

**Agenda**

August 17, 2021

2:00-4:00 pm

SC 213c

Invitees: Beka Grulich, Christine Peterson, Andrea Betts, Antonia Vazquez, Beth Reid, Bonnie Mortensen, Bryson Finley, Candida Johnson, Carlos Alarco, Chad Johnson, Chris Medina, Curtis Pendleton, Daniel Delgadillo, DaSheek Akwenye, Dawn Chase, Emmy Bell, Gus Pacchiega, Hilary Hungerford, Jakell Larson, Julia Escobar, Justine Gamble, Kim Schollenberger, Kim Barraclough, Kristen Nuesmeyer, Kylee Keele, Laura Lewis, Marilyn Meyer, Melisa Zobell, Michael Snapp, Natalie Shelley, Nathan Gerber, Ransom Cundick, Silvia Lobendahn, Stacy Fowler, Whitney Lemone, Zach Hoskin

Guests: Curtis Pendleton, Alex Hartvigsen

Excused: Carlos Alarco, Dawn Chase, Kristen Nuesmeyer

Absentee: Bryson Finley, Carlos Alarco, Dawn Chase, Hilary Hungerford, Julia Escobar, Kristen Nuesmeyer, Natalie Shelly, Melisa Zobell, Silvia Lobendahn, Zach Hoskin

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

- ***PACE Administrative VP- Marilyn Meyer***
  - Midyear reviews due by Aug 30
  - Exploring options for housing – benefits committee meeting with vendors
  - United Day of Caring – concerns with COVID-19. 14 spots inside school. 30 – 35 spots outside
  - Staff Midyear Check-In – Due August 31
    - Supervisor Review Training – Sept 1 it will open
  - Changing from Great Colleges to Work for Survey to Culture Survey – Every other year IR Team
    - Diversity & Inclusion Survey
- ***Faculty Senate (Hilary Hungerford)***
- ***UVUSA (Bryson Finley)***
- ***Minutes – [July 7, 2021 Minutes](#)***
  - Whitney Lemon – motion to approve
  - Jakell Larson – 2nd

**Action Items:**

- We need half of the Board to vote for a quorum. 20 in person at start.
- **Policies 137/146** - Sponsored Programs: Curtis Pendleton and Alex Hartvigsen
  - 137 – revision of policy in place for 18 years. Manages all external grants and all contracts that come into the university.
    - Currently have over \$50 million coming in because of COVID
      - Usually between \$16 - \$18 Million
    - All grant activity is managed by full-time employees – preferable exempt employee
  - 146 – Extension of 137. Conglomeration of institutional operating procedures.
    - Federal Government Regulations to control funding that comes attached to those
    - Alex confirms that everyone spends the money as per the grant.
  - Questions
    - Kim S – does it outline a strong line between grants and donor gifts
      - Working with IA to clarify that
      - If there is no quid pro quo then it is a gift. If there is quid pro quo then it is a grant.
      - There are grey areas and trying to clarify that to make it more distinct.
    - Whitney – 137 is updated, 146 is new

- **Fall Dining Services Hours:** Dining Services is planning on bringing two food trucks every day for the first couple of weeks of the semester. CupBop will also be reopening but will move to a temporary location at the back of Mom Fulton's Café which is located in the Fulton Library. Due to construction, Chick-Fil-A and Panda Express' reopening will be delayed until Spring Semester
- **PACE BBQ w/ President:** Submit questions to [pace@uvu.edu](mailto:pace@uvu.edu) by August 17
  - Gratitude from PACE
    - I would thank President for endorsing the use of MS Teams. It has transformed the way we communicate with each other in our division.
    - Thankful for her support and advocate to women in the workplace for the recent push and policy change that allowed (6) weeks of continuous paid medical leave for FT benefits-eligible employees who give birth.
    - I also want to thank her for the employee benefit of tuition for spouse and children. Myself, my husband, and my son have all been able to use this benefit and it was just enough of a "great deal" to get us all motivated to finish our degrees.
    - She also sets an incredible example for women, just by existing as her awesome self.
    - I am grateful and appreciate her progressive and forward-thinking approach to issues, this has been a breath of fresh air for the campus.
    - Showing school spirit (AKA Wolverine Pride) by genuinely supporting and being involved in sporting events.
    - Thankful for the bonuses we received this past year.
    - Digital transformation.
    - "Exceptional care, exceptional accountability, exceptional results."
    - Continuation of the yearly "Statement on Ethical Conduct" that President's Council signs (even though we accidentally skipped a year, whoops).
    - Emphasis on the yearly required trainings.
    - 45 by 25.
    - Thank you for your direct communication, you love of students and desire to tell their story.
    - I appreciate your leadership, especially in two areas: (1) genuinely welcoming and providing honest feedback and (2) strategic planning and vision for UVU. Your leadership makes others better as a result of your presence and the impact lasts in your absence. I am grateful to be both a partner to you and a learner from you. Thank you!
  - Questions:
    - What are your thoughts on your listening tour?
    - Are there big things you noticed that were similar from your tour 3 years ago?
    - What can we do to support you?
    - You've been here 3 years. What is the outlook for the institution in the next 5 years?
    - You support athletics fully. What is it about athletics that captured your heart?
- **Moving weekly email to Mailer Lite:** Beka
  - Giving facelift to email to look more professional and engaging.
  - Communication Committee will send out email as a reminder on Thur
  - Send information into a working document by Fri
  - Formatting / copy edit – Monday
  - PACE or Marketing Chair will have final say before it goes out
  - Emails out Tuesday
  - We will have access to analytics with Mailer Lite
  - Some people can unsubscribe
    - But we will have a list that we can see who did

