

## Agenda

February 15, 2022 2:00-4:00 pm

SC 213c or [Teams](#)

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, Emmy Bell, Gus Pacchiega, Hilary Hungerford, Jakell Larson, Julia Escobar, Justine Gamble, Kim Barraclough, Kristen Nuesmeyer, Kristen Konakis, Kylee Keele, Laura Lewis, Marilyn Meyer, Melisa Zobell, Michael Snapp, Natalie Shelley, Nathan Gerber, Ransom Cundick, Silvia Lobendahn, Stacy Fowler, Tiffany Sheth, Whitney Lemone

Guests: Lya Santa Maria

Attendance: Beka Grulich, DaSheek Akwenye, Christine Peterson, Kylee Keele, Chris Medina, Antonia, Laura Lewis, Ransom Cundick, Stacy Fowler, Andrea Betts, Nathan Gerber, Jakell Larson, Beth Reid, Bonnie Rodriguez-Mortensen, Bryson Finley, Candida Johnson, Carlos Alarco, Gus Pacchiega, Hilary Hungerford, Julia Escobar, Justine Gamble, Kim Barraclough, Kristen Konakis, Marilyn Meyer, Michael Snapp, Sam Gedeberg, Silvia Lobendahn, Whitney Lemone

Excused: Emmy Bell

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### Welcome, Approval of Minutes, Administrative Updates

- **Minutes** – [01-18-2022 General Board Minutes](#) [01-18-2022 General Board Recording](#)
  - **Ransom Cundick motioned**
  - **Jakell Larson 2nd**
- **Welcome new Senator** – *Sam Gedeberg for Academic Affairs*
  - *Works in OTL – Director of Faculty Lab*
- **Faculty Senate (Hilary Hungerford)**
  - Potential Reorg of University College
  - Representation for part-time on faculty senate
- **UVUSA (Bryson Finley) -Executive VP for USUSA**
  - Forum on Mental Health
  - Mardi Gras event 9 pm – midnight
  - Elections for next year going on right now
- **Executive Updates – Marilyn**
  - Complete compliance training!!!! – 4,966 incomplete courses; 2,032 faculty, 566 staff

### Action Items:

- Goodwill Changes – Justine Gamble
  - Expanding guidelines
    - :(
      - Death of an employee's family member
        - Parent, step parent, sibling, child, step child, in-law, grandparent, grandchild
      - Serious illness of an employee resulting in 3 days in hospital or missing 10 or more workdays
      - Death of a UVU retiree
    - :)
      - An employee's graduation with a higher education degree
        - Associate's, Bachelor's, Master's, Doctorate
      - An employee's birth or adoption of a child
      - An employee's wedding

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- Flowers currently
- Look into other options like a food basket or gift in lieu of donations
  - Voted against in lieu of donations – keeping with flowers
- All done through self-reporting from coworkers
- Start changes July 2022 to allow time for updating – not retroactive
- Change wording on the last happy bullet “Employee’s birth of a child or adoption of a child”
- PACE has exception to give flowers because it is money donated by employees
- Would like to add pets but not divorce
- Add that the list can change at any time
- Death of a child can include miscarriages
- Commencement dates and updated student calendars – DaSheek Akwenye
  - 2023 and future
    - Moving to 1 day commencement & convocations
      - Drive thru convocation & in person commencement
    - Let Candida know if you want to help
  - Modifications of academic calendar
    - Start date to a Wednesday
- Personal Use Policy Bundle Addendums – Ransom Cundick
  - Feedback in Additional Comments document in Box Folder
  - There were a lot of concerns about personal use policy
    - Personal use versus personal gain
  - There was a law passed by the state and this is to allow for some personal use
  - Two comments added after the vote
    - Include: Student Health Services have been using offices after hours and has been a recruiting bonus
    - Exclude: Failure to recognize staff as under paid.
    - In favor aye - unanimous
- PACE Communication Plan – Nathan Gerber
  - Working on updating a communication plan to keep all the procedures and processes together
  - Communications should be driving back to PACE website and PACE Social Media
  - Make sure everyone is using a PACE email signature
  - [www.uvu.edu/marketing/templates/email-signature](http://www.uvu.edu/marketing/templates/email-signature)
    - Click on Email Signature
    - Input info including PACE job title
    - Leave department empty
    - Click on the righthand side “Primary Mark”
    - Copy the bottom option that includes email & phone
    - In Outlook, open a new message
    - Click on Signatures | Signatures
    - Click on New and give it a name
    - Paste new signature in box
    - Delete “Department Title”
    - Go to the bottom line and press enter and add
    - [www.uvu.edu/pace](http://www.uvu.edu/pace)
    - Advocate | Unify | Communicate | Involve
    - Click save | OK
  - Group Emails – Use generic senator email accounts
  - Divisional email groups have been set up to use by Senators
  - PACE Website main source of information and communication
  - PACE Social Media

- Has a Facebook page
- Would like to have a LinkedIn presence
- Would like to drop FB and focus on LinkedIn
- PACE MS Teams
  - PACE – Boards & Committees for General Board
  - PACE – Public Community: Anyone can join it. Used to hold annual meeting
    - Have Senators get word out to join the group
    - Moving back to a public group so anyone can join
  - PACE Channels within divisional channels can be created
- Nathan will craft talking points to share with divisions

## Committee Reports

- **Benefits** (Laura Lewis):
  - Monitoring data of usage
  - Looking at possible add on
  - Adding Tele-health back into plan
  - Charlie Health – targeted to mental health services for adolescents & families
  - Would like better vision benefits that include contacts & glasses in the same year
- **Bylaws and procedures** (Natalie Shelley): Not here
- **Elections** (Stacy Fowler):
  - April 20 benefits fair and need people to take in nominations
  - Summer U May 16 – 18: voting
  - Candid Culture.com Chris Medina suggested as a keynote speaker. (Sherry)
- **Employee Recognition** (Emmy Bell): Not here
- **Events** (Kylee Keele):
  - PACE willing to sponsor dessert for Summer U
- **Legislative Affairs** (Jakell Larson):
  - Engineering building looking good
  - Legislature is looking at 5% for compensation
  - Bond for new parking garage in M26
- **Marketing and Communication** (Nathan Gerber):
- **Policy Review** (Ransom Cundick):
  - President wants to look at current policies and determine pain points and what needs to be updated.
- **Professional Development** (Michael Snapp): Not here
  - Emails will go out in the next few weeks for second round of awards
- **Service & Scholarship** (Justine Gamble):
- **Wolverine Pride** (Chris Medina):
  - Not as many employees showed up as got tickets for employee appreciation night
  - Still need a room for swag

## Senator Reports

- Academic Affairs:
  - New Intranet RFP has gone out and evaluating vendors.
- Administration & Strategic Relations:
  - We have a probationary period for new hires, why don't we have a probationary period for internal promotions.
  - Supervisor onboarding process has been added in 2021
  - Invite Lincoln Op't Hof to present next month
- Digital Transformation (Whitney Lemone):
  - Cloud Storage – OneDrive & SharePoint will be designated cloud storage
- Institutional Advancement (Tiffany Sheth):
- People & Culture (Kristen Konakis):
- Planning, Budgets & Finance (Gus Pacchiega):
- Student Affairs:
- University Marketing & Communications (Candida Johnson):
  - New marketing website being launched soon

## New Business

- Thank you for participating in the CIDO candidates

## Important dates:

President's Day Holiday – 2/21

Spring Break Employee Holiday – 3/11

## Q&A:

**Next Meeting:** March 15, 2022, 2pm – SC 213c or Teams