PACE BOARD MEETING  
October 19, 2010  
2 p.m. – Centre Stage

Board members Present: Mark Wiesenber, Alexis Palmer, Karen Olsen, Mike Francis, Laura Busby, Val Brown, Carolyn James, Brett McKechnie, Michelle Durham, Cristina Pianezzola, Margaret Bellon, Kirk Young, Tim Stanley, Ellen Sweat, Mike Moon, Mark Leany, Sherry Harward, Clint Moser, John Balden, Leslie Farnsworth, Marcie Condie-Gunnell, Tim Rowley, Ursula Sorensen  
Excused: Bonnie Andrus, Jared Sumson, Connie Whaley, Kurtis Olsen, Luisa Roger, Kris Swanger

1. **PACE Wall.** Leslie Farnsworth asked for suggestions for placement of the PACE wall. Mark Wiesenber explained the PACE recognition wall was approved some time ago, with space allocated in the hallway near the administration building. Last year PBA allocated money for the wall, but PACE was told the previous space was not available. Recommendations from the board include: a) outside of Centre Stage, near the ramp, b) first level of the Losee Center, near stairs going from the Student Center, c) south side of Business Building hallway (where vending machines are), d) space previously allocated, e) space vacated by Instant Info near entrance to One Stop. First and second choice will be option d and e, and will be taken to Space Committee for approval.

2. **Criteria for PACE Scholarships.** Meeting of the task force is scheduled for next week. They will bring proposed criteria to November meeting. Carolyn James said Amanda Burton had indicated a desire to serve on the task force.

Student Service Day is scheduled this Saturday.

3. **Follow-up on Employee Recognition Discussion.** Mike Francis said UVU Bookstore gift cards will be allowed for employee recognition, as they cannot be converted to cash. There is a $50 one-time limit and $75 limit for calendar year per employee for all recognition gifts. Because of the miniscule size, they will not be tracked.

4. **UWeC Award.** Mike Moon said the committee has met and he presented an update. They hope to have in place for a November 1 start date for the UWeC award. They proposed the same type of model as it was previously. PACE website will have an electronic nomination form. Submissions would accumulate until the end of the month when the committee chair would put all names into a hat and drawn for the monthly winner. All names submitted will be recognized on the PACE website, as well as a brief synopsis of their nomination. He asked for suggestions for a new name for the award. “You We See” was suggested. They proposed there be a limit per individuals, with rotation of winners among divisions. Anyone can be nominated, not just within divisions. Guidelines will be included. Comments and suggestions:
   - Could call it a pilot program, in case it needs to be modified.
   - Recognition becomes the award, not just the monetary amount
   - Hold a monthly social event with all nominees
   - Highlight outstanding customer service
   - Along with written message, could include small gifts such as candy bars, ice cream from Scoops
   - Invite monthly nominees to PACE board meeting where they would be recognized
   - Have President sign a certificate for each nominee
• Recognize nominees monthly, but have a once a year event where there is a drawing for prizes

Mike Moon will take comments back to the committee for discussion. Revised proposal will be sent previous to our next meeting to review for discussion at the November meeting.

5. **PACE PBA Presentation.** December 2 is the PACE PBA presentation during the Administrative division. The PACE Executive Committee met to brainstorm ideas and referred to the areas identified last year. Last years’ initiatives were: 1) communication – have encouraged Senators to have regular communication within their divisions, 2) community engagement – provided resources to service project for Summer University, 3) professional development – donated resources for Summer University and received base money for staff education fund, 4) compensation – equity funding was received for staff. Also received one-time funding for the PACE recognition wall.

Four areas have been identified for PBA request this year: 1) Staff social – restore funding (one time or on-going), 2) PACE Park – update pavers to recognize retirees, 3) Part-time staff recognition (PACE award for part-time employees: 4 awards at 50% of amount of current PACE awards), 4) Service Committee- funding of proposed new committee (addition of this committee will require Bylaw change).

Board was asked if there should be a request for some type of compensation?

Other suggestions were to request funding for a staff social before the beginning of fall semester. Executive board did discuss this as part of the request for the social fund. Any other suggestions should be given to a member of the Executive Board.

6. **Accreditation Review and Update.** Linda Pierce said the importance of accreditation is to ensure students receive a quality education. There have been many hours put into writing and publishing the self-study and she thanked the 170 employees who were part of the committee.

The Accreditation report can be found on the web at [www.uvu.edu/accreditation](http://www.uvu.edu/accreditation), along with the executive summary. The self-study denotes we have looked carefully at the institution, how it meets the UVU mission and Northwest standards. There are 9 standards, which are referred to in the report. This self-study is a result of the change in status to master degrees. Site visit will begin two weeks from today.

Summary of achievements since the 2005 accreditation visit include:

• Transition to university
• Adoption of new mission statement
• Strategic planning and allocation of resources (PBA)
• Dealing with growth (facilities, students, faculty, staff)
• Student Services – programming for facilities, staff and students
• Policy development
• Integration of core themes and objectives

Areas where we need continuing improvement:

• State tax fund support
• Growth
• Space
• Culture of assessment
• Fundraising and alumni engagement
What staff can do to prepare:
• Review Executive Summary
• Review your individual area self-study along with the university self-study
• Attend open meetings with the site visit team
• Be honest with accreditors, recognizing both successes and limitations

After this visit, we will be evaluated under new guidelines which require reporting in 1st, 3rd and 7th years. The next evaluation will focus heavily on the core themes.

7. Part-time staff representation. Tabled to next meeting

8. Abundant Exercise. Alexis Palmer will send out questions and ask for response from the board that we can report back to the President.

9. Committee Reports
Social Committee:
Holiday Social is scheduled for Friday, December 17. Committee has met to discuss format and wanted to re-institute the full meal, along with entertainment, to provide an opportunity to thank employees for their contribution during the past year. They are aware of funding restrictions, and talked about several different ways to fund including having employees pay a fee, get VP support, or have payroll deduction. They want to survey staff to find out what they want and get feedback on past events.
Comments:
• Do not like the fee concept
• We have opportunities for socializing within divisions without one big event
• Could have a less expensive meal
• Include service component – there are many options

It was decided the social committee will take these ideas and incorporate into a proposal, with a request for funding. They will e-mail to the Board for response. Val Brown will give options for food at a set price point.

Legislative Affairs:
Clint Moser reminded everyone to vote. Once legislators have been chosen, we can then start contacting them.

10. Senator Reports
Development and Alumni: Cristina reported the Faculty/Staff Campaign will begin on November 1 and go through November 30. There will be an on-line donation option. Communication committee was asked to write a letter to staff suggesting donations to the PACE scholarship as part of the campaign.