



Meeting Minutes

September 17, 2013

2-3:30 pm - SC206c

Those in attendance:

Marianna Henry
Giovana Alisa
Corey Callahan
Joel Herd
Jolene Chamberlain
Kathy Johnson
Jordan Doman
Kim Barraclough
Guests: Laura Snelson

Nathan Gerber
Shalece Nuttall
Stephanie Albach
Sandi Koller
Kim Wright
Vickie Walker
Kurt Ashworth
Sue Stephenson
Tammy Jensen

James Condie
Elizabeth Nield
Brett McKeachnie
Mike Francis
Ellen Draper
Belinda Han
Andrea Osborn
Leslie Baker

Those not in attendance:

Alexis Palmer
Leialoha Pakalani
Christie Snyder
David Phillips
Cameron Walker
Jessica McArthur

Welcome by PACE President Brett McKeachnie

Approval of minutes from August 20 PACE Meeting – Motion to approve by Giovana Alisa, seconded by Stephanie Albach. Voting was unanimous in the affirmative

Presentation on Summer University 2013 by Laura Snelson

Laura Snelson presented results from the Post Summer University Survey conducted by IRI. The Summer University committee is committed to provide staff with three main goals:

- Personal Development
- Professional Development
- Institutional Unity

Survey results were analyzed and discussed by the board. Laura answered questions related to the collection and meaning of the data. Response to the survey was very low (68) this year, so data is questionably significant.

Brett commented that the goals of SU, University input, and goals of PACE, was very applicable and can put it to good use. Joel commented that people may complain about SU and why we continue to have it year after year, but the data shows that many people like it and feel it is important. The trend shows that people are satisfied and it is important to them.

In order to visualize the report, download the free tableau reader at:

<http://www.tableausoftware.com/products/reader>

Here is the link to the report:

http://public.tableausoftware.com/views/SU2013Report/CoverPage?:embed=y&:display_count=no

Joel Herd: PACE Pavers in PACE Park

- Pavers with names of those who have retired on the pavers. There are a total of 96 retiree names on pavers, 54 are retired, and 42 that had not retired as of 2001. Two names were mentioned twice.

- This is a monumental task to get and keep up to date. Talking with HR and looking at other data, we can get retiree information back to about 2006, but before that we don't know. HR recognizes those who have retired, and that may be enough.
- Approx. \$5500 was set aside in 2001 for the pavers, but nothing has been done the last 11 or 12 years. The money is one-time and is not growing.
- PACE Pride money has been used to buy flags each year to replace old flags on the flag pole at PACE Park.
- It was suggested that we could have one plaque that says what PACE Park is about and it could say something like "Thank you to all those dedicated people who are retired from UVU." No names listed, and people would know who provided the flags. We need to make sure we allocate enough money to purchase flags. *Most agreed a single plaque would be preferable.*
- Brett suggested that we have Joel take any comments given, and come up with a design for a plaque and a suggestion for something that we can actually make a decision on in our next meeting. The cost and size of the plaque will be included in the information.

Joel Herd: Part-time outreach. One of Joel's responsibilities is to advocate for part-time employees. Part-time student help is not a part of PACE. Any suggestions for making part-timers feel more a part of the university and PACE?

- Have a part-time person on PACE board. This position could rotate between different departments.
- We have had part-time employees apply for staff education fund and have been denied. Maybe we could set aside a small portion from that fund for part-time employees. Part-time employees do get a small tuition waiver.
- We could draft and send a message to part-time employees only, letting them know they are a member of PACE and how it benefits them: tuition waiver, socials, and basically the same benefits for full-time; but can't give them education or development funds. They do have a voice on campus. Colby Callahan can get the numbers of how many part-time people work in each division.
- UVU, as an employer, does part-time employees differently. They don't have the same rights to due process, so should they have the same level of representation? How do we pay them for attending our meeting? Would their employer pay them for this time? It may be a problem for them to focus on all part-time issues rather than just their area since they are not as involved in UVU issues as full-time people.

Brett McKeachnie: Mission Statement and Strategic Planning

- Brett sent out the draft of our mission statement in an email. It is very short, and he was interested in our thoughts.
Our mission: To advocate for and recognize staff by providing social and service opportunities, support for professional development and a unified voice to the campus community.
 - Suggestions from the floor:
 - A mission statement should address "What do we do and why do we do it?"
 - As a task force, they will focus on the "what" and "why."
 - In our last meeting with Mark Jorgensen, we narrowed down the words/objectives on the white board to *advocate, unify, and involve*. Would like feedback on each of these objectives.
- Objectives:
1. *Advocate* for staff by representing and advancing their interests and recognizing the value of their contributions.
 2. *Unify* the diverse groups of staff across campus toward common goals in alignment with the university mission and provide a forum for communication with administration and staff on matters of concern.
 - It is wordy. Could take out "matters of concern" and replace with "concerns".
 - Add a bullet point and add "Provide a forum" as a third one. Make another bullet point and you have another short one.
 - Just say "providing a forum for communication."
 - Use the words "among staff" with a period after communication.

