

## **PROFESSIONAL ADMINISTRATIVE STAFF COUNCIL (PASC)**

November 20, 2001

Present: Chris DeLaTorre, Stephanie Torrez, Kim Scott, Sandra Scott, Tammie Etl, Jennifer Rasmuson, Ken McConnelouge, Helen Reed, Mike Churchill, Karen Raymond

Guest: Judy Zewe

Topic Discussion

Minutes approved Reviewed minutes of last two meetings 9/18/01 and 10/9/01. All approved.

New Employee Welcome Program Welcome event was well-attended. It was suggested that next year that we advertise the Supervisor/Administrator training better to improve turnout. Furthermore, we could market the certificate aspect of the training program.

Governance Social Faculty/senate had low turnout. It was suggested that we find a way to improve turnout next year.

Administrative Band Placement Supervisors should be receiving band notifications soon. VP's were given them earlier this semester. The notifications should have no reference to salary. There will be no appeals; however, if staff disagree they should talk to their Director or Dean and request a change in writing to the VP. If the VP agrees, this request will then go to the President for approval. Next step, HR will develop job descriptions for positions.

Salary Study comparison Memo was sent by PASC to President Brown on 11/9/01. No response noted from President Brown. Until further notice, no additional actions will be made.

Environmental Health and Safety Survey EH & S developed a survey for distribution to all employees in January. Representative Kim Scott asked for feedback on the survey before distribution.

Other Committee Reports No other reports noted.