

**Minutes**

Sept 15, 2020

2:00-4:00 pm

SC213C/TEAMS

***Attendance*** – Marilyn Meyer, Chris Medina, Ben Burk, Nathan Gerber, Nate Mathis, Trish Baker, Beka Grulich, Savannah Olson, Stacy Fowler, Julia Escobar, Zach Hoskin, Alex Gebers, Ashlyn Robb, Gus Pacchiega, Bonnie Mortensen, Kristen Nuesmeyer, Linda Makin, Michael Snapp, Alison Jensen, Chad Johnson, Dalene Rowley, Jakell Larson, Kellie Hancock, Kylee Keele, Natalie Shelley, Ransom Cundick, Silvia Lobendahn, Todd Olsen, Bjorn Engebretsen, Natalie Healy, Collin Craig, Kim Schollenberger.

 ***Absent* –** Anne Arendt, Candida Johnson, Megan Densley

**Welcome, Approval of Minutes, Administrative Updates**

* ***PACE Administrative AVP- Marilyn Meyer***
* ***Faculty Senate (Anne Arendt)***
* ***UVUSA (Bjorn, Engebretsen)***
* ***Minutes – August 2020 minutes - Approved***

**New Business**

***Emeritus Status Policy – Marilyn*** Adding Emeritus status policy to employees as well as faculty. Would like input on benefits and privileges should be given. Read policy and please give feedback. If you were one of these individuals what would you like to see come with this ranking?

***Great Colleges to work for survey – Taylor Lovell*** Employee survey done every other year since 2012. The information is based on Agreed and Strongly Agreed responses,

Employee satisfaction, we are consistently above our peers, this year just under the goal that UPAC set for us.

2020 results are very similar to the 2018 survey result.

What are areas that PACE can have an influence? Send Beka feedback, what you would like to see Administration take action on. Also, what you think PACE can help with.

***Homecoming Decorating Contest – Kylee Keele,*** Alumni is in charge, PACE is doing the voting. Decorate Home office or UVU office. Please spread the word for participation.

***ELO Review – Bonnie Mortensen*** Working hard to condense to 5, faculty is going to review and rewrite. Staff input is important to help get them into terms that everyone will understand. Not meant to be written in an academic way, need to make sure they are understandable and get the point across. Is this something that we want just the board to give feedback on or offer it to all staff? Comments came in to just send it to the board to keep the feedback manageable and meaningful. Look for an email to come and offer your thoughts and feedback.

***Custodial Changes – Julia Escobar*** Just wanted to let everyone know about the cleaning changes process. This was posted to the facilities website, but she wants to get the word out for those who didn’t look. Friday is the cleaning day, if you would like your trash taken out more often than Friday set your can outside of your door. No cleaning on Tuesday and Thursday.

**Committee Reports**

**Benefits (Trish Baker):** With the changes that COVID brought the HR benefits group worked with our provider to extend the time period that you have to submit a claim. Extension for appeals has been extended. Time when an individual must notify for an “event” extended, time to enroll extended. Thank you to benefits for helping in this area.

**Bylaws and procedures (Natalie Shelley):** Nothing new to report on, still learning the position. Working on rewriting some of the policies.

**Elections (Stacy Fowler):** Nothing new at this time

**Employee Recognition (Natalie Healey):** Moving from using gift cards to having the money put into green bucks so you have it without having to go to HR to pick up your card.

**Events (Kylee Keele):** Meeting next week to plan holiday social.

**Marketing and Communication (Collin Craig):** Updated website, take a look and let Collin know. He would be happy to update for you.

**Legislative Affairs (Jakell Larson):** In 6th special session with no new updates.

**Policy Review (Ben Burk):** October 19 is the deadline for Policy 362. Please give feedback so that our voice is heard.

**Professional Development (Michael Snapp):** Letters are going out to those who will be awarded tuition reimbursement. Making updates on website to make it clear what professional development will and will not be used for.

**Service & Scholarship (Kellie Hancock)**: Thursday Sept 10 was the united way campaign. 11 were able to go an participate in that. Awesome event

**Wolverine Pride (Chris Medina)**: emailed about scheduling hours for restaurants that will be open and when.

**Action Items: Please go in and give input for the policies that were discussed.**

**Senator Reports**

**Academic Affairs:** Wondering if the PACE weekly email can include a reminder of who senators are and where to send your concerns to. Maybe to go out once a month. With senators and their contact info.

Staff still feeling powerless with supervisors not following state/federal guidelines regarding COVID. How do they handle these situations and what can they do? Beka will bring this to the next COVID meeting and get feedback from Robin Ebmeyer on this. Come to HR, specifically to Cameron Evans with regards to COVID issues.

Supervisor reviews? When are staff going to see these?

Concerned that the numbers aren’t accurate that we are reporting, can staff say that a specific day numbers will be updated? Tuesday is that day and you can tell staff to look on the website to see those.

**Finance and Administration:** Shout out to the Photo team for putting together our PACE group photo. Awesome

**Institutional Advancement:** Presidents scholarship ball is coming up. Be aware of parking and which parking lots to avoid. September 26 is the day of the ball, may have closures the day before as well.

**University Relations:**

**Student Affairs:** Nothing to report.

**Planning Budgets & HR:** The PBA cycle has begun again, just a reminder about that. If you are making a PBA request for a new position that you requested last year you can use the same salary information that was given last year, you don’t have to repeat the whole process again with HR Compensation.

Sorry that I missed getting Zach on the agenda again. That is fixed so it won’t happen again.

**Important dates**

**Q&A:**

**Next Meeting:**

***Minutes taken by: Ashlyn Robb***

***Meeting dismissed at:3:24***