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

Guests: Royanne Ellis, Robert Loveridge
Excused: Mark Wiesenberg, Marcie Condie-Gunnell, Ali Johnson, Yudi Lewis, Ellen Sweat, Kirk Young

1. **Inaugural Update.** Clint Moser, PACE representative on the Inaugural Committee, gave an update. Inaugural week is October 5-9. Monday there will be a family carnival activity with a movie at the ballpark. Tuesday is the Distinguished Faculty Lecture. Wednesday is student day with Wolverine Wednesday Lunch with the President, and a Student Ball in the evening. Thursday is Staff Day with an ice cream social at 1 p.m. at PACE Park. In the afternoon there will be an international humanitarian guest speaker, and UVU's Got Talent that evening. Friday is the Inauguration with the installation at 11 a.m. in the Ballroom, and overflows in the Ragan Theater and Activity Center. Public reception will follow. That evening is the Scholarship/Inaugural Ball at 6 p.m.

2. **Policies.**

635. **Faculty Rights and Responsibilities.** Brett McKeachnie motioned for a recommendation of approval for Policy 635. Andrea Brown seconded. Voting was unanimous.

132. **Institutional Data Collection and Research.** Laura Busby and Brett McKeachnie both had questions and suggestions on the policy. They were asked to give written comments to Tim Stanley. Kris Swanger motioned for a recommendation of approval for Policy 132. Laura Busby seconded. Voting was unanimous.

3. **Report from President’s Council and Leadership Council.** Karen Olsen presented information as follows: a) Accreditation self-study will take place in fall 2010. Fall 2011 the Year 1 report under new standards is due. B) Losee Center Ribbon Cutting is September 23 at 11 a.m. in the 4th floor atrium area. There will be refreshments and tours after the program. C) September 30 at 12 noon will be a faculty/staff discussion of the freshman reading assignment book “3 Cups of Tea.” Tim Stanley will be the staff representative on the panel. Greg Mortensen, the author, is speaking at BYU on October 27 at 11 a.m. in the Marriott Center. BYU has invited UVU to attend. D) Summer University will be the week of May 10, 2010. Mark Wiesenberg and Kyle Reyes will be co-chairs. The service project will remain a high priority, also a family activity, but sessions may be condensed. E) There is an RFP out on external wayfinding signs and internal signage may be included as well, to be done over a period of time. F) The holiday calendar for this year will be honored. December holidays will be 24th and 25th, with no additional days off. Vacation may be taken, and all areas should be covered as appropriate. G) three Quality Improvement initiatives are in progress – staff hiring and selection, scheduling and communication. H) Linda Makin will be attending PACE meeting next month to give an update on the budget. We are developing legislative priorities, along with the Commissioner’s Office. UVU has one-time money to spend, some base funding from enrollment growth, but the amount won’t be known until third week reports are released.

4. **Approval of Minutes.** Shalece Nuttall motioned for approval of the August PACE Board minutes. Brett McKeachnie seconded. Voting was unanimous and minutes will be posted on the web.
5. **Committee Reports.** Clint Moser distributed information on committee memberships and senator assignments.

**ByLaws and Procedures**
Andrea Brown is working with Doug Warner and Brett McKeachnie on writing procedures and guidelines for the Staff Education and Staff Development Funds. Her committee will be convening to work on changes to the ByLaws and Procedures.

**Nominations and Elections**
Nothing to report

**Policy Review**
Tim Stanley has a list of individuals he would like to serve on his committee, but would also like more members and asked for suggestions. He is serving on a task force that is working on changes to Policy 101 which outlines the policy process.

**Salary Benefits and Equity**
Ellen is excused but asked Corey to remind everyone of the Utah County Health Walk. Corey also distributed coupons for Prilosec.

**Employee Recognition and Years of Service**
Mike met with Paula Tibbitts to talk about things to do this year. Their events aren’t until the end of the academic year, but he will be meeting with his committee next month to go over dates and look for ideas.

**Social**
Shalece had questions on the ice cream social for the inaugural and wondered if faculty will be invited, also how the event would be funded. She was told to work with Val Brown to order the food.

**Communications**
Kris is working on updating the web site.

**Legislative Affairs**
Clint reported on the Board of Regents budget request. Their top priorities are: a) compensation with flexibility and equity between state and public ed employees, b) continuing operating costs including utility rate increases, O&M for non-state funded projects, mission based funding and growth, c) strategic plan which is participation (scholarship, need-based financial aid), completion, (advising, 1st year initiatives), economic development (Work Force services, USTAR, engineering and education initiatives), and d) institutional priorities.

UHESA is meeting tomorrow to draft a letter to the legislature thanking them for their work on our behalf last year, and asking them to think of us again and realize that most institutions have experienced extreme growth and with further funding cuts services to students will be compromised.

6. **Senator Reports.** There are e-mail groups set up for each division. Contact Brett for information. Divisions were asked to meet as Senators to write messages to their divisions and also decide what to report at PACE meeting.

Brett asked about training for Senators and he was told that the executive committee will be contacting each division for individual training and to solicit feedback.
Student Affairs
There have been several office moves. Admissions is now where Prospective Student Services were (BA115), Registrar’s Office and Senior Director of Enrollment Management’s area are moving to the former Career Services area. International and Residency Coordinators will also be in BA115. Payroll will be moving where Registrar and Enrollment Management vacated. Some of the HR area have moved into the back of BA113.

Academic Affairs
Advising Forum will be held Thursday at 9 a.m. in SC206bc and they will distribute information on the Heart Walk, plus any other information anyone would like to distribute.

Advancement and Marketing
Not here

Administration and Legislative Affairs
Bob Cheatham said some of the facilities employees were missed last year for the years of service recognition and asked that they and their supervisors be notified. Clint said they were contacted by regular mail and also through Jim Michaelis and Val Peterson. Bob was asked to track this for this coming year to make sure everyone gets contacted.

Business Office has moved some operations to the basement of the administration building. They have an IT person who is working on a module for travel which will be on line. They are also working through Cashiers for a pin-less debit for on-line payment plans.

Brett reminded everyone to migrate personal files as the old system will be turned off January 1. U drive will have a maximum of 1 gig. Work with your assigned IT person.

Executive
Michelle said IR, IE and Nancy Bartlett moved from BA004 to BA205-206 suites. IT will now be using their vacated space and financial aid processes will be moving into BA006.

A new mission wall has been installed in the hallway between the Business and Administration buildings. Lights still need to be completed.

It was noted if you don’t want your photo ID picture used you can Opt Out.

7. Committee Action Plans. Committee chairs were asked to stay. Corey explained to them that they should be meeting with their committees and submitting their 2-3 items from the visionary activity, with action plans and measurable outcomes. They will be reviewed at next meeting.

Mark will ask Senators if there are others in their areas who might want to serve on a committee.