- “their interests” and “their contributions” What interests? Addressing this could make the explanation very long.
 - Each of these objectives need 3-5 goals that are shorter term things; 2 or 2 years
 - The objectives are more long-term, or permanent.
3. *Involve* staff by encouraging social, service, and professional engagement on campus and in the community.
- All agreed that this objective was good
 - Brett will take this feed back to the task force and work on rewording a couple of things, draft a couple of points on which we should build goals, look at why we do these things, and if it needs to go in the mission statement or a values statement.
 - We should prioritize our objectives. Put communication first. Social may be better listed at the middle or end.
 - May not want to limit objectives to just three. Another concept from the communication committee is that recognition is a big part as well. That may be more of a goal.
 - IRI is willing help with Data and with Assessment Measures.

Sue Stephenson: Report on UPAC

It was the first meeting of the year and lots of time was spent on getting to know each other. Pres. Holland shared his Presidential Charge of reviewing the role of UPAC with the planning needs of the coming year. He asked that we:

- Be involved in identifying higher education trends and climate and potential impact on UVU.
- Engage in open-ended dialogue on thoughts, concerns and suggestions for innovation and improvement at UVU.
- Discuss SWOT analysis with specific emphasis on student completion rates, evaluating newly completed measures for core themes and administrative imperatives, objectives and discussing the 2012-13 UPAC parking lot items (topics tabled last year).
- Participate in the development of an inclusion plan and branch campus strategy and connecting university planning with divisional 4-year plans.

A PowerPoint was shown that focused on the fact that UVU’s 75th anniversary is coming up in four years. President Holland wants us to be working toward the culmination of all plans on the 75th anniversary. Please get involved in this planning, not just in your areas, but share your thoughts with PACE as we work through this. Help us do the best job we can in strategically planning for the next four years.

Communicating about PACE: Currently we take a hand-out to the new employee orientation. It would be nice to develop something that is modern and flashy that talks about what PACE is and does. When we get done with our Mission, Objectives, and Goals, we can put that information on the hand-out. Looking at what we should be communicating as opposed to what we have always communicated. Hopefully mission statement, objectives, and goals will be done within the next month. Communication plan ETA? We are hoping months. The new website? Within the next 30-45 days, which is an aggressive goal. The communication plan after that.

Division/Committee Reports

- **Jim Condi - Finance and Administration**
The four of us have met and divided up our area. We are looking forward to getting information to our people. This group and many others still need to schedule their second training session with Brett.
- **Nathan Gerber – Communication Committee**
His committee has met and has discussed a few things. First is the website (copies of the site map distributed). There were a few modification he wanted to run past all board members for input. This does a good job of promoting things we talked about – “what does it do for me, why should I care, and how do I get involved.” When we get the new home page designed we can see how those calls to action work. The other question brought up by Sue – new communication plan. We have drafted a communication plan and reviewed with Brett and communications committee a little bit. Communications plan is basically

“How do we promote our message via communication methods?” It starts with individual communication. How should we brand ourselves as PACE Board members? How do we communicate with people individually? There should always be a link to the PACE website at the bottom of our tag line. Hoping to have a Facebook presence. FB and website will work together, not one over the other. One is more socially, event and engagement driven. The other will be more informative and action driven and other things FB won’t allow us to do. All the way from individual to general broadcast email. Most people don’t know what our PACE secondary symbol looks like. It should be there so that people know it is from PACE – officially branded. Addressing our social media protocols - What do we do with FB, how often to post, who will post, what is it for, how will we engage, who will answer. Our 11 page draft of communication plan is fairly robust, but lacking in some details now. The ideas are there and almost to the point where we could get a draft out for input.

- **Kurt Ashworth – Planning, Budget & HR**

Nothing to report

- **Giovana Alisa - Academic Affairs**

Nothing to report

- **Belinda Han - Student Affairs**

We are setting up times to meet with our departments, have split the departments up between us and will meet with them, along with the part-time staff. We will talk about the benefits of PACE, who we are and what we can do to help them get things that we can bring back for next PACE Board meeting.

