



Meeting Minutes
January 21, 2014
2:00 pm - 3:30 pm
SC 213a

Those in attendance:

Those not in attendance:

Table with 4 columns: Names of attendees (Nathan Gerber, Jim Condie, Kurt Ashworth, Joel Herd, Chris Taylor, Kim Barraclough, Jolene Chamberlain, Belinda Han), Names of attendees (Stephanie Albach, Cameron Walker, Lesli Baker, Sue Stephenson, Corey Callahan, Marianna Henry, Christie Snyder, Ellen Draper), Names of attendees (Brett McKeachnie, Jordan Doman, Kim Wright, Mike Francis, Alexis Palmer, Vickie Walker), Names of non-attendees (Sandi Koller, David Phillips, Jessica McArthur, Tami Jensen, Gioey Alisa, Shalece Nuttall). Includes a row for guests: David Connelly, Phil Clegg, Chris Taylor, Jono Andrews, Paul.

Welcome and approval of minutes from September General Board Meeting.

Joel Herd – Part-Time Focus Group. Meeting this Friday at 10:00 am, in HR 110. Talk to the part-time employees in your area you want to invite to this meeting and give them a face-to face invitation. Email Joel their names by the middle of the week.

Stephanie Albach – Update on Cameron Martin. Doctors were planning on doing an angiogram this morning but decided to do a CAT Scan/angiogram combination; less invasive. They are still looking to make sure it wasn't an aneurism. If they find it was an aneurism, they will have to do brain surgery. If not, he is progressing. The bleeding that should have taken three weeks to dissipate is almost gone and he feels very blessed. Cam appreciates all the kind words, prayers and well wishes. Right now it is just a lot of pain management issues.

Chris Taylor – UVU Legislative Plans. Chris passed out pocket fact cards to the group. Cameron has been working on this for a couple of months. He did something similar last year; it is easily digestible and easy to hand this out. These will help spread the UVU mission. #1 Priority - Acute Equity. Equity funding could have an indirect impact on wages, but will mostly get us more people to help with all of the students, student programs and systems. We should make a point to talk to legislators and express gratitude for the building we have received; getting it now when dollars are scarce is a minor miracle. Lots of credit should go to President Holland, Cameron Martin and the entire administration. February 6th is Utah Higher Education Staff Association (UHESA) day when any employees can go to the Capitol. You could talk to your legislators there, or at your own district level.

Last year we received some equity money. Regents commissioned a study showing results that we were underfunded relative to our peers. In 2011-12 the percentage of funding we received from the state was 38%, the rest came from tuition, private funding, etc. This is a huge discrepancy compared to between 50-60% received by other institutions. During 2012-13 we received one \$1M. Last year \$2M. If we are really going to make a dent in this problem, we need some significant money. That is the message Pres. Holland is getting out to the legislators. We need to let Pres. Holland know how much we appreciate his efforts. We are really behind in the amount of funding per student; UVU receives \$3268 per FTE student from the state. Salt Lake Community College is next lowest, Weber next, up to Utah State which is in the \$8000 range per student. At the very least the minimum floor for FTE is \$4800. In order for us to where we need to be in terms of our peers

nationally, we need \$29M. We probably won't get that, but we do stand to get about 40% of the \$69M system pie if we get the full \$69M. The governor was here and recommended a little over \$19M to deal with the system-wide issue, which is quite a large difference.

You can still ask legislators about funding compensation for employee raises, which is our **#2 priority**. The system is recommending a 3% increase to what the institutions have available for compensation, putting emphasis on performance based compensation. Institutions are advocating for as much flexibility as possible. Too early to tell how that 3% may be broken up. It is possible that a portion could also to equity issues for compensation. On top of that is another 9.5% for help to offset the rising costs of health care projected to raise by 9.5%.

Our **#3 priority** is a Performing Arts Building. Chances of us getting another building this year are slim. That doesn't mean we will be setting the ground-work for this. We still have some fund raising to do; we will need to bring some money to the table for a \$30M request. On the State Building Board list we are 28th of 29 which is understandable. Everyone knows we need this facility since we are a University without a Fine Arts facility, which is understandable given our technical roots. We will still set the ground work for this. Chris has a video that will be shown to the legislators, it is also online and he will get the link to Brett.

