PACE BOARD MEETING
January 18, 2011
2 p.m. -SC213a

Present:  Mark Wiesenber, Alexis Palmer, Leslie Farnsworth, Karen Olsen, Marcie Condle-Gunnell, Tim Rowley, Val Brown, Ursula Sorensen, Val Brown, Carolyn James, Brett Mckeachie, Kurtis Olsen, Michelle Durham, Cristina Pianezzola, Margaret Bellon, Connie Whaley, Kirk Young, Tim Stanley, Sherry Harward, Kris Swanger, Clint Moser
Excused: Mike Francis, Bonnie Andrus, Ellen Sweat, Mike Moon. Guest: Ron Price

1. Introduction of new AVP-HR, Ron Price. Ron Price introduced himself. He came, most recently, from the University of Virginia, and has worked in student affairs and been the dean of engineering school within the Virginia Commonwealth universities. He wants PACE to identify employee issues that are most pertinent and worthwhile and use PACE as a conduit for employee issues. He noted that we must be aware that compensation decisions are based on many variables, including experience and education. He is an employee advocate, values technical education, and is pleased to be at an institution that provides the breadth of educational offerings that are here. He is also very interested in the legal aspects relating to HR.

2. PACE Scholarship. Mark Wiesenber explained the Foundation reviewed the guidelines for the PACE scholarship and noted some issues that needed to be addressed. They met and suggested the following:
   • Reconsider GPA requirement of 3.5 for the previous two semesters. It was noted this will require much work, and suggested limiting to 3.0 cumulative
   • Full-time staff member letter of recommendation, not used for determining award, can be done on-line
   • Add an essay question to the on-line application—tell us about yourself and your desire to achieve a bachelor’s degree at UVU.
   • Scholarship task force would review and make final recommendations. A bylaw change will be required to add the Scholarship Committee as a standing committee, which will done this year.

PACE Board discussed:
   • Are there going to be points assigned to GPA and rank ordering done? Applications will be narrowed by the Scholarship office, at which point the essay question will be reviewed by the task force. Narrowing will be done based on basic scholarship criteria. Final decision will be determined by the task force.
   • It was noted it is not extremely difficult to determine GPA for previous two semesters, but although we want to hold to a high academic standard, having a 3.0 cumulative GPA allows for more flexibility in choosing recipients.
   • Is the $500 one-time award for two consecutive semesters? It was decided $250 will be awarded each semester

PACE Board voted to accept the changes in criteria as discussed. Voting was unanimous.

Mark reported scholarship campaign went well. We received $241 in cash donations and payroll deduction pledges of $3860 for a total of over $4000. Suggestion is to award 3 scholarships for fall 2011 of $500 each, from the expendable monies, which will be moved from the CD into the endowment to earn better interest. With the expendable money we should be able to award three scholarships for two years, and hope to add enough to have it ended moving forward.

Scholarship application will now be posted on the web.
3. **Policy 113. University Awards of Excellence.** Tim Stanley noted the University Awards of Excellence policy is to be reviewed by PACE with comments given to the steward, Karen Olsen. Comments and recommendations:

- Include same revised title on both cover page and policy title page
- Line 45 – helpful to add the wording “divisional awards, including Faculty Senate and PACE awards” in order to make clear they are part of university awards
- Line 63 – it appears a staff employee needs to wait until their probationary period is over, but a faculty member would be eligible the day they are hired. Maintain equity within categories.
- Line 88 – on range of compensation as a percentage of trustee awards, it would be helpful to clarify: a) who decides the exact amount, and b) make certain all awards are equal within categories
- Line 141 – suggested changing “Human Resource Services and the Office of Academic Affairs” to “Human Resource Services and/or the Office of Academic Affairs.”
- Lines 120-151 are dedicated to very specific, operational dates. Suggested moving that outline to a “supporting document” and having the policy state specific dates and deadlines will be published online. That way future adjustments can be made as needed without going through the policy process.

