

Meeting Minutes

September 16, 2014

2-3:00 pm – SC 213a

Those in attendance:

Brett McKeachnie	Nathan Gerber	Jennifer Agla
Sandi Koller	Shalece Nuttall	Jolene Chamberlain
Jordan Doman	Marianna Henry	Dawn Burgess
Sherry Harward	Tom Liljegren	Sue Stephenson
Giovana Alisa	Darryl Pranger	Belinda Han
Corey Callahan	Jill Crawley	Melissa Tippins
Candida Johnson	Kim Rollins	Dalene Rowley
Mike Francis	Kim Wright	Celena Patten
Tom Liljegren	Jessica McArthur	
Guests: Andrew Stone		

Those not in attendance:

Justin Ferrell
Andrea Osborn
Barney Nye
Jim Condie
Jacob Atkin
Cameron Walker
David Phillips
Darren Larsen

Welcome: Brett

Introduction of Celena Patten who has worked at UVU for eight years, currently in the Math Department.

Policies: Jolene Chamberlain

Policy 502 – Resident Status – Policy comments approved

Policy 162 – Sexual Assault in the Workplace

This policy comes to us for information only. It was approved by President’s Council and Trustees as a Temporary Emergency Policy to meet the deadline imposed by federal law. It will be placed into the regular policy process to allow a complete review during the next year before the Temporary Emergency Policy expires.

Jolene thanks board members for their comments, including those stating they have no comments, as this shows they are at least reading the policies. It is important we review the policies as part of our stewardship as elected representatives of employees.

Committee Reports

Communications: Nathan Gerber

Committee met and discussed the communication plan and will try to have it out soon.

Staff Education and Development: Tom Liljegren

Met and awarded all, or notified all, who received staff education funds for the year. Staff Development, about half have been applied for so far. Encourage people to apply if they might need development money, there is still money left.

Recognition Committee: Sue Stephenson

Good response to email encouraging people to nominate; she has received a lot of nominations. Appreciates everyone taking time to nominate people.

Nominations and Elections: Celena Pattern

Last year we had problems with the IT voting system. Brett put in a request to replace it. IT is evaluating different voting systems and will allow us to try a couple and see what we like.

Legislative Committee: Kim Rollins

Kim has an appointment to meet with VP Cam Martin in October. He said USHE and UVU priorities are starting to get finalized for the Legislative session. She will communicate the priorities to the staff.

Benefits: Corey Callahan

If you have issues with the benefit changes, don't hesitate to let HR/Benefits know. We changed a lot of vendors and there will be some transitional pain for a while. They will work to get things straightened out. What they don't know they can't fix. Some things can be fixed with a phone call.

Talk to benefits first. PACE represents staff needs for benefits and other things. PACE will be bringing a proposal to benefits in their next meeting.

Involvement: Marianna Henry

Will be talking with President's Council about survey results from Staff Fall Forum. Committee is working on donations for Holiday Social. They have secured a couple from Covey Center, Hale Center Theatre, Orem. Will talk about agenda next time. Voice Line and Improv Comedy Club will be performing.

Senator Reports

Student Affairs: Belinda Han has made sure her people have their assignments and most of them have reached out to their departments. She sent a letter as well.

Academic Affairs: Is there a procedure for removing an inactive senator? Yes, in the ByLaws. Brett will follow up.

University Relations: No feedback to her from emails she has sent.

Finance and Administration: Need to get other F&A Senators moving. No one else is here.

Planning, Budget and Human Resources: All is good.

PACE Recognition Wall – Brett McKeachnie

The PACE wall is in and looks great. It will have to be updated once a year for distinguished employees and PACE Board changes. It is nice to have a picture of the people who are there to advocate for all employees. Brett would like to have Sue's committee take over updating that board. It will cost \$130 - 200 a year to replace each panel each year; there are three panels. At PBA we will request funds to make that possible. It took 12-15 years to get the wall, so we are happy it is finally done.

PACE Park – Shalece Nuttall

The plaque is currently being built. It has been two years in the making and will be installed shortly by our grounds crew.

President's Council, PELC and HR Report – Brett McKeachnie

There is growth this fall, but there will be more growth coming. Final numbers will come out next week for Fall 2014. These are official numbers Legislators, Board of Regents and others look at to decide funding, compare us to other institutions, etc. No expected budget cuts; should be a good year. Along with that comes the planning for how to handle that growth. We will hear a lot over the next year of how to prepare for Fall 2015 and beyond. We have a lot of thinking, planning and preparing to do.