Jolene Chamberlain – Policies. 610, credit hours; and 628, adjunct Faculty. No questions from the floor. Motion carried to move policies forward.

Christie Snyder – UHESA Day. UHESA day at the Capitol is Thursday, Feb. 26. Carpooling is available. Bring your fact cards and be prepared to meet your representatives. This is a great opportunity. Taking the train or bus may be a better option since parking is a problem. It is a very valuable day. Contact Brett or Christie with questions.

Kurt Ashworth – Employee Evaluations. We are continuing to use the old paper system this year but will begin using a new electronic system, for next year, this February. We will be transitioning this year to the new People Admin system which will all be done online. We will not use any of the different (pilot) forms used by individual groups, and will all use the same form, with the exception of Athletics who will have an NCAA Compliance section on theirs.

There are two pieces to the new system. The new system is like what we have done in the past; employees rate themselves, then meet with supervisors. Supervisors need to meet with full-time staff, not faculty or part-time staff, and wrap up the 2013 year by completing the old summation form. The old forms need to be turned in by the end of March. Employees and supervisors should get a copy of the signed originals which are then turned into HR.

For the second piece, after February 1. The second meeting with employee and supervisors should be to set goals for the upcoming year. These goals will be entered into the new system, training sessions will be available on how to use the new system. The system sends reminders to employees of what they should be doing. Supervisors will get email prompts telling them what they should be doing as well.

The goals you set now are what you will be evaluated on next year. There are six or seven key core competencies across the university that we will all be evaluated on; you will set some goals within these core competencies. Get summation forms done first, then start on the new system in February. The supervisor and the employee set the goals together.

Corey Callahan – Healthcare RFP. It was broken up extensively (health care, dental, prescriptions, COBRA, etc.) to be bid on by insurance companies or it could be bid as one package. We received those proposals back and the committee, made up of PACE representation, Faculty Senate and Administration representation, have gone through the proposals and have come up with four finalists. Most are ASOs and not just a third party administrator that just oversees. Tomorrow they will see the finalist's presentations, then will look at piecing it out. It was a blind review of insurance vendors and the products they have. It has been an extensive review of the proposals. We want the best fit for UVU. We will know the vendor we will go with at least for the medical

portion. If they don't provide the best dental or prescriptions, for example, we will have other presentations from other vendors. Our plan design will not change, any plan design changes will be made by UVU; it is our plan and we are still self-funded. We use the vendor to process our claims and they get discounts for us. We don't have a process for doing these things. We average our UVU population claims. When you are not self-funded, you are averaging all populations that are going through EMI or whoever. Catastrophic events can shift our average. We have an aging population and this has changed the average of our claims. We may look at international coverage along with out of state coverage for our people. We do have out of network coverage and in the case of international coverage, we have to have receipts and convert to US dollars. We are trying to get the best vendor, the best cost, and the best access.

Marianna Henry – Holiday Social review. We have had very nice messages from staff members thanking us for such a good time, festive, fun, etc. We have thanked all donors, performers, dining services, and all participants. We had a \$5000 budget for socials. We spent \$4480 on the food; expected 800 guests, but served over 900. We paid Santa \$100 and had \$520 left over which we are donating to Summer University for the ice cream social. We collected 118 books donated by employees; Volunteer and Service Learning took them to United Way to fulfill their Angel Tree requests. Had one comment that most people stayed the entire time, which doesn't really happen at holiday socials. This could have been due to the performances by Cultural Envoy and Kyle Reyes' Haka routine.

Feedback from the PACE group: the table decorations were great; the American culture was not represented much because the theme was Christmas Around the World and we usually have an "American-type" holiday social; they ran short of food and some people coming late may not have gotten enough; the entertainment was great. It was a nice idea to present the Wolverine Recognition Award winners during the social.

Ideas for next year: We have talented employees and maybe next year we could incorporate some of our local talent. Maybe a variety show. Karaoke?

Task Forces

Brett McKeachnie – PACE/Faculty Senate Task force. Looking at four kind of initiatives.

