

Minutes

September 18, 2018

1:00-3:00 pm

SC 213a

Attendance – Jennifer Agla, DaSheek Akwenye, Jeff Anderson, Steve Anderson, John Bair, Jon Barclay, Valarie Browning, Stacy Fowler, Nathan Gerber, Kellie Hancock, Tami Jensen, Candida Johnson, Marissa King, Linda Makin, Gage Marberger, Brett McKeachnie (K Nuesmeyer), Tena Medina, Anthony Morris, Trevor Morris, Bonnie Mortensen, Kristen Nuesmeyer, Jenice Schulzke, Julie Stowe, Craig Thulin, David Tobler, Shari Warnick, Irene Whittier, & Kim Wright

Visitors – Brian Birch, Pilar Hayes, Eric Humphries, Jeremy Knee, Alex Snyder, Niki Swan, & Sam Winterton

Absent – Daniel Delgadillo, Karen Deysher, Terri Fredrickson, Jennifer Gallagher, Justin Hansen, Shalece Nuttall, & Dan Zacharias

Welcome, Approval of Minutes, Administrative Updates

- ***PACE Executive Board (Nathan Gerber)*** – expressed appreciation for Linda’s involvement with the Talk with Tuminez, and her noting PACE’s involvement in the staff education fund and compensation.
- ***PACE Administrative (Linda Makin)*** - hopes everyone was able to participate in today’s “talk with Tuminez”. She anticipates that President Tuminez will communicate using technology more frequently and suggested to send feedback to Justin Jones to help improve the communications. Linda noted that administration has heard concerns and some of them were responded to today. The campus holiday closure was approved. The message was intended to encourage supervisors to help part-time employees to find ways to work hours earlier in December.
- ***Faculty Senate President (Craig Thulin)*** – Faculty senate has been focused on policies, and have several in stage 2. Faculty senate is also focused on relationship with President Tuminez who will be visiting faculty senate today.
- ***UVUSA (Gage Marberger)*** – student council and student association has an initiative called [wolverine of the week](#). Nominations can be submitted online (provided handout with QR code). Will be helping UVU get involved in the [campus cup](#) (more info under Legislative Affairs report).
- ***Minutes – August 21, 2018 minutes stand as approved***

Business

President Tuminez Talking Points

1. **September 25 – PACE Annual BBQ at 5:30 PM** - opportunity for us to have a general conversation with President Tuminez in a relaxed setting to expose some of the things we are working on. This is just for the PACE board.
2. **October 16 - General Board Meeting** – President Tuminez will join our meeting as part of the listening tour. Submit suggestions, questions, issues and comments for talking points. Stacy will collect and compile for review.

Ethics Awareness Week

Brian Birch and Jeremy Knee announced [ethics week](#) (next week). Faculty and Staff are encouraged to attend the panel discussion ***“Steward of place: Maintaining the Public Trust at UVU” on September 24 at 3-5 PM in CB 511.*** This special Ethics Awareness Week session is designed for staff, faculty, and students at UVU who are interested in the role of UVU in maintaining the public trust and how this

relates to policy-making and professional ethics across campus. The session will include a panel discussion and open conversation on issues related to the function of universities in public life, conflicts of interest and obligation, and ways to promote an atmosphere of trust and respect in our campus community.

Compensation 101

Judy Martindale and Wayne Squire educated the committee on compensation. The key objective was to provide a basic understanding of how HR administers the compensation program. The program must be consistent with Title IX of the Civil Rights Act, the Equal Pay Act, the Fair Labor Standards Act and other federal, state and university regulations. We are committed to providing a competitive compensation program to attract, develop, retain, and reward highly qualified and diverse workforce within the boundaries of financial feasibility and sustainability. Pay is designed to be adequate, equitable, cost effective, and balanced. Total rewards are all the tools used to attract, motivate, and retain employees. Total rewards include everything the employee perceives to be of value resulting from the employment relationship.

Talent and compensation unit responsibilities include reviewing job descriptions, determining position FLSA status (reviewed every time job description changes), participating in salary surveys, analyzing survey data, monitoring market changes, reviewing equity, facilitating salary placement, advertising positions, serving as search advocates and trainers, finalizing hires, and facilitating organization restructures.

