

UNIVERSITY of
NORTHERN COLORADO



Professional Administrative Staff Council (PASC)

Meeting Minutes
March 25, 2009
UC Conference Room

Council Members Present: Tricia Tort, Jay Dinges, Chris Vegter, Andy Malinski, Solomon Little Owl, Sarah Chase, Aimee Rogers, Ryan Rose, Cathy Puckett (guest-HR)

Council Members Absent: Li Wang, Joe Tort, Stephanie Moir, Beckie Croissant, Becky Broghammer, Lori Brachtenbach, Jimmy Henderson

- 1) **Call to Order**
Dinges called the meeting to order at 11:02 a.m.
- 2) **Approval of Minutes**
 - February 25 meeting minutes were approved.
- 3) **Treasurer's Report** (Vegter)
 - PASC Foundation account balance = \$4,256.03. This balance does not reflect the expenses from the March banquet.
- 4) **New Business**
 - Puckett shared the HR update:
 - HR Director Marshall Parks may get encouraging budget news at an upcoming state budget meeting. The state budget for Higher Education may be positively impacted by the federal stimulus dollars. Puckett will share more details at the April PASC meeting.
 - Classified employee evaluations are due to HR by March 31.
 - Human Resources staff is working on updating the supervisor names for all exempt personnel. Sue Stone will be contacting those employees whose supervisor information needs updated.
 - New employee orientation sessions are going well so far.
 - Dinges shared Proposal number 1-09 with council members. Proposal 1-09 addresses Article VII of the PASC bylaws and proposes that Section 5 and Section 7 of Article VII be revised. (See attached). Dinges will change the word 'may' in Section 7 to 'shall' and re-present it to the Council for 2nd reading during the April meeting.
- 5) **Standing Committee Reports**
 - **Bylaws** (Dinges/Henderson): No report.
 - **Communications/Website** (Croissant/Little Owl): No report. Chase reported that Croissant added the PASC elections announcement and nomination form to the website.

- **Elections** (Chase): Chase and Rogers met to review 2009 PASC elections procedures. All elections materials have been updated. An announcement soliciting PASC nominations has been posted on UNC Today. It will run 3 more times prior to the nomination submission deadline of April 3. Croissant posted the nomination form to the PASC website. Council members submitted nominations. All nominees will be contacted prior to distribution of the election ballot. Nominees must accept their nomination in order to be included on the election ballot. Elections ballots will be mailed to all exempt staff during the week of April 6. Ballot return deadline will be April 30. Newly elected PASC members will be announced in early-May.
- **Annual PASC/SPEEC Banquet** (Broghammer): No report.
- **Monthly Networking Lunches** (T. Tort): The next lunch will be held Wednesday, April 1. Marshall Parks and Randy Haack will provide further HR and finance updates. Tort suggested that the council consider inviting Greeley PD to speak at a future luncheon about the benefits of Greeley.
- **Community Outreach/Service** (Brachtenbach): No report.
- **Employee of the Year** (Broghammer/Croissant): No report.
- **Professional Development** (Chase/Wang): No report.
- **Fundraising** (Vegter/Dinges): No report.
- **Grants/Scholarships** (Dinges): No report.

6) Campus Committees

- **SRC** (Dinges): Student Fee Allocation Process begins tonight, and continues into the month of April.
- **Faculty Senate** (J. Tort): No report.
- **SPEEC** (Malinski): No report.
- **Board of Trustees** (Rogers/Brachtenbach): Guzman presented current application and enrollment numbers, which appear to be promising compared with last year's numbers at this point in the cycle. There is a BOT budget meeting on April 15.
- **Alumni Association** (Little Owl): The Transforming Lives campaign is going well so far and has been a helpful recruitment tool in the Denver metro area. New officers will be elected at the June 15 Alumni Association meeting.
- **Parking Advisory Board** (Dinges for Wang): Parking Services' goal is to be able to decrease the student permit prices by \$10-\$20, and to maintain faculty/staff prices without increasing the price for AY 09/10.
- **Campus Recreation Advisory Board** (Rose): No report.
- **Work Environment Task Force Committee** (Rose): President Norton delivered the charge to the committee at the first meeting, and Rose will be chairing the committee, which will meet every 2 weeks. The first task will be to survey the campus to find out what people like/dislike about working at UNC. The findings will be used to provide directions for future committee work.
- **UC Advisory Board** (Chase): First meeting will be Wednesday, April 1.
- **Compensation Committee** (Wang): No report.
- **Bookstore Advisory** (Little Owl): No report.
- **Information Technology Committee** (J. Tort): No report.
- **President's Planning Council** (Dinges): No report.
- **CETL Advisory Board** (Croissant): No report.

7) Information Items/Roundabout

- Puckett reported that a diversity coordinator position (exact title TBD) was proposed by the Equity and Diversity Task Force. President Norton announced that this position will be created and filled internally by a faculty member who will report directly to her.

- Little Owl reported that the “Native American: Emerging Perspectives” event will be held at the Kohl House on Friday, March 27 from 1:00 – 5:30 pm. The event will feature several guest speakers and a barbecue.
- Rogers announced that Financial Aid finished packaging award letters. If staff members know of current work study students who were not awarded work study for the AY 09/10 year, encourage the students to contact Rogers directly.

8) Next PASC meeting

- Wednesday, April 22 at 11:00 a.m. in UC Conference Room.

9) Adjournment

- Dinges adjourned the meeting at 11:58 a.m.

Respectfully Submitted,

Sarah Chase, PASC Secretary