

**Westchester Administrative Staff Council**  
**Meeting: March 1, 2019**

**Meeting Minutes:**

Minutes from February meeting approved

**Speaker – Samantha Miller, Program Manager, Dyson**  
**Presentation: Earth Month 2019**

Earth Month 2019 – for a full list of events visit [www.pace.edu/dyson/earth-month](http://www.pace.edu/dyson/earth-month)

Pace University celebrates Earth Month all April.

- Get outside events: 4/11 – Fit Walk; 4/18 – Garden Day; 4/26 Bird Walk
- Take a lecture: 4/8 – Evergreen Poems
- Get Involved: 4/23 – Help Nature Club plant a tree; 4/25 – Take Your Children to Work Day
- Meet the Animals of Pace: 4/1 – Birds of Prey; 4/3 – Animal De-Stress; 4/17 – Nature Center Open House; 4/24 – Meet the Nature Center Animals
- Contact Angelo Spillo, Director of Nature Center if interested in volunteering to get involved with the garden.
- First Annual Nature Photo Contest – submit a nature-themed photo taken on a Pace campus to Angelo Spillo at [aspillo@pace.edu](mailto:aspillo@pace.edu) by 4/22/19. Two winners will receive a large, professional print of their photo. See the full set of contest rules at [www.pace.edu/dyson/earth-month](http://www.pace.edu/dyson/earth-month).
- Earth Month Reception – everyone is welcome to come celebrate Earth Month at reception with free refreshments. We will also be honoring the GreenPace Award winners.
- GreenPace Awards - do you know a person, department, organization or club that deserves to be recognized for helping make Pace a greener place? Nominations due March 29. Make a nomination at [www.pace.edu/GreenAward](http://www.pace.edu/GreenAward)

**Speaker – Hillary Knepper, Interim Associate Provost-Academic Affairs, MPA PLV**  
**Presentation: Middle States Update**

It is very important that Pace shines during the evaluating team visit.

- Evaluating Team visit: March 31, 2019 – April 3, 2019

Self-study and presentations available on the website – [www.pace.edu/middlestates](http://www.pace.edu/middlestates)

- Goal #1 – Reaccreditation – retain eligibility for federal and state funding

- Goal #2 – Institutional Improvement – meet the Requirements of Affiliation and the Standards for Accreditation. Engage the community institutional reflection. Identify innovations for institutional improvement.

Updated Timeline:

February 2019 – report submitted

March 31 – April 3 – Team visit

June 2019 – Decision

Findings – Pace meets Middle States standards for accreditation and requirements of affiliation.

- Innovations address: areas where compliance can be strengthened, areas we know we need to improve, initiatives that can be completed over the next 3 years.
- Status and progress evaluated at Midpoint Peer Review in 2023.

Team schedule:

- 3/31 – NYC CAMPUS (Team arrives, welcoming reception)
- 4/1 – NYC CAMPUS (meetings with key stakeholders, open forum during common hour)  
PLV CAMPUS (meetings with key stakeholders, open forum during common hour)
- 4/2 – NYC CAMPUS (meetings with key stakeholders, open forum during the common hour)
- 4/3 – (team summary report of findings VC (NYC, PLV and LAW))

Preparing for the visit:

- Read the self-study
- Be prepared to meet the evaluators.
- Key questions/areas of inquiry will focus on: how we fulfill the Pace mission, assessing our processes and services, assessing student learning, our engagement in Pace's governance and decision-making.
- Keep your schedule flexible on the visit days, meeting requests will be days/hours, not weeks, in advance.

Stay informed! Website [www.pace.ddu/middlestates](http://www.pace.ddu/middlestates), social media @PaceUniversity

Questions? Contact the Steering Committee.

**Speaker – Brian Anderson, Director for Emergency Management/Environmental Safety**  
**Presentation: Safety Resources and Crisis Communications**

Pace Alert – visit [alert.pace.e.edu](http://alert.pace.e.edu) to update your contact information

- Pace University emergency alerts will be sent to announce updates and additional instructions as a situation processes, and as we receive information.

Visitor Alert Registration – visit [www.pace.edu/visitoralert](http://www.pace.edu/visitoralert) to update your contact information

- Visitors who sign up for emergency alerts can de-register themselves.

Download the Pace Safe app for:

- Friend Walk – send your location to a friend, who can watch you walk home in real-time, Incident Reporting, Campus Maps and Evacuation Maps, Emergency Procedures.
- App available on Google play and Apple app store

Follow @PaceUSafety on Twitter on Instagram

- Updates and notifications, event announcements, giveaways, safety tips, #FacesOfSecurity

Past and Future events/trainings – Stop the Bleed Until Help Arrives, To Go Bag Making  
[www.pace.edu/safety](http://www.pace.edu/safety)

Informacast – IP Phone Alerts – IP Phone Screen alerts on all Pace-owned IP phones.

- Test of the system on all IP phones – Wednesday, March 20<sup>th</sup> – Press Exit to clear screen

Update your ID cards today! You must update your ID card to a prox card.

- Turnstiles are live in NYC

**Speaker – Nasreen Hussain, Student Engagement and Retention Specialist**

**Presentation: Yes, I Make It Happen Initiative**

Presentation to be posted to WASC website.

Visit <https://www.pace.edu/human-resources/employee-labor-relations/employee-recognition/YES-recognition-program> for more information.

**Committee Updates:**

Treasurer's Update - \$5,199 remaining.