Compensation Plan Administration – HR requests salary increase funding through PBA for up-coming fiscal year, annual legislative appropriations amount and language establishes baseline parameters (this year the legislature used specific language), wage increases and benefit changes are considered jointly as part of total compensation change. Wage increases may include across the board, merit, market and other equity and key retention (discretionary).

There was going to be an 8% increase to our benefit premiums to keep our same plan. In order to prevent the premium to go up, the university kicked in funds. The legislative decreased on benefits, and again the university contributed that so we could keep our same split premiums. That was huge, and PACE had an impact and a clear voice on the board and in decisions.

Faculty and staff priorities for compensation funds:

1. Protect jobs and benefits (we have been lucky, in 24 years we haven't had general lay off)
2. Across the board base salary/wage adjustments
3. Market equity initiative
4. Merit pay programs

Judy showed the budget calculator that is used to determine the total salary budgeted dollars available to distribute for each wage increase category (across-the-board, merit, market equity, discretionary, rank and tenure). The 2018 Legislature appropriated new funding for “performance based compensation adjustments”. Based on the legislative language, the largest portion of the available dollars for staff was used for merit this year. All full-time employees received \$200 to assist in covering the \$166 annual increase to medical premium for family coverage and \$4 annual increase to dental premium for family coverage.

For the merit pay, there was criteria.

- You had to be hired by July, 1 2017
- Good standing with the university
- Must be in good standing with the University
 - Not under written warning or final written warning or on a university required paid or unpaid suspension or leave as of July 1, 2018

Staff Merit increases were determined by:

- Applying the University's established staff Merit Pay program criteria
- 2017 performance evaluation scores
- Proximity of bases salary to market median (Compa-ratio) we don't hire in anyone below 80% of the grade midpoint. If employee had 2 years in position they were moved to 90% of grade midpoint. If employee had 5 or more years in position, they were moved to the grade midpoint.
- Must be employed in a full-time staff position no later than July 1
- Performance Evaluation, must be submitted to HR by March 15
- Performance scores are grouped at AVP or dean Level

Showed Merit Matrix:

- If not performing won't receive merit
- Matrix can be weighted by performance rating or placement in quartile
- Employees with salaries in lower quartile who have high performance ratings receive greater percentage increase.
- Performance Calibration meetings is a process in which directors/managers within a department meet to discuss the performance scores for employees and come to an agreement on performance evaluation ratings. There is no requirement to do calibration but if done, it adds to the "fairness" and "accuracy" of area performance evaluations.

The conversation helped clarify many points and give an understanding. Will continue the conversation at the October 16 meeting.

Committee Reports

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

- **Second Reading**
 - *Policy 542, Student Records Access.* Alex Snyder & Eric Humphries reviewed comments. PACE moved motion to submit comments as read as PACE's official comments on Policy 542.
 - *Policy 543, Use of Student SSN as Student ID.* No comments on policy deletion.
 - *Policy 710, Clery Act Compliance.* Jeremy Knee attended and gave brief history. Kristen will send comments out today.
 - *Policy 608, Internship Program Req. & Implementation.* Nikki Swan and Pilar Hayes reviewed PACE comments. PACE moved motion to submit comments as read as PACE's official comments on Policy 608.
 - *Policy 204, Appropriateness of Expenditures.* Sam Winterton reviewed comments. PACE moved moto submit comments as read as PACE's official comments on policy 204.
 - *Policy 304, Employment of Relatives, Christie Snyder (Deletion).* No comments to submit
 - *Policy 114, Conflict of Interest.* Jeremy Knee reviewed comments and noted typo comments accepted. PACE moved motion to submit comments as read as PACE's official comments on Policy 114.

Legislative Affairs (Steve Anderson):

- Employees are encouraged to be civically engaged, however, cannot do so while on the clock or with university resources, so as not to be seen as an official voice for UVU. The one exception is if you are asked, as an employee of UVU, to be a subject matter expert.
- Proposition 5 is on the Orem ballot. The UVU Board of Trustees has issued a [statement on proposition 5](#).
- [Campus Cup](#) is a competition to get people to register to vote. We can encourage people to vote, but cannot encourage the way in which they vote. Look for a UV Announcement for more details on the competition. UVU will receive double points in the competition for all those that register on September 25.

