college idea. Cost differences for Community college vs University, but we charge the same. Even faculty and leadership are having a hard time understanding CTE and how it fits in our classrooms.

-Showing students that there is a place for them, even if they are unsure of what to do in school. Getting a certification can be the first step, then showing them that for just a few more classes you will have an associate degree. And then showing them, you've come this far look how attainable a bachelor degree is. This is a great way to retain students and help them achieve more. Online classes are a great option for the non-traditional student.

-Initiative 3, multi campus plan: Visually show future growth in areas where we have land dedicated to growth in areas other than vineyard. Payson, Lehi, Provo, Wasatch etc.

Committee Reports

Benefits (Trish Baker): Reviewing launch of new health care package. IF you are experiencing problems/challenges reach out to Cameron and Sami. They are a great resource to getting those answers.

Do we know when document is going to be available for policy coverage questions? Cam is saying it is the same as was covered with UMR. Marilyn will follow up with benefits team to get the answer to this. Provider information is correct but some location or procedure information is incorrect.

Bylaws and procedures (Jennifer Gallagher): Please update your Procedure Manuals. There are large gaps in information, please update so that when the transition happens it can go a little smoother.

Elections (Tena Medina):

Employee Recognition (Natalie Healey): Trying to go digital. Hoping to have reward at HR for the employee to pick up. Submit ion for going to a qualtrics survey to self-populate the majority of the information. A dynamic email will be sent out letting the employee know they were awarded. Moving from a \$5 gift card to a food voucher that can be used on campus.

For off campus employees that get nominated what can we do? The idea of having a little goodie bag with the Admin in those off site individuals to go to and get something.

Events (Bonnie Mortensen): Holiday Social – Dec 12 winter fest. Giant bingo board, what prizes we can offer. Ugly sweater contest. VR experience, games and activities. SWAG? Looking at using a UCCU catering option to allow catering/dining employees the opportunity to come and enjoy instead of have to work the event. See if divisions can sponsor some of the prizes.

Do we have an idea of how many attended the Fall Forum? We need to have a better way of getting a count on attendance so that we aren't paying for food that doesn't get eaten. Work into the procedures of each event how to obtain a head count so we can know how to better plan.

Marketing and Communication (Kameron Dearing):

Legislative Affairs (Steve Anderson):

Policy Review (Ben Burk): Policy 161 & 336 were read last time. 160-Animals on campus, can you have a goldfish on campus? The policy is not clear as to whether gold fish can be on campus. This needs more clarification - Voted unanimously to move forward

Policy 161- Freedom of speech, Limited scope to prevent protestors from wearing masks. Basically commenters state that this is a violation of rights. You have a right to privacy and this would open the University up to legal ramifications. Point of policy is to prevent those legal issues of happening - Voted in the unanimous to move these comments forward to the policy steward for further discussion and seeking a response for more clarification.

336- Mandatory trainings. Does this policy mean that a supervisor cannot start disciplinary action if an employee doesn't want to do a training that supervisor is requiring? No, that is not what this policy is referencing. These are the legal mandated trainings. Supervisors can require trainings for their employees and if you choose to not participate you can be held responsible in a negative way.

We need to be mindful of what trainings are being mandatory or required. Such as Safe Zone training, we wouldn't want someone who is not sensitive to those who are LGBTQ to get trained and not be a safe place for these individuals to come. If employee is not in good standing complete the training within 20 days is the good standing come back to the employee retroactively or is the employee still not in good standing for the evaluation period. Most of the time the employee would be back in good standing – it may depend on an individual employee case. Comments written and as discussed have been unanimously approved to move forward.

Policy 635 will be read next meeting as first reading.

Professional Development (Daniel Delgadillo): Emailed those awarded staff educational funds. Discussion was had with PACE Pres about staff development funds. Changing the way these funds are going to be used. There has been a pattern where the same 4 or 5 areas are getting all the funds for conferences. We would like to see these funds being used by more employees across campus. Wanting to offer more trainings on campus where all employees who want to attend can come and benefit from those dollars. This would put the staff development responsibility on the department vs using the funds.

Service & Scholarship (Kellie Hancock):

Wolverine Pride (DaSheek Akwenye): Homecoming Decorating contest, voting will take place for food for department.

Action Items: Challenge getting ahold of departments because org chart is out dated. Maybe look at doing groups in TEAMS for senators to communicate with their divisions. Break a division into subdivisions to make it easier to contact our areas. Figure out how to get the information updated correctly and timely so that this information is available. Work with Duane on getting something put together. How do we get the communication to the individuals who don't work at a computer daily? Grounds, custodians, culinary/dining services. PACE communications are not reaching those individuals. Institutional communication for that matter isn't getting to those employees.

Senator Reports

Academic Affairs: (Anthony Morris) Good response to 2030 plan. They feel they aren't reaching everyone. HR Org chart is out of date by a year. Explanation of how HR org chart works and how/who would update. Marilyn will follow up and find out how this is being updated and what we can do to remedy this lag.

Staff break room with a sink per building. Often staff are having to rinse dishes in the bathrooms. Can be talked about with Frank Young to see if this can be added. Are we putting this thought into new buildings? Excess expense is being used in paper products because of this.

PACE scholarship competition, have a friendly competition between departments to get people motivated to give.

Finance and Administration: Thank you for your help in the hiring process for new CIO, candidate has not been decided yet.

Talked about the idea of mandatory training. Question has been posed is there a way to test out of the yearly trainings? These mandatory trainings are not HR they are Legal mandated trainings. Sexual harassment training cannot be tested out of. It has to be taken every year. OSHA testing has to be redone every year. These requirements are a legal matter. Marilyn is going to discuss with Legal to get clarification of what is absolutely necessary every year.

Institutional Advancement: Wolverine statue being unveiled.

University Relations: Promote an error free culture at UVU. Published documents, presentations containing grammatical and typographical errors, misuse of institutional marks and violations of UVU standards harm UVU's academic credibility and brand. UR is going to try to hit these issues, putting a board together university wide to hold people accountable. Editorial accuracy is essential. Multiple sets of eyes need to be looking at all marketing and media. Not everything can come through UR for editing. This board will be trained and in each area so that things aren't getting bottle necked in UR.

What check and balances exist with the language that is used in marketing? Some of our language is out dated and not inclusive.

Student Affairs:

Budgets, planning and Human Resources:

Important dates Dec 12 Holiday Social

Q&A:

Next Meeting: October 15, 2019

Minutes taken by: Ashlyn Robb

Meeting dismissed at: 3:00