

**Minutes**

August 21, 2018

1:00-3:00 pm

SC 213c

**Attendance** – DaSheek Akwenye, Jeff Anderson, John Bair, Jon Barclay, Valarie Browning, Daniel Delgadillo, Karen Deysher, Stacy Fowler, Terri Fredrickson, Nathan Gerber, Jennifer Gallagher, Kellie Hancock, Justin Hansen, Tami Jensen, Candida Johnson, Marissa King, Linda Makin, Gage Marberger, Kristen Nuesmeyer, Tena Medina, Anthony Morris, Trevor Morris, Bonnie Mortensen, Kristen Nuesmeyer, Shalece Nuttall, Julie Stowe, Craig Thulin, David Tobler, Shari Warnick, Irene Whittier, and Dan Zacharias. **Visitors** – Alex Snyder and Eric Humphrey  
**Absent** – Jennifer Agla, Steve Anderson, Jenice Schulzke, and Kim Wright

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

- ***PACE Administrative (Linda Makin)*** – Shared a story of being a first generation student, 40 years later it is still the same excitement the first week. Thank you for helping new students. We have a new first family and she was fantastic at freshmen convocation. Thanks to the committee that did the staff fall forum, it was excellent.
- ***Faculty Senate President (Craig Thulin)*** – Faculty convocation was excellent. Faculty senate has ambitious crazy year ahead with several important policies and a lot of initiatives. Appreciates staff, and as a faculty leader, wants faculty to treat staff as well as they have treated him.
- ***UVUSA Student (Gage Marberger)*** - freshman convocation was a success. It was fun to see the student's energy and president Tuminez was fabulous. UVUSA is sponsoring "weeks of welcome" to help increase wolverine pride.
- ***Minutes – July 17, 2018 minutes stand as approved***

**Business**

***Information item – Strategic Planning Integration***

The strategic planning process was kicked off with an "all leadership meeting" in May. Outcomes of a strategic plan may trigger resource requests. Jeff Johnson is a great resource and is willing to do trainings to help build your strategic plans. Unit strategic plans are due on October 1 and Planning, Budget, and Assessment (PBA) resource requests are due on October 12. Please inform your areas of the PBA deadlines and resources.

***PBA Requests – let Nathan know if you have any PACE requests***

- Increase staff education fund based on "great colleges to work for" results and other feedback.
  - Shalece will schedule a time for PACE to attend a facilities meeting
- Increase event fund based on costs rising (costs to have staff fall forum in the UCCU center).

***Great colleges to work for survey***

Provided summary of the great colleges to work for responses, this is not to be distributed as there can be some sensitivity. The PACE executive board sat down face to face with President Olson and reviewed the results. He was extremely grateful and shared his concern and care for the staff. Each of the Vice President's and President Tuminez will also receive the report. The PACE voice was heard, but it takes

time to make changes. PACE discussed the possibility of having something to document that a change was informed by great colleges to work for survey (sticker/report). Linda will take discussion of outcomes and objectives to Vice President's Council and bring back to PACE in September/October. Need to discuss if there are objective that PACE can help work on. Thank you to the senators for engaging in the process. To close the communication loop we would like the senators to send a thank you to their division and then it will be included in the weekly email.

### ***Holiday Calendar & Campus Closure***

The holiday calendar and the additional days proposed by PACE has been approved by President's Council. Communication from President Tuminez will be sent in late September. We encourage supervisors to give part-time staff the opportunity to work hours earlier in the month.

### ***UHESA Report***

UHESA is a gathering of the staff association's executives from Utah institutions that meets to coordinate and share information three times a year. It's a chance to get a bigger perspective. Events committee will help us host the Summer conference here at UVU. Will have PACE come introduce themselves. We have one of the most collaborative relationship with faculty and staff.

### **Committee Reports**

**Policy Review (Kristen Nuesmeyer):** Read the policies and submit comments by September 7.

- **First Reading: Policy 542, Student Records Access, Alex Snyder.** Policy has been updated to express compliance with federal regulation and compliance.

**Marketing & Communication (David Tobler):** Working on new website template, digital signage and social media calendar. Send items for preliminary marketing calendar to Julie Stowe. Remember to use the PACE signature template when your email is related to PACE.

**Benefits (Shalece Nuttall):** In the RFP process for medical (done every 5 years).

**Bylaws / Procedures (Jennifer Gallagher):** Has received service and scholarship procedures, the executive board has reviewed and Kellie will be resending updates.

**Employee recognition (Irene Whittier):** 56 wolverine sightings in July. The card process is being refined.

**Events (Nathan Gerber):** Staff Fall Forum received positive feedback (location, speakers, swag, etc.).

**Legislative Affairs (Shari Warnick):** Working on event to introduce President Tuminez to our legislature.

**Service and Scholarship (Kellie Hancock):** After extensive research on pricing, the cost, and the mission of goodwill, the steak fry has been cancelled. Looking at other options to bring this group together.

**Wolverine Pride (DaSheek Akwenye):** Distributed water bottles and provided an update

- Voting closes Thursday for the Summer 2018 photo contest
- Door decorating contest for week of welcome (next week) – help spread the word
- Sodalicious is working on President and wolverine drink and free drink for ambassadors
- UVFit walking tomorrow - the first 50 people to complete will get a water bottle
- Chickfila and Panda express are now participating in wolverine Wednesday discount

### **Senator Reports**

**Academic Affairs (Anthony Morris):** Executive research service available for decision or policy makers.

**Finance and Administration (John Bair):** Changes to the facilities work orders. ("needs" vs. "wants")

**Planning, Budget & HR (Terri Fredrickson):** Magellan RX is coming. Mountain medical mobile mammography on September 17 for UVU employees. Will communicate through HR matters.

**University Relations (Shari Warnick):** official UVU Instagram [utah.valley.univeristy](https://www.instagram.com/utah.valley.univeristy).

*Meeting dismissed: 3:10 PM*

*Minutes taken by: Stacy Fowler*