## Committee Reports

- **Benefits** (Laura Lewis): No meetings yet
- **Bylaws and procedures** (Natalie Shelley): Not here
- **Elections** (Stacy Fowler): Nothing to report
- **Employee Recognition** (Emmy Bell):
  - Getting a lot of Wolverine Sightings – at least 3 a day
- **Events** (Kylee Keele):
  - Recap of Fall Forum & Survey
  - 135 responses from survey
    - 95 attended – 92 registered
    - 30 did not attend – busy time – COVID concerns – too hot
    - 80% pleased and above
    - 20% average or upset (1)
    - Loved being in person – free food – free stuff – resource fair – liked relaxed get together
    - Concerns - Too hot – bad food – location – salad too small and flavorless
    - Delivered food to the Cashiers office because the payment deadline was the same day
    - Add messaging about switching out of offices or take food back to those who stay in office
    - Because we ended early a few people came late
    - 500 – 600 registered but had double that attend
- **Legislative Affairs** (Jakell Larson): Census data came out
  - UT fastest growing state 3.2 million 18.4% increase. 35% migration into State
  - Wasatch grew 48% in last 10 years
  - Utah County is the 4<sup>th</sup>
  - Redistricting will be happening by end of year – UVU splits between 3<sup>rd</sup> & 4<sup>th</sup> District
- **Marketing and Communication** (Nathan Gerber):
  - Updating PACE wall and website after photos
  - Holistic marketing plan so we don't reinvent each year
- **Policy Review** (Ransom Cundick):
  - Policy 131 – Comments due Oct 1 - deletion
  - Policy 133 – Compliance w/ Government Records Access
  - Policy 137/146 – Sponsored Programs
    - Comments due Oct 29
  - Next steps for more transparency in stage 2 – Beka needs to follow up
- Guideline Changes – Moving to dept pages as procedures and removing from Policy page
  - Concern the landing page to direct people to the department pages is temporary. Admins need one place to find everything.
  - Tip sheet to help explain what is happening
- **Professional Development** (Michael Snapp):
  - Staff Development Forum & Fund have been combined – Tiffany Gwen is leading the committee
  - Qualtrics survey being sent through email for what type of training employees want
  - We want supervisors to be responsible for training their staff and not have PACE responsible
  - Staff Education Fund – pursuing a master's or Doctorate Degree.
  - Had about 50 apply in July
  - Application opens in July & January
- **Service & Scholarship** (Justine Gamble):
  - Changes to PACE Scholarship Criteria (Vote)
    - Rewrote criteria (slides in 8/17/2021 folder)
    - Financial Need – Commitment to UVU – Individual Goals
    - 1<sup>st</sup> Gen
    - Can't be employee or dependent
    - Eliminating letter of recommendation
    - Can be for any degree, not just Bachelor's
    - Move Nontraditional Student to Preference
    - They will apply through traditional scholarship system
    - Motion to approve with discussed changes – Jakell
    - Marilyn – 2<sup>nd</sup>
    - Everyone approved
  - United Way Day of Caring volunteers needed
- **Wolverine Pride** (Chris Medina):
  - Two people nominated this month
  - Athletics upset no employees would come up and sing fight song at Fall Forum
    - Make new cones with fight song on them
  - We have a Wolverine Club at events

## Senator Reports

- Academic Affairs:
- Administration & Strategic Relations:
- Digital Transformation (Whitney Lemone):
- Institutional Advancement (Kim Schollenberger):
- People & Culture (Zach Hoskin):
- Planning, Budgets & Finance (Gus Pacchiega):
- Student Affairs:
- University Relations (Candida Johnson):
  - 80<sup>th</sup> Campaign

**Important dates:**

August 20: Food Truck Friday

September 14, Noon: PACE BBQ w/ President – Alumni House

**Q&A:**

**Next Meeting:** Sept 21, 2021, 2pm – SC 213c or Teams

**PACE Board Picture:** Stairs on the north entrance of the Student Life and Wellness Center

*Minutes taken by: Christine Peterson*