PACE BOARD MEETING
November 17, 2009
2 p.m. – SC213a

Present: Mark Wiesenberg, Clint Moser, Corey Callahan, Karen Olsen, Laura Busby, Marcie Condie-Gunnell, Junko Watabe, Carolyn James, Brett McKeachnie, John Bair, Bob Cheatham, Michelle Mortensen, Kirk Young, Michelle Chatterley, Yudi Lewis, Becky Zabriskie, Tim Stanley, Andrea Brown, Shalece Nuttal, Kris Swanger.
Excused: Connie Whaley, Frankie Jensen, Connie Whaley, Ellen Sweat, Mike Moon
Absent: Clay Christensen, Ali Johnson

1. Presidential Holiday Social. Shalene Nuttal gave an update. She has ordered 700 pies of different slices of pie. With tablecloths and setups and water it will be $1183. She is checking on having the Thrillionaires and she is trying to keep everything under $2000.

Service project – Food and Care Coalition – canned food drive, donating to Children’s Justice Center – basic paper product supplies. We will have staff members bring donations, or fleece blankets and have a big bottle for money or gift cards for shoes. Bring 2-2½ yards of colorful fleece. Shalece will ask UCCU for matching funds.

Please let people know that the holiday social budget was cut last year, so it is being funded this year by the president. President still recognizes the need for employee recognition. Mark said the Faculty/staff campaign would like to give away prizes at that time. We would need a time for the prize drawing which would be announced. She will talk to Brad Mertz. Prize drawing will be at 2 o’clock.

2. Holiday Calendar. Mark said we have had some requests for the holiday calendar. Once we have approved it goes to President’s Council and Board of Trustees in December. In 2010 there are 13 paid holidays because January 1 falls on a Saturday so the holiday would be on the 31st. There is still uncertainty about spring break in the next few years because of the changes to the academic calendar.

3. Holiday break reminder. We are open between Christmas and New Years. The 1st is the Friday observed for Near Year Day. We have been getting a few calls on what is happening.

4. Staff Omnibus Survey. Mark said we have an opportunity with the staff omnibus survey to ask some questions about PACE and wanted a broad discussion on what we want to know in a staff survey about PACE. Mark said we will develop the questions and Laura asked if we can see them before they go out. Tim said the survey will be confidential, but not anonymous.
Job satisfaction
Are you planning on actively looking for a job outside of UVU in the next year
Would you like to be a member of a PACE committee
Do you understand the role of PACE
Do you know your representative on PACE
State PACE goals
Do you feel your contribution to UVU is valued by... supervisor
Are you interested in serving on PACE – contact info
Did you vote in the last year’s PACE elections – did you nominate someone to serve
Are you interested in staff development opportunities and have you used them
Did you think Summer University is valuable
Are you satisfied with your employee benefits
Did you feel communication at UVU is satisfactory
What is your main concern about your employment – what would you like to improve
What is the main reason you work at UVU?
Mark took the areas we identified in the survey earlier and listed them (sustainability was removed from focus area).

Job Satisfaction – how we measure – rate it on a scale of 1-5

Based on when you are hired and today is your job satisfaction better or worse

How satisfied are you currently with your job

Have an open ended question on satisfaction

Communication questions

Representation

Engagement

What does it mean for staff

Health and wellness

Do you use the health and wellness offerings provided through HR and professional development

5. PACE Website. Mark said when we talk about communication we need to have it current and have it used. Karen will send the updated agenda in September to Kris. Put the information on UHESA about the retirement issue and it would be great publicity for them. His challenge to all of us is to commit to visiting the web site and come up with some ideas to improve the web site. Kris and Becky are working on this together.

6. PACE PBA Request. Mark distributed a draft copy of the PACE PBA summary. Mark has compiled information and talked to many people about what we should present. We are operating under the premise that if we don’t list it, it won’t be discussed. Mark asked if we wanted to include sustainability. Vote was overwhelming in favor of not including in PBA request. It won’t be a focus of our efforts.

Equity/Retention Money for Staff – we are asking for the same consideration as faculty to put resources towards staff equity and retention. It does not mean an across the board increase for staff, but the reasoning is that we took one year to put everyone on the new scales, and the next year we applied money toward longevity at mid-point in position. Phaswe III would be applying money to help us get some better equity and retention issues addressed.

