PACE BOARD MEETING  
July 20, 2010

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

1. **Welcome and Introduction of New Board Members.** President Holland hosted the PACE Board for lunch at his home, where new Board members were introduced. President Holland asked PACE to focus on stellar customer service and professional civility.

2. **Budget Update.** Karen Olsen distributed information on the PACE budget for 2010-11. The Staff Education and Staff Development funds are now controlled by PACE and approval of funding is done through a PACE committee. The procedure was changed last year to allow more flexibility to use the funds. Approval deadline is June 15 for staff education fund requests. This fund was increased by $15,000 this year.

3. **Policy 521. Undergraduate Academic Standards.** Jan Klingman presented this policy for recommendation by PACE. It has been rewritten to conform with current practice. Policy outlines guidelines for student competency. Students are required to have a 2.0 GPA to graduate, and anytime a student falls below this, the academic standards procedure is put in place to help them raise their GPA. There are five levels – warning, probation, continued probation, suspension and dismissal.

   Questions: a) policy does not distinguish between students and employees, so does it apply to employees taking classes? It was noted employees can audit, otherwise they function under the same guidelines and policy. Additional comments can be forwarded through the policy pipeline. Tim Stanley motioned that the policy be approved to move forward with any comments received by Tim by the end of this week. Brett McKeachnie seconded. Voting was unanimous for approval.

4. **PACE Scholarship.** Mark Wiesenberg explained other staff associations in the state have raised money for scholarships. This is one way we could show we are a student-centered institution.

   Discussion followed:
   - It could be part of the faculty/staff campaign with a promotion through PACE and have a payroll deduction option
   - PACE Board members should provide an example by donating
   - Give scholarship to an employee’s family member, or have a required recommendation from an employee
   - Criteria must conform to guidelines to allow it to be tax deductible
   - Suggested criteria that scholarship be given to someone who has turned their life around and recognized the value of education, and has made an unusual effort to better themselves
   - Send a letter to new employees after about a month to encourage them to donate to the scholarship fund
   - Not do an endowment but give away all money donated that year.
   - Hope to raise enough for multiple scholarships with different criteria
   - Make sure employees are aware of who received the scholarship and invite the recipient to a PACE event to provide an opportunity to thank staff.
• Suggestion was made to donate items other than money, such as parking passes, athletic passes. It was decided to begin with scholarships, but keep this in mind for the future.

Jared Sumision motioned to initiate a PACE scholarship fund. Ursula Sorensen seconded. Voting was unanimous.

Next steps:
• PACE Executive Board will be responsible until a different place is found. Suggestion was for a ByLaw change to have social committee administer and manage fund raising and ByLaw committee draft procedures.
• All scholarships are managed through Financial Aid, who could supply a list of candidates that meet the criteria.

Mark Leany will be asked to chair the Task Force for the PACE Scholarship. Mike Moon, Laura Busby, Cristina Pianezzola, Mark Wiesenberg, Sherry Harward and Carla Morgan will either be asked or have volunteered to serve on the Task Force. All thoughts and suggestions should be sent to Mark Wiesenberg by Friday, July 30.*

5. **UHESA Meeting Update.** All state institutions that have staff associations are represented by the Utah Higher Education Staff Association (UHESA). Clint Moser is the UHESA president for this year. Other officers are representatives from Weber, SUU, USU and CEU. They recently held a meeting at UVU where they went over the Bylaws and discussed the purpose of UHESA with two delegates from each school represented. They share ideas with other staff association to see how they function and how they work with administration. They meet 8 times a year – 4 in person. The staff legislative day is sponsored by UHESA. Any feedback or issues to discuss can be given to Clint Moser.

5. **Planning for 2010-11.** Mark Wiesenberg distributed a copy of the PBA presentation from last year. It identified five areas of focus that were identified by last year’s PACE board, and are areas that will provide an impact to the institution. He also asked board members to keep in mind the President’s charge that staff be more service-minded, and customer service-oriented.

PACE Board discussed ways staff could focus on this charge:
• Reinstitute the UWeC awards that highlighted staff who provided excellence customer service. It was noted the Years of Service committee have been asked to implement and will begin in September recognizing both full and part-time staff
• Positive interaction with the community. Examples are the service project during Summer University, and the upcoming United Way Day of Caring
• Start a campaign such as “one call-that’s all” to help anyone who calls you to provide them help and not give them a runaround. May require cross-function staff training
• Organize a campaign around the core themes – inclusive ties back to professional civility

*Board members were asked to send their thoughts to Mark Wiesenberg by Wednesday, July 28. Also to discuss within their divisions what customer service means to them. This will be discussed again at the August PACE Board meeting. *

6. **Committee Chairs.** Each Senator was asked to choose a committee to serve on during the next year. Committee Chairs were asked to identify PACE board members or other staff to serve on their committees. Names of individuals for first and second choices need to be to Mark Wiesenberg by July 28. Committee chairs were also asked to review planning items identified last year and how they can tie into initiatives for this year. *

*Assignments