

Minutes

October 16, 2018

1:00-3:00 pm

SC 213c

Attendance – Jennifer Agla, DaSheek Akwenye, Jeff Anderson, Steve Anderson, Valarie Browning, Karen Deysher, Stacy Fowler, Terri Fredrickson, Nathan Gerber, Jennifer Gallagher, Tami Jensen, Candida Johnson, Marissa King, Linda Makin, Gage Marberger, Tena Medina, Anthony Morris, Trevor Morris, Bonnie Mortensen, Kristen Nuesmeyer, Shalece Nuttall, Jenice Schulzke, Julie Stowe, David Tobler, Irene Whittier, Kim Wright, and Dan Zacharias

Visitors – Eric Doman, Karen Clemes, Judy Martindale, and Wayne Squire

Absent – John Bair, Jon Barclay, Daniel Delgadillo, Kellie Hancock, Justin Hansen, Craig Thulin, and Shari Warnick

Welcome, Approval of Minutes, Administrative Updates

- ***PACE Administrative (Linda Makin)*** - Encouraged participation in [PBA conversations](#) and reviewed the great universities to work for initiative (Recognition, Communication, Growth, and Compensation). Nathan noted that the PACE document for President Tuminez uses these same themes that were recognized in the PACE responses to the great colleges to work for survey. PACE will also be reviewing our strategic plan which will dove-tail on this.
- ***UVUSA Student (Gage Marberger)*** – Thanked PACE for supporting [wolverine of the week nominations](#). At the end of the semester those not selected will be informed of the nomination. PACE recommended letting employees know if the student they recommended is nominated.
- ***PACE Administrative (Nathan Gerber)*** – Thanked Linda for support with PBA requests (staff education funds and increase to PACE budget for events) and carry forward funds to help cover additional costs of holding events in UCCU center. PACE will present on November 2.
- ***Minutes – September 18, 2018 minutes stand as approved***

Business

Listening tour with President Tuminez

President Tuminez thanked the PACE board for attending the meeting and noted the successful scholarship ball and the first scholarship for first generation students. President Tuminez reported that she has read the great colleges to work with and the PACE concerns. It will take time to address concerns, but each one of us can make a difference. Some concerns discussed included workload, appreciation of the listening tour, managing growth, partnerships, and culture. We have strengths and a lot of to celebrate, but we also have room to grow. Some of these concerns will be addressed in the next talk with Tuminez. Everyone at the table should be a champion and champion problem solving. We complete [Great Colleges to Work For](#) every other year and internal survey the other year. Try to get more participation in survey.

President Tuminez reported on the retreat with the Vice Presidents. Discussed a “road map for developing a university.” We are at an inflection point with the core themes. Core themes are part of our DNA at UVU, but it feels like we are ready for the next step forward, which is not radical.

- Shared core theme triangle and the proposal which PACE can provide feedback on.

CURRENT	PROPOSED ACTION WORD	VALUE	FEEDBACK
Inclusive	Include	Exceptional Care	<ul style="list-style-type: none"> • words are aspirational and visionary • verbs make it personal • “exceptional” is a rare or setting apart from the rest • coordinate what “achieve” means • measures • do graduates have more diversity and life skills? • ownership • culture • we need to live our values by example • Administration will hold everyone (including themselves) accountable • okay to share and collect feedback
Engaged	Engage	Exceptional Accountability	
Serious	Achieve	Exceptional Results	

- People managers– how do we develop excellent people managers? Going to roll out people manager excellence training and have it improve every year.
- Suggestion box comments
 - Healthy transparency is always good
 - Help close the communication loops
 - Suggestions are sent to content expert
 - In the event of Title IX concerns, they will be reported directly to title IX and not have a response on the website
- Remember to vote
- President’s suggestions
 - Work/life balance – strive for more self-care, exercise is really important
 - Deadlines – point in time
 - Talk to your manager and be ruthless
- Ways we can help President Tuminez
 - Build positivity at UVU and model it
 - Get messaging out and feedback
 - Respect and human kindness

Compensation Conversation

Judy encouraged staff to take the benefits survey. Wayne Squire continued the compensation conversation and discussed UVU market equity, market based compensation, job evaluation, benchmarking process, salary survey, survey’s, data collection analysis, compensation resources ([MyUVU](#), [HR Homepage](#), and [Video Presentation](#)), and etc.

PACE asked for clarification on changing/adding job duties and Judy noted the existing position has to change the job scope by at least 30%.

Committee Reports

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

- **First Reading**
 - *Policy 652, Care and Use of Vertebrate Animals in Research and Instruction, Eric Doman*
 - New policy. Regular & temporary emergency.
 - *Policy 333, Background checks, Judy Martindale and Karen Clemes*
 - Policy updated to align with regents policy, state law, confidentiality and etc.
 - *Policy 335, Staff Grievance Policy, Judy Martindale and Karen Clemes*
 - Sets up roles and process for staff grievance, protects the employee and the university, and adds hearing officer.
 - *Policy 354, In Classification Salary Increases for Non-Faculty Employees, Judy Martindale*
 - Deletion
- **Policy Training**
 - Stewards present concise overview of policy (limited to 5 minutes)
 - Kristen Nuesmeyer will email policies. Use google form for Feedback and comments
 - PACE reviews submitted comments and votes if it is the official comments for PACE

Benefits (Jennifer Agla): Working on benefits RFP. Please take the benefits questionnaire.

Bylaws / Procedures (Jennifer Gallagher): No significant updates, shoot Jen an email if you want to make any. Working with Kellie Hancock. Make sure to get procedures drafted and up to Jen.

Employee recognition (Irene Whittier): 69 wolverine sightings in September. Remind your areas about wolverine sightings.

Events (Candida Johnson): If you have any entertainment suggestions for the staff fall forum, let Candida know.

Legislative Affairs: President Tuminez was introduced at the higher ed appropriation meeting today. There will be some changes to the way they fund buildings. The business building is ranked #3 on the building board priority. There will be audit on higher education and tuition and there mi Regents are under scrutiny for tuition – there might be changes on tier one and tier two policies.

Marketing & Communication (David Tobler): New PACE website is live, if you have any feedback please send out. Review website and look at your specific areas to ensure it is correct. Would like to have write up regarding website and suggestion box in next weekly email.

Senator Reports

Alumni and Development Value night against hunger food fight – if you would like food bin contact Phil Schwartz or Julie show. Scholarship Ball was a success. Several positions open in division. Ashton Stitt replaced Jessica Ballard

Student Affairs: Overview of what PACE is with Gear up and they were wondering if we could do suggestion about wellness release – something similar to Weber – release that they can do wellness. This is a good time to bring it up again. Weber – contract their hours with the supervisor to release each year and within their worktime and use the on campus wellness center. Jennifer will talk to benefits and have them research more. Stacy will add to executive board meeting. Something to help focus on it.

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