

PASC Meeting Minutes
April 15, 2003
Aspen Suites A & B

PRESENT: Christina Aguilera, Kim Black, Sean Broghammer, DJ Cox, Chris Downen, Tammie Etl, Nancy Gray, Jen Griffin, Sherri Moser, Scott Schuttenberg, Dan Socall, and Rich Trahan

1. Christina Aguilera called the meeting to order at 3:30 p.m.
2. Christina introduced new PASC member, Sean Broghammer and SPEEC representative, DJ Cox.
3. There was not a meeting due to a snow storm.
4. Officer and Representative Reports:

President's Council – Discussion at the President's Council focused on what procedures will be followed with the impending budget cuts. As part of budget reductions for 2003-04, a furlough of employees will be considered. A furlough (temporary pay cut) is a temporary measure that will allow the university to maintain options for the 2004-05 budget year. Because the university does not have complete numbers, we do not know specifics, but it is thought that a furlough may be an effective and necessary measure for dealing with the financial exigencies ahead. For classified employees, who require state-level action to be furloughed, university-level action would mean an FTE reduction. Faculty and exempt employees would have a furlough target, and it will be up to division and department leadership to determine how best to reach the target. The hiring freeze will likely remain in effect, although administration will examine needs on a case-by-case basis.

Treasurer's Report – The Pampered Chef fundraiser had a net profit of \$389.96. The recognition pins have been purchased from SPEEC and approximately 4-5 clocks will be purchased for employees with 25 and 30 years of service. The current balance in the PASC General Account is \$4,573.61.

5. Committee Reports and Representative Reports:

Fund Raising – Sherri distributed a document with several fundraising opportunities. The council voted to sell candles. Rich brought up the discussion of how much money does PASC need? Scott will do a budget comparison report for next year's council. The money given to PASC from vending machines will be discontinued after this current fiscal year. The money from the account is spent on the New Employee Reception, scholarships for students and staff, recognition and awards, and several other functions throughout the year. The council agreed to continue pursuing fundraising activities for next year's budget fund. The council also decided to work in conjunction with SPEEC during next fall's five home football games. The following is a list of the games and people responsible for finding volunteers:

August 30 – Sean Broghammer & Tammie Etl
September 20 – Scott Schuttenberg
October 11 – Christina Aguilera
October 25 – Nancy Gray & Jen Griffin
November 15 – Sherri Moser

Student and Exempt Staff Scholarships – Kim reported that the revised guidelines for the PASC student scholarship and professional development grants are finished. A discussion followed regarding if a member of the council would be eligible for the professional development? The committee recommended that the council member applying for the scholarship not be on the committee that selects the winner. It would be better to ask 3

exempt employee staff members not serving on PASC to help select the winners of the scholarships. The student scholarship will be for \$400 and the professional development scholarship will be for \$300. Applications for the professional development scholarship will be taken all year long, but those sent prior to December 31st would get priority. The scholarship application will be added to the PASC web site. Kim will send the updated document to Christina.

Communications Committee – A second template for the PASC website with some modifications will be ready to go in approximately a week. Scott would like each committee member to send him a short blurb describing the committee position. The descriptions will be added to the website.

Faculty Senate – A president's report to the Faculty Senate outlining our fiscal situation, which is the first step in convening the Joint Retrenchment Committee (comprising faculty, administration and students) and enacting the Reduction in Force policy. Our Board Policy Manual requires us to take this step if we face financial exigency, which the policy defines as "substantial reduction in the legislative general fund revenues appropriated and available to the university. You can read the policy online at <http://www.unco.edu/trustees/>.

SRC – Dan Socal removed himself as the PASC representative to SRC due to a conflict of interest. The Health Center is vying for some of the student fee money. Tobias Guzmán is temporarily filling in for Dan until the SFAP process is done. The final meeting is tomorrow night.

SPEEC – The next brown bag session will be Purchasing Service Credit on April 25, 2003. The annual SPEEC picnic will be May 1, 2003. Marshall Parks will attend the next SPEEC meeting to speak about the potential FTE reductions.

PASC Salary Equity Committee – Chris Downen will provide a summary of the salary equity committee meetings at our next PASC meeting.

Professional Development Day – The committee was still unable to find anyone who is interested in presenting for the professional development day. Scott recommended that next year's committee start the search and get a commitment by October or November for a keynote speaker for the Professional Development Day in March of 2004. A determined effort was made by the committee to have someone from our university be a keynote speaker, but last year's scheduled speaker and several others who were contacted, declined for this year. This is the second year in a row that has proved unsuccessful in a search to get someone on campus to present.

PASC Recognition and Awards – An updated list of recognized employees was established. A request for the employee of the year nominations has been posted in the UNC Report and the UNC Today message.

6. PASC Banquet: Jen Griffin reminded everyone that the PASC Luncheon will be held on Tuesday, May 20th from 11:30 a.m. – 1:30 p.m.

7. Adjournment:

Respectfully submitted,
Tammie Etl, Secretary

Next meeting date: Tuesday, May 13, 3:30 p.m.,
University Center