

Meeting Minutes

October 21, 2014

2-3:00 pm – SC 213a

Those in attendance:

| | | |
|--------------------|-----------------|----------------|
| Brett McKeachnie | Sue Stephenson | Darren Larsen |
| Shalece Nuttall | Darryl Pranger | Giovanna Alisa |
| Jolene Chamberlain | Jennifer Alga | Corey Callahan |
| Barney Nye | Tom Liljegren | Celena Patten |
| Jill Crawley | Dalene Rowley | Jacob Atkin |
| Jim Condie | Kim Wright | Dawn Burgess |
| Justin Ferrell | David Phillips | Jordan Doman |
| Kim Rollins | Candida Johnson | Belinda Han |
| Jessica McArthur | | Marianna Henry |

Those not in attendance:

Sandi Koller
 Mike Francis
 Andrea Osborn
 Nathan Gerber
 Sherry Harward
 Cameron Walker

Guests: Judy Martindale, Cameron Evans, Sarah Graves, Mark Wiesenbergh, Melissa Tippins, Karlie Hardman

Welcome – Brett

- September minutes will be sent out for approval through email.

Policy 321 – Jolene

Policy Stewards Mark Wiesenbergh and Judy Martindale

Thanks for all the comments that were received about the policy. Policy Stewards clarified the reasoning behind this policy, clarified employee terminology (variable hour employees (part-time, student, adjunct, seasonal):

- Policy was adopted as a temporary emergency policy in response to changes in federal regulations.
- Intent of policy is that President's Council sets works limits and to provide to the institution some flexibility
- Are there any mechanisms in place to prepare the policy for future changes? If there is a need to modify, it's brought up through President's Council. Any modifications can be found in the Employee Tab in UVLINK.
- Clarification on maximum hours that can be worked by international students. They can work 40 hours during their break, as long as they work and attend school two semesters. This is allowed as part of the provisions of international students.
- Comments will be forwarded to Policy Stewards, and their responses will be forwarded back to the PACE board.

Employee Wellness Options – Cameron Evans (HR) and Sarah Graves (SLWC)

- New Employee Wellness Program, for benefited employees who are on the UMR benefit plan, will provide a \$100 cash incentive for those who participate fully. They will need to complete an online CHRA (Clinical Health Risk Assessment) by the end of October. Employees can earn

up to 1000 points (need 800 points) to earn the \$100. There are workshops and challenges that employees can participate in to gain points. This year's Employee Wellness Challenge will go through April. HR will send information out to all employees, as well as an email through HR Matters.

- For full-time employees not covered under the UMR medical plan or part time employees, they can participate in the challenges through the Student Wellness Programs. Wellness perks handout was passed out. The health-risk appraisals and coaching offered through the Student Wellness Program do not apply towards the Employee Wellness Program done through the benefits office.
- There are a lot of perks offered through the Student Wellness Program that is open to all employees, including healthy cooking, walking groups, etc. For more information you can call Sarah at extension 5553 or visit their website.
- These programs will benefit not only the employee but the university as a whole to lower our cost of benefits.

Orem Recreation Center clarification – Brett

Discount passes are available for \$60 per person, \$60 per dependent, for this year. Orem Recreation Center identifies dependents as those under the age of 24, living in the home, not married, and are claimed on taxes. Enrollment is going on now through Nov. 7. To enroll, employees need to pick up a form in the Benefits office, pay the fee, and bring the form back to HR. As of Oct. 21, only 26 employees have signed up. If we are going to have this option available for future years, more employees will need to sign up.

PACE Scholarship Recipient – David Phillips

PACE awards two \$500 scholarships to students each year. One of the scholarship recipients, Karlie Hardman, introduced herself. Karlie has an AS degree in Graphic Design and is pursuing a BS degree in Secondary Education with an Art Emphasis. She has done volunteer graphic design work for UVU, and is an instructor at Provo College. The scholarship is helping with her books while she attends UVU part-time. She is very grateful for the scholarship.

Inclusivity on PACE Board and at PACE Events – Discussion

- As a board you can nominate people from various backgrounds to serve on the board. We can also encourage them to help serve on committees.
- It's hard to be inclusive because we don't really talk about employee's religion and how would we know what their religion is.
- When nominations and elections open up, an inclusivity message should be included to encourage people to nominate employees from diverse backgrounds and cultures.
- **Discussion on changing the name of the PACE Holiday Social**
 - Will changing the name fix the issue?
 - We can call it the PACE Annual Social or PACE Winter Social rather than the PACE Holiday Social.
 - We can try to make things inclusive, but we know that we cannot make everyone happy about everything. We need to have a balance through everything we do.
 - It was suggested that we put together a committee for next year's meeting to look at the name change.

United Way Campaign – Brett

- Handout was given, to help employees understand what United Way is, what they do, be a voice for them.

- Email was sent out from Steve Anderson, encouraging employees to donate as little as a dollar a check. Even if you don't want to donate, select the option "not at this time." Money can be directly withdrawn from your check.
- UVU-BYU student food drive, Valley United Against Hunger.

ByLaws & Procedures –Jacob Atkin

- There are some inconsistencies in Article Three, allocation of senators. ByLaws state that we allocate based only on full time employees, but we are using both full and part time employees to allocate senators. Do we need to amend our bylaws to fix it?
- Two years ago we allowed part-time employees to vote, but we did not change our bylaws. Do we need to do this?
- Should there be a senator representing part-time employees?
- How do we represent part time employees, and what role do they play on our board?
- There are some issues that arise with part time employees serving on the board. The biggest issue is who pays for the employee so that they can come to the meeting? Is it part of their job or something in addition? Should they get paid to be on the board or should it be voluntary? Part-time employees need a voice and to feel represented.
- Focus group will get together to look at how to best represent part time employees. Dalene Rowley, David Phillips, Dawn Burgess, Jill Crawley, Gioey Alisa, Jacob Atkin, and Shalece Nuttall. Communication will happen mostly through email. They will come back and present a variety of options in two months on how PACE can best represent part time employees.
- Senators in each division are responsible to meet with part time employees and to represent their needs.
- Do we need to have an executive liaison? It is an appointed position from the President. He brings a perspective that helps the PACE President navigate the politics and administrative channels.

PC, PELC, & HR Follow-up – Discussion

- Summer University May 18-20 conflicts with May PACE meeting. Recommended that we cancel the PACE meeting but we have a session that is fun (dunk tank), another recommendation was to have a session that is our PACE meeting.
- Campus will be closed December 24 and December 31.
- Re-design of HR website. A page that describes the difference between the benefits and perks of being an employee.
- Conflict of Interest form has changed and you will see it during performance evaluations.

Meeting adjourned at 3:30.