Due to time constraints, the committee and senator reports below were completed through email and not discussed in the meeting. Topics that need discussion have been added to the October 16 agenda.

Committee Reports

Marketing & Communication (David Tobler): The new PACE website is ready to preview at <http://webstaging.uvu.edu/pace/>. Send feedback on PACE website layout and/or content to David Tobler.

Benefits (Jennifer Agla): Working on medical RFP. If you have questions please contact Jennifer Agla.

Employee recognition (Irene Whittier): 134 wolverine sightings in August.

Wolverine Pride (DaSheek Akwenye): Spread Wolverine pride around campus by decorating your office to celebrate Homecoming Week, September 24-29.

- **How to Enter:** Send a photo of your decorated office to wolverinepride@uvu.edu by Wednesday, September 26 at 5:00 PM. Include your name, department, office location and campus extension.
- **How to vote:** An email will be sent to all PACE members during Homecoming Week with a unique link for voting. Voting will close on Sunday night, September 30. Winners will be announced Friday, October 5 in the PACE Weekly Update.
- **Prize:** \$200 voucher for food at any campus dining services location.

Senator Reports

Alumni and Development: Homecoming is next week, and all staff are invited. There are events scheduled throughout the week. See the full list at <http://www.uvu.edu/homecoming>. There will be a special surprise event organized and sponsored by Pepsi after the men's homecoming soccer match Saturday, Sept. 29.

Finance and Administration (Jeff Anderson): There is interest in surveys to register interest in possible food services and compensation/benefits changes. Would like to continue conversation on the compensation gap that is not bridged (esp. in IT).

University Relations (Shari Warnick)

- PR: A story about UVU professor Eric Domyan's work with Loveland Living Planet Aquarium to map penguin DNA, and establish paternity, became the first-ever UVU news to make it into the New York Times. (We are very grateful that Roto was a naughty and not-so-monogamous penguin- debunking the idea that all penguins are mated for life)
- PR: A story about "Heroes and Villains", an interactive exhibit at UVU's Woodbury Art Museum that allowed people to color in the cartoons of famous artists, was picked up by Associated Press and appeared in U.S. News and World Report's "Best States" section.
- PR: Chef Todd, UVU's national award winning chef has become a regular guest on Fox 13's "The Place". He will be dishing about UVU, while cooking delicious recipes once a month. His next midday appearance will be October 11th.
- PR: President Astrid S. Tuminez was welcomed to Utah Valley University with artfully crafted and well-received video elements, and a fantastic edition of UVU Magazine.

- PR: Reporters from all local newspapers, two powerhouse radio stations, and two television stations filed positive reports about President Tuminez following two days of carefully coordinated interviews.
- Marketing: UVU is getting recognized! In the latest *Rival IQ, 2018 Social Media Engagement Report*, UVU was awarded the “Biggest Leap” award. We jumped 280 spots to land in the top 50 of all universities using social media engagement. So, join your peers and support our different feeds on FaceBook, Instagram, Twitter and LinkedIn.
 - FaceBook: Utah Valley University
 - Instagram:
 - Official university site: @utah.valley.university
 - Official student site: @uvustudentlife
 - Official athletics site: @gouvu
 - Twitter: @uvu
 - LinkedIn: Utah Valley University
- **Creative Services:** The breadth and variety of our projects continues to increase! We support our major campaigns with print collateral (have you seen all the advertising for the new UVX?), install new environmental graphics (the UVU in the quad and the Sorensen wall) and now we are designing our new airplanes for our Aviation program (design to be revealed soon!).
- **Licensing:** Our products are now in Costco and Target! Purchase your wolverine swag and show your school pride.
- Share with us your engaged student stories, and let us highlight them in promotional marketing materials for the university. We can assist your college or department to elevate the level of exposure we can bring to the successes we are having at UVU.

Meeting dismissed: 3:04 PM

Minutes taken by: Stacy Fowler