PACE BOARD MEETING
November 16, 2010
2 p.m. -SC213a

Present: Alexis Palmer, Leslie Farnsworth, Karen Olsen, Mike Francis, John Balden, Laura Busby, Marcie Condie-Gunnell, Tim Rowley, Ursula Sorensen, Val Brown, Carolyn James, Brett McKeachnie, Kurtis Olsen, Michelle Mortensen, Jared Sumison, Connie Whaley, Kirk Young, Bonnie Andrus, Luisa Rogers, Ellen Sweat, Clint Moser
Exc: Mark Wiesenberg, Christina Pianezzola, Margaret Bellon, Mike Moon, Mark Leany, Sherry Harward, Kris Swanger

1. **Wolverine Sighting Awards: U’ve Been Caught Recognition Award.** Carolyn James reported from the Employee Recognition/Years of Service committee. They suggested the name “Wolverine Sighting – U’ve Been Caught”. Nominees can be either full or part-time employees, but not students. An employee can receive an unlimited number of nominations, but can only receive one gift card per year. Drawings will be quarterly, with names posted on the PACE web site and recognized at President’s Council. Award will be sent electronically, with the ability to print. Notice will also be sent to supervisor. Marketing is designed the forms which will have a wolverine overlooking an outcropping. The committee also asked to have some questions on the staff omnibus survey next year to measure the impact of the program. Michelle Durham motioned for approval of the employee recognition award “Wolverine Sighting”, Brett McKeachnie and Val Brown seconded. Voting was unanimous. Committee was thanked for their work.

2. **PACE Scholarship Criteria.** Laura Busby reported Kris Swanger and Teresa Taylor were added to the task force. Carla Morgan suggested criteria for scholarships, which was included in the proposal. In order to be part of the on-line scholarship process, the criteria must be approved today.

Laura said criteria was developed based on the behavior we wanted to influence. There are many need-based, private-funded scholarships, so it was felt the PACE scholarships should be based on academic achievement, particularly continued achievement. She went through criteria:

- Commitment to UVU, with plans to complete their four-year degree here
- State resident
- Must have been at UVU at least one semester, can be a transfer student (will be changed to say at least two semesters)
- Junior or senior based on total credits (60 or above), in a bachelor-degree seeking program
- Cumulative GPA must be 3.0 at time of application, with last two semesters 3.5 or above.
- Higher rating will be given for greater number of credits.
- Scholarship will be granted for two semesters, but will be revoked for the second semester if the GPA falls below 3.5 the first semester
- Scholarship recipients will need to reapply each year, with no automatic continuation
- Scholarship will be prorated for part-time students. Must have a minimum of six credit hours

Comments:

- felt if the GPA was based on two previous semesters, students should be required to have attended for two semesters before applying
- asked how cumulative GPA is figured, and Laura said the scholarship office will compute.
- Suggested recommendation letter from a staff member be required (application will list options for staff members who could write this recommendation. Letter will be part of checklist, and content will not be considered in determining scholarship recipient)
Laura Busby motioned to approved the PACE scholarship criteria as written with the following changes: clarification of class standing and number of credits required, addition of letter of recommendation from staff member as part of the check off, must be in four-year degree seeking program, must be continuing student at UVU for at least two semesters. Kurtis Olsen seconded. Voting was unanimous.

Laura Busby will make the changes and criteria will be sent to the PACE board.

3. Holiday Social. Val Brown, representing the social committee, reported on the holiday social. There will be a soup and salad lunch beginning at 11:30 a.m. on December 17. As part of the invitation there will be a place to note clues for the “12 Days of PACE Christmas” notifications that will be sent beginning December 1. Each day a message will be sent to staff explaining one thing that PACE does to represent staff. Employees can bring their completed forms to the holiday social to be entered into a drawing for prizes. President Holland will speak briefly at 12 noon, with a short video on UVU to follow. Next will be entertainment, then the prize drawing.

There has been concern about asking employees to donate items for a service project. Alexis noted there will be opportunities to do service afterwards, some that are no cost.

Jared Sumson added the next night, on December 18, will be employee appreciation night at the UVU/USU men’s basketball game. This will be advertised with posters at the holiday social, and included on the flyer.

4. Abundant Exercise Update. Alexis Palmer noted President Holland had asked for a report from PACE based on the abundant exercise completed in September, including areas where there were high and low scores. She distributed a handout indicating barriers, strengths, areas needing improvement, and what PACE is currently doing to address. She asked the board to review, and send her any other suggestions. These recommendations and assessment will be taken to the campus for further evaluation through focus groups, in order to compile good data. Questions will be added to the staff omnibus survey next spring.