1. Donation of Employee Vacation or Comp Time. (Suggested by Paul Bassett) Many employees lose unused vacation or comp time at the end of the year; why not find a way to donate that time to scholarships. Will hopefully take this to President's Council.
2. Allow Part-time employees with dependents to have tuition waivers for their children.
3. Domestic Partnership Benefits. Looking to see how the recent events of gay marriage impact us.
4. Innovation and Entrepreneurial Day. (Suggested by Paul Bassett) Just get together to discuss ideas with employees. Will try to set up a forum at Summer University to discuss explore some of these types of ideas and maybe in the long term provide awards for great ideas that come out of UVU. Brett and Paul Bassett will talk to Steve Roy about this.

Jim Condi – Athletics Task Force. President Holland wants to find ways for staff to support Athletics. Jim talked with people on campus, including a few from Athletics, to come up with these ideas. Jim passed out handouts with a summary of the best ideas they came up with.

The "4 for 4" was an idea suggested by Vince Otoupal; four tickets for four events, and working on maybe getting four food vouchers to go along with these. They wouldn't be free because they may not get used, but if they had to pay a small price they are more likely to use them to protect their investment. Micah Howard is kind of taking this on.

Other ideas are centered on employee discounts, swag, free stuff, giveaways, etc. Parker is going to put together a poster to put up in campus connection that lists all of the free things and discounts that are already available to employees. Free tickets, pass of all passes, etc.

Some kind of a kid's club concept is another idea. Maybe shirts for the kids and a play area. The play area idea was not well received, but is still being kicked around. Maybe athletics could take this on.

Promotions and marketing ideas that may appeal to employees that may not be big sports fans would be growing UVU's brand through athletics. Looking at a lot of universities they found something called the "Flutie

Effect” and how athletic success boosts college applications. Basically it talks about how a successful athletic program is the most powerful way to get a university on the map. A couple of examples of this are Appalachian State University experienced 17% increase in applicants, 24 % increase in attendance and 73% boost in licensing royalties after a good season. Boise State University; 135% increase in online inquiries, 10-fold increase in graduation school applicants and all time high enrollment following a fall semester with a good season. Butler University, 1.2 billion dollars in free publicity because of one of their NCAA seasons; applications rose 41%. Jim will send this draft to everyone electronically so we can look at it and make suggestions. Jim would like to take this to a final draft as soon as possible and find ways to get it to all faculty and staff, the community, through the UVU Review, UVAnnounce, Provo Herald, etc. We need to get some Wolverine Green Pride going around this valley.

Shirt exchanges, if someone shows up on campus on game day with a BYU (or another university) shirt someone could exchange it for a UVU shirt. Some of the basketball players could do this.

Jim is coordinating his efforts with David Connelly who is interested in this information going to the faculty as well. We could have this kind of effort go toward the School of the Arts. We may want to piece out some of these ideas to other committees or find sponsors. March Madness is coming up and if we win the WAC we could get a lot of exposure for going to the WAC tournament, and possibly win it, the first year we are in it. If athletics succeeds, we all succeed.

Micah decided we could take section eight for an employee/faculty section. Athletics is also open to promotions like exchanging general admissions seats, which are in the end-zones, for better seats court-side.

Brett McKeachnie – Merit Pay. Merit pay and advisor equity are not dead issues; they are moving forward. Brett met with Mark Wiesenberg, he is moving forward on both issues; PACE will be involved. More to come.

Sue Stephenson – Distinguished Employee Awards. We have received a few nominations and would like more. The dead-line to let Karen know is February 14. Our Wolverine Sightings are increasing every month. We are up to about 20 this month and it is only half through.

Nathan Gerber – Communications Committee. Web address to watch our website be built is webstaging.uvu.edu/PACE. They have incorporated the four big objectives into the slider. These will change to pictures when we gather more from events. Across the bottom is the three things we talked about: What is PACE? How can it help me?, and How do I get involved? Wolverine Sightings is a big action on the side, which includes a place to submit. Marketing and Nathan’s team have been working hard. Right now they are collecting content. Goal to have it ready it around the first of February.

Voting on October minutes. Motion to accept. Approved.

Brett McKeachnie – Last couple of items. Space Summit is tomorrow and you are invited to attend. Enrollment is down, but not by much.

Meeting adjourned.