

**Minutes**

January 21, 2020

1:00-3:00 pm

SC 213C

**Attendance** –Alauna Bates, Kellie Hancock, Leisa Galloway, Brylee Bromley, Natalie Healey, Ben Burk, Shari Warnick, Tami Jensen, Candida Johnson, Nathan Gerber, Ashlyn Robb, Marilyn Meyer, Daniel Delgadillo, Alex Gebers, Janice Schulkze, Anthony Morris, Julie Stowe, Dan Zacharias, DaSheek Akweyne, Allison Jensen, Trish Baker, Megan Densley

**Absent** – Beka Grulich, Anne Arendt, Jennifer Gallagher, Steve Anderson, Kameron Dearing, Tena Medina

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

- ***PACE Administrative AVP- Marilyn Meyer***
- ***Faculty Senate (Anne Arendt)*** Nathan to report b/c Anne not here. Looking to recognize faculty similarly to wolverine sightings. They are impressed with the way that staff are being recognized and would like to model that.
- ***UVUSA (Brylee Bromley)*** Continuing to do Student of the week. A lot of those nominations come from staff and faculty. Student Fee presentations are going the next few weeks.
- ***Minutes – Approved***

**New Business**

- **Great Colleges to work for results:** Results and efforts to be aware of results of survey. Link will be sent out so everyone can go and see what leadership is doing to address the issues. Highlighted areas are, Employee Recognition – Compensation – Communication – Growth and Transformation.
- **CIO interview process.** Call for feedback. Please get those to Nathan so that he can get feedback to the President.
- **Elections –** Please encourage your areas to nominate. We cannot get enough nominations. Through the vetting process we lose a lot of candidates. There will be a table in the hallway during benefits fair. Each senator please be prepared to nominate 2 employees from your area.
- **Summer University:** Ice cream social has been the typical involvement PACE has had. We are proposing to the committee that PACE sponsor a “break” and hand out treats or ice cream and we will ask that PACE Board members help hand out the treat and have a conversation about what PACE is and how it benefits employees. This years Summer U is May 12, 13 and 14 (Tues, Wed, Thurs) Request marketing to have a flyer to hand out to employees while handing out treats.
- **Distinguished Employee Award –** 8 FT awards and 4 PT awards. We are calling for each member of the PACE Board to nominate at least one employee for the distinguished employee award. Employee must have worked here for 3 years as a FT employee and 1 year as a PT employee, cannot have won the award in the last 5 years.
- **Wolverine Sightings awards:** To incorporate the exceptional Care, Accountability and Results we are adding a button for the nominator to click addressing what area the employee is excelling under.
- **Feedback on Winterfest survey:** people liked the Bingo game, wanted it to be played in smaller groups and to have more prizes. The consensus was that the prizes were great. For the most part everyone loved the scarf so we will look at doing more quality swag.

## **Committee Reports**

**Benefits (Trish Baker):** Nothing new to report on. RFP is coming in and they are compiling information on those. They are meeting tomorrow and if there is anything new, they will send an email out.

**Bylaws and procedures (Jennifer Gallagher):** Jennifer is still waiting on procedure manuals to her.

**Elections (Tena Medina):**

**Employee Recognition (Natalie Healey):** 7-day window now, great accomplishment. Huge thank you to Natalie for cleaning up this process. 53 in December and 41 so far this month.

Cannot get into DocuSign to see the Distinguished employee award, so she doesn't know how many nominations we have.

**Events (Bonnie Mortensen):** Staff Fall Forum is the next event they are planning.

**Marketing and Communication (Kameron Dearing):** Assignment – please make postcard to hand out at summer university explaining what PACE does and how they support the employee.

**Legislative Affairs (Steve Anderson):** Institutional protocol for employee engagement in political activities was handed out. If you have any questions please see the legislative website, refer questions to Steve.

**Policy Review (Ben Burk):** No policies entering stage 2 this month. Several in stage 3 and 4 and a few have been deleted. Is there a backlog of policies with our general council being in transition? Yes, we can expect more policy review to come when those positions are filled.

**Professional Development (Daniel Delgadillo):** This Friday they are reopening the staff education fund. Details will go out in this week's email.

**Service & Scholarship (Kellie Hancock):** Student scholarship application is due on the 1<sup>st</sup>. Nominations are needed for this. Still looking into a Goodwill Event.

**Wolverine Pride (DaSheek Akwenye):** Working with Athletics on wolverine pride to support athletics events and be able to recognize employees that attend.

Looking to get new marketing out for wolverine Wednesday to include Cupbop and Wendy's.

## **Action Items:**

We are still working on filling positions of Senators that have left. In the process of talking to those individuals being considered. Their supervisors have been notified and have approved and we are now trying to extend the call.

## **Senator Reports**

**Academic Affairs: (Anthony Morris)** Perks now account, no longer has food perks. Employee wants to know why the change. When was that done and how was that communicated? Marilyn will look into the reasons. Questions about the new performance evaluations have been coming up. Wondering if we have a solid answer as those questions come in? Those questions can be directed to Employee Relations in Human Resources.

**Finance and Administration:** Have a need for a few scarves, trouble parking. That is the only items for Finance and Administration.

**Institutional Advancement:** Feb 22, donor event before men's basketball game. Feb 28 alumni night at the Jazz.

**University Relations:** About to lose VP's to the legislature until March. State of University is coming up next week and President Tuminez is really wanting every seat full. Do what you can to attend.

**Student Affairs:** Todd Olsen will be filling in as the interim senator and will be introduced to the group next time.

**Planning Budget & HR:** Performance management training is helpful and needed.

## **Important dates**

Jan 29 at the Men's Basketball game it is civic night if you want to meet your civic leaders. Also, the Employee appreciation night is that night.

Summer University May 12-14th

**FYI:** we are working on creating TEAMS groups for PACE so that we can communicate as PACE.

**Next Meeting:**

*Minutes taken by: Ashlyn Robb  
Meeting dismissed at: 2:10 p.m.*