Some recommendations include staff training, changing the bylaws to add a service committee, discussing with VP’s how decisions they make affect staff. PACE is represented at President’s Council, where staff views are forwarded. This will be a focus of the PACE board next year.

5. PACE PBA presentations. Alexis Palmer distributed the PBA conversation schedule and noted decisions are being made based on the core themes. The PACE PBA presentation will be Thursday, December 2 from 9 a.m. to 12 noon in Centre Stage. Board was encouraged to attend and wear name tag, and encourage staff in their divisions to attend. Vice President Peterson has already agree to fund one of the PBA requests, which was for part-time staff awards.

Alexis reviewed the PBA presentation:

a) Highlights of 2009-10
31 staff employees received funding through the staff education fund
26 staff employees received funding through the staff development fund
Provided monetary support for Summer University
Staff have key representation on high level committees and councils
PACE bylaws were updated
8 staff members were recognized with the PACE Distinguished Employee award

b) Focus areas for 2010-11 are communication, community engagement, compensation and benefits, and professional development
c) current Initiatives are:
Student scholarship
Employee peer recognition program - Wolverine Sighting
Communication emphasis with senators
Ongoing staff development fund requests
Ongoing service hour request
Bylaw updates with possible new committees

d) PACE Accountability for 2009-10
$468,000 received for equity increase – 209 staff were affected and 22% of the staff received adjustments
$15,000 for staff education fund – 54 approvals
PACE recognition wall - submitting request to Space committee to secure location at December meeting

e) PBA requests for 2010-11:
Support for cost of living increase for staff – 2% COLA
Equity and retention money for staff – will require $350,000 to fund for next phase
Increase PACE operating budget for staff outreach activities and future initiatives – requesting $7,100

Kris Swanger will be asked to send out a reminder e-mail for the December 2 PBA.

6. Committee Reports
Nominations and elections. Committee met and decided to put a table in the Hall of Flags during the benefits fair and nomination period. They will be sending an e-mail listing the requirements and commitment needed for each position and will have a powerpoint for the digital message board and handouts.

Salary, benefits and equity. Alexis reported this committee is reviewing and researching potential changes for next year, as a result of increased costs.

Legislative Affairs. Clint said now the elections are over, they are planning an event before the legislative sessions to host local legislators on campus. Legislators will be invited to speak to the staff about pertinent issues and take questions.

7. Senator Reports
Academic Affairs. Laura reported she has been talking to staff members who were most vocal at the recent accreditation session. She said PACE is what we make it, and everyone has a responsibility. We do need to do more communication on the role of PACE and she has been making an effort to answer questions and ask for issues they may have and invite them to attend meeting. Alexis noted the PACE Executive Board met with the accreditors beforehand the open staff meeting and the same issues were mentioned. Commendations and recommendations will be sent to staff, to see what we can do to help with the issues.

Administrative and Legislative Affairs. Brett McKeachnie he has had many questions about when the migration from Groupwise to Exchange will take place. He said an Exchange administrator has been hired who is working on project planning, with the hope to begin the roll out next summer.

Executive. New policy officer has been hired, Cara O’Sullivan. She is taking over this responsibility from Nancy Bartlett, and is available to write and consult on policy.

Flu shots ran out, and another session will be held this Thursday from 1:30 – 3:30 p.m. with information on UVAnnounce.
Student Affairs. Jared Sumsion said he was asked to pass along this message, “the school should guarantee some sort of raise if an employee furthers their education.” Discussion followed on career ladder opportunities, and incentives for obtaining further education. This will be an agenda item for next meeting, and was suggested as an initiative for next year.

December 18th is the Employee Appreciation Night with food and tickets to the men’s basketball game for employee and family members.

Kirk Young reported the issue with the generators in the Losee Center that was discussed at the last meeting was immediately corrected, and he wanted to thank facilities for their prompt attention.

Student Affairs division has had great communication from their senators.

University Relations. Bonnie Andrus said their division is appreciative of the information on what is happening and that they are being represented. They will be working on forms for the Wolverine Sighting Award.

Executive. Michelle Durham reported on the positive comments on how well the staff responded to the student incident last week. Protocol was followed appropriately. It was noted JC Graham will provide training for any department.

UHESA. Clint Moser, State UHESA President, said there is a information on the Regent web site from the Commissioner’s office on their Higher Ed Utah 2020 report. This report lists their strategic goals and plans, and they are seeking input. Comments can be made on-line. Alexis will be provided information from the last UHESA meeting, including the website (http://www.higheredutah.org/heu2020-website-launched), and encouraged everyone to review as there are items that will positively and negatively impact staff. This will be included on next month’s agenda, and Clint will present the plan he recently gave to UHESA.

Meeting adjourned at 3:24 p.m.