4. **PACE Award.** Mark said Val Peterson has agreed to fund the new part-time employee awards for this year. There will be 8 PACE Distinguished Employee awards given for full-time staff members. Part-time awards are for part-time hourly staff and do not include student or work study based on their HR designation.

Carolyn James referred to the e-mail explaining the nomination process that was sent on January 12. Nominations are due February 4. She noted the e-mail has a disclaimer that if you have employees who don’t get e-mail to please give them the information so they will have an opportunity to nominate their colleagues, and also include in e-mail communication to your division. These awards will be presented at the Years of Service banquet the end of March. After discussion, it was also decided the committee will check with the supervisors of finalists for the award to determine if there is any reason the employee would not be eligible to receive the award.

5. **Wolverine Sighting.** Carolyn James distributed the logo the committee chose for the award. This committee is still working on the nomination form, but they want to include name, date, why they are being nominated, what they did to earn this distinction. It will be an on-line nomination, and recipients can print off the certificate in a full-page format, including the nomination information.

6. **Response on question of compensation for advanced degrees.** Alexis Palmer reported she took this question to President’s Council for information and discussion. Years ago compensation was given for getting advanced degrees. Since then benchmarking and job slotting have come into play, and a staff education fund was established to help staff achieve advanced degrees. The discussion in President’s Council was that if you feel you need to have an advanced degree for your job, your job description should be rewritten in consultation with your supervisor. If you are getting an advanced degree to better yourself, it doesn’t impact your job level.

Comments:
- There is a philosophical point in that we are an institution of higher education and providing higher education is our most important job, but we don’t value our own employees getting this education.
- An employee is being compensated for a specific job, which is aligned with the responsibilities associated with that specific job. It is your privilege to get further education, but would not be tied to that specific job.
- The role and responsibilities of your job are listed in your job description. If you feel you need an advanced degree to do your job, you should work with your supervisor to make that change.
- How education is valued is shown in providing a staff education fund and tuition waivers for the employee and their family.
- President’s Council also discussed career paths within the institution, and one vice president noted we are not good at realizing potential paths for staff to further their careers at UVU.
• Has anyone been denied staff education funds? Yes, because they didn’t meet criteria. Also, the more people who apply, the less per person is given. Degree in progress does not need to be related expressly to current position.
• Experience and education are valued equally when determining qualifications for a position.
• PACE is working to combat suppression within compensation
• There is an argument regardless of what your position requires, if you have an advanced degree you should be able to do the job better. If a person is more qualified with education and experience, they have leverage to receive a higher starting salary.
• Equity adjustments have been made to help staff with movement, and with increased education

Alexis will write a summary of the discussion and send out for feedback and then share with HR. It will be available to share with constituents within your divisions.

7. **Employee Recognition.** Mark Wiesenber distributed an employee recognition summary prepared by HR that is on the HR website under training and development, along with other information on employee recognition. This came as a result of the abundant exercise in University Leadership Council, and is evidence that our voices are being heard as PACE representatives.

8. **Committee Reports:***
Social: Sherry Harward said unless there is PBA funding to reinstate the holiday social, there is probably no need to do a survey. She was thanked for her work on the recent holiday social and for having a successful event.

Legislative Affairs: Clint Moser said the staff association’s legislative day on the hill is February 3. This is when staff associations from across the state meet at the capitol to talk to legislators about higher education concerns and needs. It begins at 9 a.m. at the State Capitol and will last about four hours. It opens with an overview and a report from a Regent will be asked to talk about the HigherEd2020 Plan and how they are working with legislators on these issues. Then you will have an opportunity to meet with your individual legislators to discuss issues of concern. It is a good opportunity to have your voice heard. Any staff member can attend, you don’t have to be on the PACE board. Clint will send out information on car pooling.

9. **Senator Reports***

Development and Alumni: Hiring for six new positions in their division.

Executive: On the new signage, any inaccuracies should be noted, as they can be changed.

Summer University will be held on May 9-11, with the same format as last year *(Note: has since been changed to May 16-18)*. More information will be sent.

*Meeting adjourned at 3:36 pm.*