Increase to Staff Education Fund. We have been doing some data analysis and have 83 staff members participate in the last five years. Of those 83, 63 are still employed at UVU, of those 63, 34 are currently in the cycle to receive funding. Of the 28 left 26 have received their degree. We feel from the data that it is helpful for those who are participating and they are using the fund to help advance their degrees and are then staying. We are asking for on-going money. We still have the initiative to develop guidelines. This promotes the serious of our staff and academic training. The use of this funding for the UVU Master’s program will be included in the guidelines. The current policy said you cannot exceed $1200, but depending on the number of people who apply it will fluctuate. Deadline is June 16 in order to get approval before the fall semester begins. Andrea said they are meeting next Monday at 8 a.m. to discuss the policies – BA203b. This will be presented at our next Board meeting. John asked if they take certification tests they pay for initially can this come out of this. Yes, they would pass the test, submit the expense

Staff Development Fund – professional development is one of the PACE focuses. In the past you could have one individual and one group request. We would get about $1250 per department that asked. Part of the issue around the staff development fund is education. You are eligible to apply throughout the year, until the money is gone. Leftover money is used for staff development training materials. We are asking to double the amount of that fund. This area was also cut last year during budget reduction.

PACE Wall. There is an area in the administration building hallway to put up PACE wall. Currently there are kiosks for Instant Info. There is also a study on changing the entrance to campus, which will be part of the approval. Will include recognition for all PACE Employees of the year. PACE Board with pictures. It was quoted at $30,000.

Funding for Holiday Social. Mark said we need to demonstrate the real benefit of bringing everyone together. Survey, attendance, feedback will be important. Clint said he would be more comfortable waiting a year and seeing how the social was received and gather data. President Holland was open to moving to a divisional holiday social each year. Mark said he felt if we does this we should sponsor something that is entirely for PACE.
If you do have any concerns please let a member of the Executive Team know. We need to speak as one voice on these initiatives, so if there are any concerns we need to hear them know.

7. Committee Chair Term of Office Extension. Mark said the request is to change the term of office for the benefits committee representative to extend an additional year to end 2011. What we typically do in a election year is four committee chairs and four senators in the year. We would then extend another committee chair so extend Clint as the legislative committee chair for another year to 2012. Shalece motioned that this be done. Brett seconded. Bob Cheatham asked why. The issues is the benefits committee. PACE has a voice on that committee – we have two voting members and just recently we have been able to add a third member of that committee - non-voting. Voting was semi-unanimous with Clint abstaining because he the object of the vote.


9. PACE Committee membership. Carolyn – Amanda Burton (social or communications, but she will go anywhere). georgiam@uvu.edu

You can still send out the request to serve, and we will compile the information.

10. Approval of Minutes. Kris Swnager was both present and excused. Karen will send them out sooner and get them out. Laura Busby name correction.

Post them on the web site and refer people there.

Rayanne under guests
Check the numbers

Brett and Laura with corrections. Unanimous.

Moving forward the minutes will come out within the week. Once they come out you will need to respond back and then we will post them when we have a quorum, so respond back. If no one responds they will be posted within 24 hours. Will no longer be on the agenda.

11. Committee Reports

Bylaws and procedures – meeting to discuss procedures for staff development and staff education funds on Monday. Andrea will put together her committee to revisit bylaws and work to get that ready for the same time as elections

Salary benefits and equity – Corey is reporting for Ellen - that we are still trying to get basic flu shots.

Health risk assessment – 301 were taken. Karlie Nelson and Hugh Rode were the winners of the IPod.

Nominations and elections – Becky said the committee chairs met and some of the things they talked about were research about 25% of PACE voted in the last election – over 200. My goal is to increase that and we got suggestions on how to do this – do elections earlier and incorporate into benefits fair and the Summer University.

Summer University is happening = it will be shorter. Monday night activity stands – Tuesday will be workshops and keynote speaker. Wednesday is the service project, lunch and the movie. Mark said accreditation standard 2 asks about professional development for both faculty and staff, so it bodes well for us in terms of what we want to do.


Employee recognition, years of service – Mike Moon is excused for family commitments
Communication committee e- please look at the web site and bring your ideas to the next meeting. Shalence will e-mail the holiday social poster.

Clint – legislature has already started and it will be a pretty rough year – hopefully you all read the e-mail from president Holland from the Regents and presidents that went to the legislators. I haven’t had anyone volunteer to serve on the committee, so if you know anyone who has a passion for politics, encourage them to get involved. It is a critical time. Reads and understand the e-mail that it is a critical time for education and the entire state and we could be looking at another fairly significant budget cut if the proposals continue through the process – and could lose another 1,000 jobs in education. Pick our portions highlighting your concerns and share with your representatives and that you are a concerned citizen and you will be watching closely how they respond and treat higher edu. When the session begins he will send weekly updates to the PCE board, but we need to be involved early and often.

Senator reports:
No reports