PACE BOARD MEETING  
August 18, 2009  

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

Clint Moser was recognized with a Gavel Plaque for his service as PACE President from 2007-09.  

1. **White Paper for “What Engagement Means to Staff”**. Mark Wiesenberg referred to the paper written by Jack Christianson, Special Assistant to the President for Engaged Learning, describing engagement at UVU. Mark asked for volunteers from PACE to respond to President Holland’s request for PACE input. Becky Zabriskie, Brett McKeachnie, Laura Busby, Michelle Mortensen, and Kirk Young volunteered and will meet to draft a response that will be brought back to PACE for input. PACE members were told if there is anyone in their areas they feel might contribute to this effort to let Clint or Mark know.  

2. **Visioning Activity Report and Discussion**. Laura Busby, Brett McKeachnie and Michelle Chatterley took the notes from the visioning activity and discussion and compiled them. They found there were seven major areas, with everything belonging under overall job satisfaction. The seven areas are communication, community engagement, compensation and benefits, health and wellness, professional development, and sustainability. They reviewed overlays and what might have the highest impact or was most critical. The executive board reviewed these and thought the six areas were good areas of focus for PACE for the next year. We would like each PACE committee to identify two or three of these ideas that tie directly to their committee responsibility and prepare an action plan to accomplish those objectives in the next year. Committees will report back at our next meeting.  

3. **Heart Walk, September 18, Fort Utah Park**. Corey Callahan explained he received a request for UVU to participate in the Heart Walk on September 18 and felt it would be worthwhile as it falls under one of the identified focus areas for PACE – health and wellness. There is no cost to participate – team members will solicit funding for how far they walk. This will be communicated through a PACE e-mail. Those who wish to participate should let Corey know, and plan to wear a UVU t-shirt.  

4. **Committee Membership Outside of PACE**. Committee chairs were asked to create a list of five people that are cross-divisional to serve on their committee. Those names should be submitted to Mark Wiesenberg by August 25. Mark will review the list and see if there is any overlap among committees and also provide suggestions for names, if needed.  

5. **Committee Assignments for PACE Senators**. Pace Senators were asked previously for their preference on assignment to work with a PACE committee. There will be two Senators assigned to each committee. Many of the committees have been filled. If a Senator has not made a request he/she will be assigned a committee.
6. **Update for Campus Leadership Meetings.** a) There has been much planning and effort on campus to plan for a pandemic and other emergencies. Students are preparing a swine flu response and prevention card. There is information on swine flu on the Wellness Center website. Also on the web is information on the Opt In campaign for emergency text messaging, and information on emergency communication. There will be hand sanitizer stations at strategic locations around campus. Flu shots and any other preventative shots have no co-pay with a preferred provider. Don’t schedule a doctor appointment, just ask for the shot to be given. b) There is a new employees wellness program with behavioral health options. Details are on the HR website under benefits. There is an on-line health coach with option for a health risk assessment. Information will be kept confidential. HR can come to any staff meetings and explain the program. c) Losee Center ribbon cutting was planned for September 16, but will be changed to September 23. d) Presidential Lecture Series. President Holland has invited freshmen students to read two books and have discussion sessions and is planning to bring in a speaker once a semester. e) QI on Communication. Kris Swanger is the PACE representative on this committee that is looking at methods of communication across campus and how to improve communication.

7. **Staff Education/Staff Development Fund Procedures.** The policies that governed these funds were deleted. In the absence of policy, guidelines need to be developed on how to manage these funds. It was decided the chairs of the Bylaws, Salary and Benefits and Employee Recognition committees along with Clint Moser and Doug Warner will meet to develop guidelines for these funds and make recommendations to the PACE board.

8. **Approval of Minutes of July PACE Meeting.** Brett McKeachnie motioned for approval of the July minutes, Laura Busby seconded. Voting was unanimous. Minutes will be posted on the PACE website.

9. **Committee and Senator Reports**

**Legislative Affairs.** Clint reported on two items: a) New Century Scholarship. As part of state budget cuts, the Commissioner’s office cut most of the funding for that program. The students receiving these scholarships were given notice they wouldn’t receive as much scholarship money this year. The legislative appropriations committee met today and voted to reinstate this year’s funding at the same level. Future funding has not been decided. b) Double dipping. There is a provision where an employee could work for the state for 30 years earning full retirement. They could then start another job and begin the clock for retirement benefits again. This has been called to the attention of some of the leadership in the legislature who are reviewing and will likely discuss when the legislative session begins. This could also bring up other issues involving state retirement benefits.

**Student Affairs.** Enrollment is up. Eva Bernfeld is leading a group to address issues of closed class sections, where to open new ones and where there is the most need. They are looking at opening sections in critical areas such as English and where they could open sections in the afternoon or on-line. Everyone was encouraged to be helpful to new students.

**Academic Affairs.** Faculty Convocation will be held tomorrow. The key note speaker is at 9:30 a.m., and President Holland will be speaking at 11 a.m.

**Administration and Legislative Affairs.** a) Short term payment plans are on-line and have a $25 service fee. b) Lori Duke has a customer service presentation that she did for Summer University that she will be willing to share with departments. c) the employment unit of HR has moved to the former back area of Career
Services and Student Employment. Admissions and Residency has moved to the former Prospective Student Services area.

**Executive.** President Holland is meeting with groups to discuss his four adjectives. Committees were asked to remember them as they review the initiatives they are proposing.

---

**Assignments:**
- Becky Zabriskie, Brett McKeachnie, Laura Busby, Michelle Mortensen, and Kirk Young will draft white paper on “What Engagement Means to Staff” and bring to PACE meeting for input.
- Each committee will meet within the next month to identify 2-3 items from the areas of focus identified in the visioning activity report, and draft an action plan to accomplish those objectives within the next year including measurable outcomes.
- Corey Callahan will prepare an e-mail on the Heart Walk to send to PACE employees.
- Committee chairs will create a list of five people that are cross-divisional to serve on their committee. Those names should be submitted to Mark Wiesenb verg by August 25. Mark will review the list and see if there is any overlap among committees and also provide suggestions for names, if needed.
- Chairs of the Bylaws, Salary and Benefits, and Employee Recognition committees along with Clint Moser and Doug Warner will meet to develop guidelines for staff education and staff development funds and forward their recommendations to the PACE board.
- Minutes of July meeting will be posted on the PACE website.
- Senators are to share information received at PACE board meeting with their divisions.

*Next PACE Board meeting will be September 15, 2 p.m., in SC213a.*