PACE BOARD MEETING
April 19, 2011
2 p.m. -SC213a


1. **Employee Benefits and Compensation.** All full-time employees should have received their benefit information in the mail. PACE was represented on the benefits committee. The strategic alignment for benefits was an administrative decision, but was PACE board was briefed and has been part of the process. Irene Whittier and Judy Martindale answered questions:
   - What does the deductible change mean? Co-insurance deductible is met by such things as hospital stays, diagnostic tests, etc. Doctor co-pay does not count towards deductible. If you have family or couple coverage, the individual’s deductible is met first, then the rest of the family expenses will go towards the shared deductible. Co-insurance refers to the percentage paid by employee, i.e., 85/15%.
   - If two family members both work at UVU, there will not be two separate deductibles.
   - There are no deductibles on prescriptions or change in the prescription plan.
   - List of allowed prescriptions is not published.
   - Wellness visit is covered 100% with no co-pay. If additional tests are required and are associated with preventative, they will be covered.
   - Maximum for flexible spending for this year is $5000. Calculate out of pocket medical expenses, which can include the co-insurance deductible expense, dental, contacts, eyeglasses, contact solution, etc. Beginning January 2013 the flexible spending maximum will be $2500. Flexible spending use is expended until September following the plan year.
   - When you reach the out of pocket maximum, plan pays 100%
   - Married children can remain on plan until age 26, but does not cover expenses for spouse or children.

Compensation letters will be sent the first or second week of June.

2. **President’s Response Letter.** Alexis Palmer thanked everyone for their input on the letter to the President. The letter and President Holland’s response was distributed to the board. Response included:
   - Benefit costs and salaries. The state did not approve a cost of living increase, but UVU was able to repurpose funding to give all full-time employees $985. There were no new dollars used, it was a redistribution of benefit funding. It is important that legislators understand this, that it is compensation and benefits money that was shifted to salaries. The premium share increase was big for UVU compared to other institutions, as most had already shifted premium sharing to their employees. It was noted some institutions are still looking at layoffs, and UVU will be adding new positions. We need to recognize what President Holland and the administration has done to mitigate the impact. We also need to recognize that this will not happen in the future, but the staff voice had an impact on decisions this year.
   - Parking will not be charged this year, but could in the future.

3. **Staff Holiday Calendar.** PACE reviews the staff holiday calendar, recommendations are made to President’s Council, who then approve recommendation for final approval by Board of Trustees. Brett McKeachnie motioned for approval of the 2012-13 staff holiday calendar, Mark Leany seconded. Voting was unanimous, and motion carried.
4. **Policy 132.** Tim Stanley reported this policy has been reviewed by PACE once before, and is now going through the stage 2 policy review again after many comments were received from Faculty Senate and PACE. Summarized policy – any collection of campus research that relies on university data bases are to be done through IRI. Policy explains the process and identifies the criteria. Questions and comments:
   - 3.2. It was noted, in all reporting committees, branded data has been used for external reports. The word external will be added.
   - IRB has been better defined
   - 3.3 referring to data collection, it was felt the “etc.” is not appropriate, but it was explained it is used so every possible way to collect data does not have to be listed. It was decided to take out “any of”

Brett McKeachnie motioned to record comments as noted and move policy forward. Val Brown seconded. Voting was unanimous and motion carried.

5. **Years of Service Recap.** Mark officially recognized Mike Moon and his committee for a great event, well done, with good feedback. PACE Distinguished Employee Awards were incorporated into the evening Years of Service recognition event. The Years of Service event is now in transition to HR. HR has met with the Years of Service committee and Mike Moon. The AVP-HR was pleased with the event and feels the format should continue. There will be an advisory committee, with a PACE representation, that could be anyone serving on PACE.

Feedback has been received that some employees have been missed in recognizing their years of service. It is done on a calendar basis as of December 31 of the previous year, and employees may not be recognized until the following year. An e-mail has been sent to those who meet criteria, with follow up phone calls. Recommendation was made to return to a printed invitation that will be mailed, which is hoped to ensure all employees are notified. More information will also be on the web site.

6. **PACE General Meeting – June 21.** Board members were asked to inform their divisions of the General Board meeting on June 21, at 2 p.m., location to be announced. By-laws changes will be discussed and voted on. These changes will be discussed in the May PACE meeting, and sent out at the beginning of June to review before the general meeting.

Next PACE Board meeting will be the 4th Tuesday, May 24, because of Summer University.

7. **Committee Reports**

*Bylaws and Procedures:* Mark Leany reported bylaw changes will be sent out within the next week or two, with changes noted with strikethroughs and highlighting. He asked as you read through the section on individual responsibilities, and have suggestions to send to him. Discussed whether job descriptions should be included in the bylaws, but it was decided the full job description will not be in the bylaws, but will be listed on the web, and Mark will ensure bylaw descriptions are correct.

*Nominations.* Luisa Rogers sent out the nomination form to all PACE members, and is also on the web site. Job descriptions will be put on the web. All full time staff employees are eligible for nomination. Information will be available at the benefits fair tomorrow. The Senator job description will be generic and include the responsibility to communicate with their constituents.

*Social Committee.* Sherry Harward reminded everyone of the PACE social the Wednesday afternoon of Summer University. There will be a builder theme with refreshments being a “construct your own” ice cream sundae. Information will be given to Kris Swanger to send out as a PACE announcement.
8. **Senator reports**

   **Administration and Finance:** “Great migration” messages about Outlook conversion have been going out.

   **Executive Division:** Teresa Taylor, budget analyst in the executive division, has been selected as valedictorian in the School of Business and will be speaking at the 3 p.m. convocation.

   Hoagies with Holland will be held on Thursday, April 21 at noon in the Ballroom

   **University Relations:** Working on Commencement- the programs are very well done.

9. **Visitor Comments.** Mike Rigert, University Marketing Communications Manager, attended and was introduced. He is responsible for all press releases and inviting media to UVU.