

Minutes

December 17th, 2019

1:00-3:00 pm

SC 213C

Attendance – Nathan Gerber, Tami Jensen, Beka Grulich, Ashlyn Robb, Marilyn Meyer, Jennifer Gallagher, Dan Zacharias, Kameron Dearing, Natalie Healy, Daniel Delgadillo, Justin Hansen, Leisa Galloway, Shari Warnick, Megan Densley, Jeff Anderson, Anthony Morris, Julie Stowe,

Absent – Ben Burk, Trish Baker, Bonnie Mortensen, Candida Johnson, Steven Anderson, Kellie Hancock, DaSheek Akwenye, Alauna Bates, Brylee Bromley, Anne Arendt, Tena Medina, Kristen Neusmeyer,

Welcome, Approval of Minutes, Administrative Updates

- ***Welcome:***

New Business

Frank Young – Parking and Construction update: Construction will begin during Christmas break. You will come back from break to the Pay lot being closed for the construction on the new business building. Making sure we are sticking to ADA requirements with new parking restrictions. Marketing will work to make sure signage is up and students/employees are well informed of where they can park. L1 lot to have first two rows of parking turned into pay stalls.

Safety is big concern, walkways are being provided. Spreading visitor parking more accessible around campus.

Parking tickets are given to students parking in faculty in from day one of the semester, the idea that they aren't ticketing for the first two weeks is incorrect.

The walking bridge will help us with parking, there are hundreds of spots available on the west side.

With the walking bridge we will be able to access those more readily.

Franks presentation is attached if you would like to further view it.

Committee Reports

Benefits (Trish Baker): Nothing new to report on. RFP is out for retirement insurance.

Bylaws and procedures (Jennifer Gallagher): Please get procedure manuals up to date asap. She is working on getting those revisions updated. Please get these done before elections.

Elections (Tena Medina): Nothing new now, will start thinking about this in Jan.

Employee Recognition (Natalie Healey): 45 in Nov and 43 so far this month. Changed the gap to 14 days after submission instead of 28 so employees get notification sooner.

Events (Bonnie Mortensen): PACE Winterfest was last week. Feedback that there was no water, got there late. Promotion of the event was great! Emails going out the day of was great, scarves were awesome, food was good, but many employees voiced that they expected a meal not appetizers. Quality of food was not there. Most festive employee contest was given to someone who wasn't even dressed up. Kind of makes those who dressed up feel like it was a waste because someone who wasn't festively dressed won. We need to look at how to remedy this. Scarves ran out too soon. Why wouldn't PACE buy for every employee? We are making a second order to get scarves to those who didn't get them. Was a fantastic party, lots of people came, there were some who are upset because they didn't get food or a scarf. This event was the best attended event PACE has put on. Fall fest we ordered 1400 tumblers, and had about 600 tumblers left over. We ordered 1100 scarves and they are all gone. So, we are ordering more for those who didn't get one. We don't want to advertise that because we don't have the

budget to give multiple scarves out. If you hear of someone who didn't get one, please refer them to Ashlyn so we can make sure they get one.

Directing employee where to go was another breakdown. For future events could we include in the marketing and messages that go out to enter from a specific place so that everyone is on the same page? We would love for all PACE members to be a part of the events to help with directions, handing out swag, whatever is needed so that the events committee has more support. Not to be involved in planning but for support. All hands-on deck for day of event. Everyone really liked BNGO, surprised at how it went with such a big crowd. Lots of good feedback on BINGO. Talk to UVUSA about which bingo style and about calling out numbers. They are a great resource. Feedback from survey provided at next meeting.

Marketing and Communication (Kameron Dearing): PACE wall is still in the process of getting updated. Just working to get the PACE board photo up.

Worked with Candida on doing employee recognition on social media. Is this something we can do moving forward? Be mindful about privacy and just post that they are on the website but don't post names.

Legislative Affairs (Steve Anderson):

Policy Review (Ben Burk): Nothing new to report on. Policy 336 has been pulled back for rewording.

Professional Development (Daniel Delgadillo): Middle of Jan staff development fund will be opened for remaining of this year, classes need to be completed by Jun 30, 2020.

Service & Scholarship (Kellie Hancock): No additional information at this point. Looking at doing a Goodwill event. Tracking scholarship money raised.

Wolverine Pride (DaSheek Akwenye):

Action Items:

Senator Reports

Academic Affairs: Waiting to hear back about replacement for the senators that have moved on. Do have a question: discussion of how often is appropriate to reach out to our contacts? Doing email once a month to limit our annoyance. :)

A question was posed by someone in our area regarding the \$75 gift that employees get. Is there something we can do for student employees? We will pass this question on for further discussion.

Finance and Administration: Nothing new

Institutional Advancement: Nothing new to report on.

University Relations: Need to be more proactive to work with Frank and parking. UVU a place for you is a new initiative going out in the new year.

Planning Budget and Human Resources:

Student Affairs: Austin Peterson took a new position, so we need to fill his role because he is in a different department.

Important dates

Q&A:

Next Meeting:

Minutes taken by: Ashlyn Robb

Meeting dismissed at: 2:00