

**Minutes**

January 16, 2018

1:00-3:00 pm

SL114

**Attendance** – Jennifer Agla, DaSheek Akwenye, John Bair, Jon Barclay, Andrea Calaway, Cameron Evans, Stacy Fowler, Beka Grulich, Kellie Hancock, Justin Hansen, Amie Huntsman, Brett McKeachnie, Tena Medina, Trevor Morris, Bonnie Mortensen, Kristen Nuesmeyer, Shalece Nuttall, Nikki Scott, Mindy Swenson, Jason Terry, Craig Thulin, David Tobler, Valarie Wells, Irene Whittier, Mark Wiesenberg, and Lisa Williamson.

**Absent** – Stephanie Albach, Daniel Delgadillo, Nathan Gerber, Gary Griffin, Darel Hawkins, Candida Johnson, Linda Makin, and Katty Perez.

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**Welcome. Approval of Minutes. Administrative Updates**

- ***Faculty Senate President (Craig Thulin)***: Committee has been formed, with staff representation to re-envision undergraduate/GE.
- ***UVUSA Representative (Tanner McQuivey)***: Student events occurring all week. Staff are encouraged to inform students of the elections for 5 student positions (Due February 6).
- ***Minutes*** – December 19, 2018 minutes stand as approved.

**Policy Review**

**Second Reading**

- ***Policy 522, Undergraduate Credit and Transcripts (limited Scope)***. PACE's comments were minimal and not related to content.

**Business**

***Presidential Hiring Search***

- Craig reported the position announcement has been posted with no hard deadline, although it notes screening to begin on February 2.

***Presidential Transition Committee***

- Craig informed the committee of the happenings in respect to the 3 aspects of the transition:
  - Celebration of President Holland and the legacy he leaves
  - The logistics of transition
  - The celebration of the new President and looking forward
- PACE will have a role in the transition. The staff fall forum is opportunity to welcome the new President. **Kristen made motion to announce the PACE distinguished awards during fall forum. Mindy second, none opposed.**
- President Holland's State of the University address will be done in conjunctions with Board of Regents on Friday 1/19/18 at 11-11:30 a.m. Shalece will send out more information.

***Goodwill transition***

- Market and help people understand its purpose
- Create meaningful cooperation and collaboration between staff and faculty
- Review the form to ensure it aligns with the purpose and make available to current employees (Cameron will send Shalece the form)

### ***Passionate Employee committee***

Names have been submitted to represent on the Passionate Employee Committee which will be formed with 5 faculty, 3 non-exempt staff, and 2 exempt staff. Purpose of the committee is to look at employee engagement and create culture that is inviting. Committee will report in PACE meetings.

### ***Perk Now***

Mark discussed the PerkNow app currently available to UVU employees. Employees are excited about the app. PACE provided feedback that a lot of the perks are Utah County specific.

### ***Staff Development Funds***

Kristen provided Shalece with the Fall development experiences noting we had enough to use all funds. Kristen will look at who is requesting and pass information onto executive board. Staff education allow employee to receive personal reimbursement up to \$1500 a year to continue their education. Staff development funds reimburse the department \$500-750 for professional development (speaker, conference, etc.).

### ***PACE Goals for 2017-18***

Executive board gave assignment to committee chairs to meet with their committee's before the next meeting to discuss strategic planning, goals and the resources needed for those goals. Nathan will lead the follow-up discussion in February.

### **Senator Reports**

**Academic affairs (Bonnie Mortensen):** Bonnie suggested to record and have professional development content available in bridge. (Mark will review with Daniel).

**Student Affairs (Jason Terry):** Division is happy, but has some recommendations and concerns: (will send write up to Shalece)

- Recommendations of what to look for in new president:
  - Recognize what makes UVU great and stick with it
  - Quality over quantity
  - Morale – accessible and know the staff
  - Keep the focus on student success
  - Advocate on the hill, fundraiser, and values
- Areas for improvement:
  - Purchasing simplified
  - Hire more staff to focus on workload
  - More flexibility for non-traditional students (advisors, food, etc.)
  - Less department battles – we are on the same side
  - Afraid quality of Concurrent Enrollment will decrease with growth
  - More mentorship opportunity for middle level (UVSELF). (In HR's plans)
  - Stick to deadlines
- The PACE board continued to discuss how to help staff feel their voice is heard
  - Mark noted from administration there is a genuine interest to hear from staff
  - Educate and communicate back
    - Post suggestion box responses from the subject expert on website and include common concerns (FLSA) in weekly email
  - Supervisor training to increase communication and education (In HR's plans)
  - People seem to participate in open forums with their own areas

**Alumni & Development (Amie Huntsman):** Aimee reported on events occurring in Alumni including the wolverine fun run, Paint Nite (January 26/\$45), student campaign to raise money for scholarships, Grand Canyon game to connect with our Alumni, and the WAC tournament is on March 7-10. Employees who have worked for over 6 months qualify as alumni and receive alumni discounts. Amie will write blurb for the PACE weekly email.

**Planning, Budget & HR (Cameron Evans):** HR has moved to HF infill and has been realigned. There is a new Employee Service Center (ext. 8207) for all questions. Everything except the I-9 documentation can be done online. New employee orientation starts March 1.

### **Committee Reports**

**Benefits (Jennifer Agla):** Can Answer questions and concerns regarding benefits. Hepatitis A is covered under our medical benefit, but not prescription. Suggestion to add shingles vaccination for all ages. Need to documentation and clarify benefits (there was HR matters on Hepatitis A).

**Bylaws/Procedures (Brett McKeachie):** Thanks to everyone who got their procedures in, currently up to date. Constitution amendments need submitted before May 1.

**Election (Tena Medina):** Need to start looking at elections to know what positions need to be filled. Will focus on elections at the benefits fair.

**Employee Recognition (Irene Whittier):** December had 44 wolverine sightings. PACE distinguished employee award has been extended to January 26 and requires supervisor approval through DocuSign. Will create blurb regarding PACE distinguished employee award for PACE email.

**Service & Scholarship (Kellie Hancock):** Encourage to write letter to nominate for pace scholarship (current GPA needs to be a 3.0). Shalece and Kellie will be talking to Judy about goodwill transition. Kellie can start to accept nominations to form committee.

**Wolverine Pride (DaSheek Akwenye):** Working with marketing to rebrand and launch a big campaign. Shared examples of new swag.

**Summer University (Mindy Swenson):** Summer University is May 14-16. The schedule will remain as it has in the past with a personal events on Monday (golf, bike, bowling, etc.) and professional development on Tuesday. Some divisions are looking at bringing back the divisional session on Wednesday afternoon. Watch for a call for proposals. PACE will be donating money for ice-cream social and recommends ice-cream bars again. May need to look at day of ice-cream social since divisions will be meeting Wednesday afternoon. Planning to hold a general session in both morning and afternoon that they would like everyone to attend.

### **Agenda Items for Next Meeting - February 20 at 1-3 PM in SL 114**

- Strategic Planning and Goals

### **Important Dates:**

- PACE nominations due January 26
- UHESA day on the hill - January 26 & UVU day on the hill - February 26
- Employee appreciation day (Basketball) - Saturday 27<sup>th</sup> at 3 PM (wear PACE name tags)

*Minutes taken by: Stacy Fowler*

*Meeting adjourned at: 2:45 PM*