PACE BOARD MEETING
December 15, 2009
2 p.m. – SC213a

Excused: Clint Moser, Laura Busby, Marcie Condie-Gunnell, Clay Christensen, Connie Whaley, Kirk Young,
Absent: Ali Johnson

1. Guidelines for Staff Education and Staff Development Funds. Andrea Brown, Chair of the Bylaws and Procedures Committee, reported Staff Development funding has been moved from policy to procedure and will reside under PACE. The purpose of the fund is to allow for full-time exempt and non-exempt staff (faculty and executives excluded) to engage in job-related, professional development activities. A secondary use of the fund is for purchasing training materials for on-campus development and training.

An ad hoc committee consisting of Doug Warner, Ellen Sweat, Mike Moon and Andrea Brown met to develop the guidelines. Summary of changes and decisions are as follows:

- Committee will consist of PACE President, PACE Administrative liaison, and four exempt or non-exempt employees appointed by the PACE President. Committee assignments are to be reviewed by the PACE President at the start of each fiscal year.
- Mark Wiesenber motioned to list HR representative over training and development as part of the committee, Ellen Sweat seconded. Voting was unanimous. After further discussion Bob Cheatham motioned to remove the HR representative from the committee, Kris Swanger seconded. Voting was unanimous.
- Shalece Nuttall motioned that the PACE secretary serve as secretary to the committee and be a voting member. Becky Zabriskie seconded. Voting was unanimous with three abstentions. PACE secretary will process all documents.
- Under guideline #6, it will state “applications will be reviewed at least quarterly.”
- Award amount will be reviewed yearly. Recommendation for this year to remain the same. Current budget is $12,000 and is appropriated funding. It was recommended the committee use department codes identified by HR as guidelines for designation of department. Last sentence under award amount will be changed to “The current award amount is up to $500 per individual and up to $750 per group...Award amount per department will not exceed $1250.” Funding must to an appropriated account, not a soft money index.
- Requests for funding will be approved after the fact, and funds have typically been available all year. Award procedure is intended to be very open.
- Motion was made by Brett McKeachnie to have the Administrative Liaison manage the index funds. Shalece Nuttall seconded. Voting was unanimous.
- Forms will be available on the PACE website and will be submitted to the PACE secretary.
- If a member of the committee funds they will be recused from voting.
- Motion was made to change completion date for June 15 to June 1. Kris Swanger seconded. Voting was unanimous. This will be added as Guideline #9.

2. Years of Service Committee Proposals. Mike Moon reported the Years of Service committee has suggestions for this year’s event. They propose a separate luncheon for the 5 and 10 year award recipients during the day in Centre Stage, with a separate evening event for the 15+ years. Pins will be given to each recipient, along with the bookstore gift. It was suggested the 15 year recipients have a choice of attending the lunch or dinner. Proposals were approved to move forward. Those employees who have already passed these milestone dates have an option to purchase a pin.
3. **Flu Shots on Campus.** Seasonal flu shots will be available tomorrow from 3-5 p.m. in HR until the supply of 100 is gone. Communication will be sent out.

4. **Report from President’s Council and University Leadership Council.** Staff calendar has been approved through 2010-11. President Holland sent out information on the current state budget situation.

5. **Committee Reports.**
   - Bylaws and Procedures. Andrea Brown said the Staff Education Fund guidelines will be presented at a future meeting.

   **Employee Recognition and Years of Service.** Mike Moon listed the dates for the Years of Service events: March 30 at noon in Centre Stage for the 5 and 10 year recognition and April 1 at 6 p.m. in Presidential South, McKay Events Center, for 15 years and up.

   **Social.** PACE Board members were asked to come at 1 p.m. on Friday to help with set up for the Holiday Social. Reminder to bring canned foods and colored fleece for blankets or money donations. Reminder will be sent out.

6. **Senator Report**
   - Administration and Legislative Affairs. Brett reminded everyone at the end of December the file servers for the old UVSC system will be going down and anyone who hasn’t migrated must do so before then.

   **Summer University.** Summer University is scheduled for May 10-12, 2010. Monday, May 10 will be the family activity, plus other social activities during the day. There will be one day of breakout sessions and keynote speaker and Wednesday will be divisional service day.