



Professional Administrative Staff Council (PASC)

Meeting Minutes
September 2, 2009
Gunter 1120

Council Members Present: Joe Tort, Tricia Tort, Cathy Puckett, Gary Dutmers, Sean Broghammer, Beckie Croissant, Andy Malinski, Rick Hoines-Brumback, Lee Ann Sappington, Jana Schwartz, Solomon LittleOwl

Council Members Absent: Li Wang, Ryan Rose, Aimee Rogers

1) Call to Order

- J. Tort called the meeting to order at 11:04AM.

2) Approval of Minutes

- July 1 and August 5 meeting minutes were approved.

3) New Business

- **Bylaw Proposals** – There are two proposals to change the bylaws. The first change is to include the addition of the Chair-Elect Position. By doing so it will change a few of the duties for the Treasurer and Secretary. Hoines-Brumback requested having the Chair-Elect Position effective for one year from July to June instead of June to June. The change passed unanimously.

The second change is to reduce the number of Standing Committees and have the Standing Committees hold ad hoc meetings. J. Tort proposed having the following Standing Internal Council Committees (which includes Executive, Bylaws, Salary Equity, and Fundraising and Events) and Programming Committees (which includes Professional Development, Recognition and Social Events, Community Outreach and Service, and Grants and Scholarships). Standing Committee meetings would include PASC members but could also include outside members. The Council voted unanimously to accept the change. J. Tort will email out further instructions on how to move forward with determining Chairs for the Standing Committees.

- **PASC Letter to Exempt Employees** – J. Tort drafted a welcome letter for administrative staff. The Council reviewed the document and made suggestions for changes. The Council suggested adding information on how to donate to Team UNC, adding the PASC website link, change introduction to Welcome to the New Year, add another bullet under Professional Development, and some grammar and title changes. A calendar of fall events will be included with the letter.

Dutmers suggested having the Team UNC information sent out as its own announcement rather than included in the welcome letter. J. Tort will redraft the letter and forward to Dutmers and then the Council for approval.

4) Discussion Items

- **Standing Committee Reports**
 - **Bylaws** – see above
 - **Communications/Website** – no report
 - **Elections** – no report

- **Annual PASC/SPEEC Banquet** – no report
 - **Monthly Networking/Welcome Lunches** – T. Tort announced that the first welcome luncheon is September 21. Marshall Parks will speak regarding employee benefits.
 - **Community Outreach/Service** – no report
 - **Employee of the Year** – no report
 - **Professional Development** – no report
 - **Fundraising** – Croissant suggested doing a food drive for the Weld County Food Bank. The Council is interested in participating in Cans to Candelaria. Croissant will investigate how PASC can participate and where the food is donated.
 - **Grants and Scholarships** – The Executive Council approved at a previous meeting allowing professional administrative staff and their dependents to receive scholarships in the form of books and/or fees. The Council will work to determine deadlines and create an application process.
- **Campus Committees**
 - **Student Senate (formally SRC)** – Sappington announced Student Senate had their first meeting last week which focused on goals and reaching out to students.
 - **SPEEC** – Malinski shared that the SPEEC newsletter is coming out this week. SPEEC will move forward with the events as planned and should PASC like to team up and participate they are welcome to but changes will not be made. PASC agreed to participate in the Fall Mixer but will not participate in the Annual Banquet or Ice Cream Social. PASC will plan a separate recognition event this year but asks to be included in a debriefing and planning of future events. Dutmers, Puckett and LittleOwl will begin planning PASC's recognition event.
 - **Faculty Senate** – no report
 - **Board of Trustees** – no report
 - **Alumni Association** – Mike Johnson was named as the Director of the Alumni Association and is looking to reorganize the unit. LittleOwl will stay in contact with Mike.
 - **Parking Advisory Board** – no report
 - **Campus Recreation Advisory Board** – no report
 - **University Center Advisory Board** – no report
 - **Compensation** – no report
 - **Bookstore Advisory** – no report
 - **Information Technology Committee** – no report
 - **CETL Advisory Board** – no report
 - **Workplace Environment Taskforce** – no report
- 5) **Round-A-Bout** –
- Puckett shared that at the request of the Provost to accommodate faculty HR will send out letters to faculty stating their 2009-2010 salary. Letters will not be sent to exempt employees. She also shared that CHEIBA expects a 12.5% increase in medical expenses but HR will absorb the increase however co-pays will increase from \$15 to \$25. HR anticipates that exempt employees will get an insurance holiday in December (which means they would not have to pay for insurance for December).
- 6) **Next PASC meeting** – The next meeting is October 7 at 11:00AM.
- 9) **Adjournment**
- J. Tort adjourned the meeting at 12:13PM.

Respectfully submitted,
Beckie Croissant, PASC Secretary