- **Kim Barraclough - Student Affairs**

Same as Belinda

- **Stephanie Albach - University Relations**

Nothing to report

- **Elizabeth Nield - Academic Affairs**

Nothing to report

- **Vickie Walker - Finance and Administration**

Nothing to report

- **Tammy Jensen – Nominations & Elections Committee**

Nothing, but has a committee now and won’t be doing much until January

- **Shalece Nuttall - Staff Education/Development Committee**

Nothing to report, everything gets done in her area in June and July.

- **Jolene Chamberlain – UVU Policy Review Committee**

Haven’t met as a committee, but sent each member a PowerPoint on policy development. It is the one that Cara developed and is very thorough. This is something we are considering for next month’s agenda. Cara can tell us about the whole UVU policy process and how PACE fits into it. It is important for us to understand so that as we look at policies when they come to us, we know what it is that we are supposed to do.

- **Kim Wright - Academic Affairs**

Nothing to report

- **Leslie Baker – Bylaws/Procedures Committee**

The committee is meeting next week to look at ways to improve the bylaws and procedures. Please look at the procedures manual and see if there are updates and send them to Leslie so she can update the procedures manual to keep it current.

- **Jordan Doman - Student Affairs**

Nothing to report

- **Sue Stephenson – Employee Recognition Committee**

Very active committee, Vicki and Stephanie. Have had a lot of meetings so far to get Wolverine Sighting on everyone’s radar. Excited to be partnering with University Relations. We have a new card, same logo, but smaller card, and PACE didn’t have to pay for it. Changed the verbiage -- “Congratulations! You have been caught in a Wolverine Sighting. You were nominated by: Kind things said about you: PACE logo. PACE congratulates you. Your name will also be placed in the monthly drawing for one of two PACE

Wolverine Sighting prizes. A \$25 UVU gift card or dinner for two at Riverside Country Club, sponsored by University Relations. Drawings are random and you will be notified if your name is selected.”

The front says Employee Recognitions. We were hoping to have this information on the plasma boards; it may be up tomorrow. The Wolverine Sighting announcement is on UVannounce. We want to do this every month instead of quarterly like it was before. We do random drawings, take a picture of the winner with a stuffed Wolverine and post it to the website and plasma screens as well. We are trying to be more visible and vocal in our gratitude. Go on the PACE Website and there is a link where you fill out the form. It is hard to find but is being worked on to make it easier. The link may be in the UVannounce. If not, we need to have the link there. This can go on UVannounce every week, but we don’t want it to become white noise. Every time we do a drawing, post the winner. That is less white noise. It will have a QR code as well.

- **Marianna Henry – Involvement Committee**

Finally got approval to contact donors & community partners. We have split that up into zones and committee members are going to meet with managers at these locations to give them a letter asking for donations. This is for prizes for PACE Holiday Social and/or monetary donations. Need to select a date for the social. Finals are very late this year and the following Monday and Tuesday are the 23rd and 24th so we need to do it earlier. Tuesday, Dec. 10th, which is kind of early, Tuesday, Dec 17th, or Thursday, Dec. 19th, which is the last day of finals. On the 19th there is an event in the evening and they would have to take our set-up down and re-set for the evening event. On the 10th you may get students trying to get a free meal; we have run into that issue in the past. Having it during finals is ok. (Mike Francis: Dining Services suggested the 19th would be best for them.) **We will plan for the 19th.**

- **Ellen Draper - Academic Affairs**

Nothing to report

- **Kathy Johnson – Development & Alumni**

Need to get minutes earlier was discussed. She would be reporting last month’s PACE information. Other than that they are busy with the Alumni Fun Fair and Scholarship Ball. Alumni Fun Fair is Saturday the 28th.

- **Andrea Osborn - Finance and Administration**

Nothing to report

- **Corey Callahan – Benefits Committee**

The RFP for medical, dental and everything else related to medical type insurance is going out shortly. We should have vendors selected by the end of January.

- **Brett McKeachnie**

He sent out a massive email and asked if there were questions or comments on it. Also in that email he asked for some suggestions for folks who could help out with the faculty and staff website. If you go to UVU.edu/facstaff, this is the website we want to get input on how to redesign it, to work better, be useful, etc. Not looking for people who are already deeply involved in web design just looking for different points of view. Email Brett if you have any ideas or suggestions. Just full-time people, and Brett will ask them.

Visitor Comments: Laura Snelson – she didn’t know who her representative was. There are good things she heard that she could potentially take back to her co-workers. She was informed that Kurt is her representative.

Motion for adjournment. Moved by Kim Wright, seconded by Tamara Jensen. Voting was unanimous in the affirmative.

Meeting adjourned