We have purchased some land at the Geneva Site. The total acreage is over 185 acres with an option of another 20 acres. As far as growth goes, there won't be much out at the Geneva property except maybe parking in the short term.

The campus shuttles went away and UTA is our campus shuttle system. Val is checking on whether or not it is serving the (West) Health Professions campus.

We have lots of places we can grow, i.e. Thanksgiving Point, Santaquin, Wasatch. These are things we need to be thinking about. What are positives and negatives with this growth? How do we resolve problems? Please share.

Brett was not able to meet with Mark Wiesenberg this month. Mark sent Brett some information on a few issues they have discussed previously.

The Orem Rec. Center and other Rec. Centers will be discussed tomorrow. Brett had a good discussion with Alexis Palmer about this and he thinks they will come to some good agreements; very positive outcomes. One thing that is driving this is Orem Rec. Center passes should go on sale October 1 and we want to have it all done and in place by then. We will hear more about it as Brett learns more. Maybe by the end of the week or next week.

Brett and Mark talked a little about Years of Service Awards; both PT and FT as well as continuous or non-continuous years of service. Mark said they will include those concepts in planning for the next years of service event. Not sure what that means. The points have been registered and are being taken into consideration. Can Banner actually give us the reports we need to know all the employees who have worked or how long they have worked at UVU; Banner was not in place that whole time and we are not sure if all that data got transferred into Banner from the old system to handle that issue.

They also talked about an HR web page that talked about what benefits are, what perks are, and what discounts are. Mark said a web page is in the works and is part of the HR web page re-vamp. When the new web rebuild is done we will see a lot cleaner presentation of benefits and other HR information.

Last topic talked about was employees who did not accept the health benefits package, when they go to sign up their dependents to have tuition waiver, the system doesn't allow it. There is an exception form that needs to be filled out for people in that situation, but it has seemed like it is something extra; if you didn't sign up for the health benefits, you don't get the waiver. That is not the case. That waiver is very much an expected benefit for all FT employees and their dependents. Waivers are not conditional on having health insurance. It is a benefit for all benefit eligible employees. We may not have an employee's eligible dependents in the system as we may not have collected the information. Benefits eligible employees should reach out to HR to assist them in processing the waiver. They said they will take another look at the exception form to make sure it is clear. It can't be done electronically at this point and must be done on paper. They are working on that. It may be a good idea for HR to send out this information to those who didn't accept the health benefits so there is no confusion. Some people do have the dental, but not the health. There are some disconnects in the IT system that need to be addressed.

Staff Fall Forum Report to Pres. Council

On Thursday morning Marianna and Brett, and any other who would like, are presenting a PACE report at President's Council. Looking for feedback. The main portion of the PACE report will be the feedback from the Staff Fall Forum. This has never been done before and we want to present what we got from the feedback. Three topics: Staff Fall Forum feedback, summary of lessons learned from the feedback and the upcoming Holiday Social. Brett & Marianna shared the presentation with the group, and received some feedback to improve it.

Going with Holiday Social at the Improv; we are having Improv Comedy Club perform. Voice Line will perform and may do a funny song and other holiday arrangements. Pres. Holland's portion is not the main event and will be shorter. The prizes last year were great! We will have more prizes this year. We will hold an Ugly holiday sweater contest with prizes for the ugliest sweaters. Santa and Mrs. Claus will be onsite, Voice Line will be performing in the lobby while we are filing in. The Improv

Group will be collecting suggestions for their sketches while everyone is coming in. We will need to ask if we can have office closed for this event. It may be difficult because it is the last day of finals. Discussion on how to get the word out for the Holiday Social. Let us help disseminate the message.

In October or early November we plan to send out another survey to find out what people think about PACE involvement; what they want from PACE, what they would be willing to do and want to do to get involved. Break into focus groups from people who did the survey so it is not just us always talking about this stuff. Maybe even make a video to put together to play for new hires about what PACE does for everyone; someone who has received the staff development funding or someone who has gotten recognition, to help people understand better what PACE is.

Laura Snelson - IRI

IRI does surveying for programs at UVU. Laura shared a survey report from Summer University. The survey data is available online. Laura can send you the link for the PowerPoint presentation for the entire report.

Meeting adjourned.