

Minutes

July 17, 2018

1:00-3:00 pm

SC 213c

Attendance – Jennifer Agla, DaSheek Akwenye, Jeff Anderson, John Bair, Valarie Browning, Daniel Delgadillo, Stacy Fowler, Nathan Gerber, Jennifer Gallagher, Kellie Hancock, Justin Hansen, Tami Jensen, Linda Makin, Brett McKeachnie (K Nuesmeyer), Tena Medina, Anthony Morris, Trevor Morris, Bonnie Mortensen, Shalece Nuttall, Jenice Schulzke, Julie Stowe, Craig Thulin, David Tobler, Kim Wright, and Dan Zacharias

Visitors – Jacob Atkin, Pilar Hayes, Jeremy Knee, Taylor Lovell, Nikki Swan, Sam Winterton

Absent – Steve Anderson, Jon Barclay, Karen Deysher, Terri Fredrickson, Candida Johnson, Gage Marberger, Kristen Nuesmeyer, Shari Warnick, and Irene Whittier

Welcome, Approval of Minutes, Administrative Updates

- ***PACE Administrative (Linda Makin)***
 - As the PACE executive liaison, Linda Makin welcomed the PACE board. The Associate Vice President of Human Resources is also a liaison for PACE, but due to the interim role, Judy Martindale will not act as a liaison, and Linda will also fill this role.
 - Linda reported on the presidential transition. Dr. Olson is the interim president. President Tuminez will be on campus full time on September 17.
- ***Faculty Senate President (Craig Thulin) –***
 - Faculty senate hasn't met over the summer, had an all-day retreat for upcoming year.
 - Would like PACE input on policies coming up.
 - Looks forward to participating and wants to improve faculty/staff relationships.
 - President Tuminez participating in faculty forum remotely.
- ***Minutes – May 8, 2018 minutes stand as approved***

Business

Great Colleges to Work for (Taylor Lovell)

Reviewed the [great colleges to work for survey / \(modern think\)](#) that has been conducted every other year since 2012. Interim President Jeff Olson has requested significant input from PACE. Survey results are used for assessment of mission fulfillment. It was noted that the timing was not good (not our choice) and some of the language should be changed (orientation should be changed to onboarding). Senators were given the assignment to work with their division and provide feedback by July 27. Taylor will send list of peer institutions to Stacy to distribute. As benefits committee chair, Jennifer would like to see the open ended questions regarding benefits.

MISC

Shalece reported on the Facebook comment of food options on campus including employees wanting a salad bar and options closing too early. PACE can start conversations.

Committee Reports

Policy Review (Brett McKeachnie): Encouraged PACE board to read the policies and submit comments.

- **First Reading**

- [Policy 204](#), *Appropriateness of Expenditures*, Sam Winterton and Jacob Atkin. President's Council passed as temporary emergency so it is already in effect. Changes include added definitions for clarity, approval chain, and added language on what is appropriate, business related, and reasonable. Justin Hansen added risk management concern that appliances must be commercial grade. Due to tax regulation, no gift cards for employees, HR working on point system. Must ensure student is not also employee. [Kristen - send link to the guidelines.](#)
- [Policy 608](#), *Internships*, Nikki Swan and Pilar Hayes. New policy for internships to have minimum standard and consistency in experience. UVU to the next level of engaged learning. Brett asked how the required syllabus impacts areas.
- [Policy 114](#), *Conflict of Interest*, Jeremy Knee. Reviewed state and federal laws along with the changes and the procedures.

Benefits (Jennifer Agla): RFP for medical plan is in process. Magellan is working to get issues resolved, send benefits office specific issues. The \$10 increase is not because we changed to Magellan. There are links in my.uvu in the HR benefits center.

Bylaws / Procedures (Jennifer Gallagher): Procedures manual is up to date. Met with Brett and committee is assembled. Has reviewed changes with Service & Scholarship.

Employee recognition (Nathan Gerber): 69 wolverine sightings in June.

Events (Nathan Gerber):

- Fall Staff Forum – August 15 at 8 AM in the UCCU Center (Welcome from President Tuminez)
- UHESA Summer Conference (July 11-12)
- December holiday social is bouncing between two days
- PACE BBQ with President Tuminez– will need headcount and dietary restrictions

Legislative Affairs: UVU day on the Hill is February 4 at 3-6:30 PM. Would like more staff involved, however there will be changes due to the new legislative changes and guidelines.

Professional development (Daniel Delgadillo): Professional development held on second Friday of Each month. August will be Excel 2 (advanced). Staff education and staff development funds being reviewed. Need to discuss deadline/dates with committee as some will be going next April.

Service and Scholarship (Kellie Hancock): Goodwill steak fry is tentatively scheduled for September 7.

Wolverine Pride (DaSheek Akwenye): Has several action packed initiatives with swag. Discussed how to do voting for summer photo contest, and agreed to send to general membership (PACE board can participate). 11 wolverine pride ambassador recipients. Working on drink for President Tuminez and UVU. Institutional branding before school starts. Working on signage to promote wolverine Wednesday (remember to wear green). Wolverine pride awards.

*Meeting dismissed: 3:10 PM
Minutes taken by: Stacy Fowler*