

Professional Administrative Staff Council (PASC)
University of Northern Colorado

Meeting Minutes
November 10, 2004

Representatives in attendance: Joan Lamborn, Lori Brachtenbach, Libby Kasper, Chris Peterson, Julie Posselt, Toby Rush, Scott McLean, Teresa Sellmer, and Di Smice.

Representatives absent: Sandi Coleman, Montez Butts, Debra Holman, Richard Hill, and Craig Rasmuson.

1) Call to Order

Lamborn called the meeting to order at 11:35.

2) Review and Approval of Minutes

Lamborn asked that a correction be made to the minutes regarding the BOT report; Lamborn said the minutes should be amended as follows: change “the university is currently drafting the performance contract to “CCHE is currently drafting a performance contract.” Peterson moved that the minutes be approved as amended. Brachtenbach seconded the motion.

3) Officer Reports

a. Chair

- Lamborn distributed CDs containing PASC procedures; she said Holman will place this information on the PASC website so the information can be updated when needed.

b. Vice Chair/Treasurer

- Peterson said that the budget report is on the PASC website; the account is stable with no spending and no deposits.

c. Secretary

- There was no report from the secretary.

4) Committee Reports

- a. Bylaws** – Posselt reported that she and Coleman continue to work on revision of bylaws. The plan is to present the Council with 2-3 articles/sections at each meeting. When this process is completed, the entire revision will be voted upon. The revised Constitution is due to the Transition Team on May 1, 2005.
- b. Communications** – Brachtenbach said the new PASC website is up and running, and she invited members to view the site. Holman informed employees about the website through the PASC listserv.
- c. Community Service** – PASC will serve an evening meal at the Guadalupe Center on May 5, 2005. Sellmer said the Guadalupe Center event is set, but she is still in the process of setting up plans for the Xeric Garden. At present, she plans to set-up two workdays this spring.

Sellmer called Faculty Senate Chair, Richard Dietz, and asked if the Senate would like to collaborate on a community service project. Dietz said that two projects, the Guadalupe Center meal and the Xeric Gardens would be two possible projects. He asked that the PASC representative to Faculty Senate present these

options at the Nov. 8th meeting. Posselt reported that she did present the ideas at Senate. As we get closer to the dates of the two events, she will remind Senate of these opportunities and, once again, invite members to participate.

Team UNC coordinator Shauna Schulke said she will email all employees again asking that they give to Team UNC. In March, Peterson and Holman will begin the PASC Fundraising drive. Employees will be asked to designate a portion of their Team UNC pledges to PASC for the scholarship fund.

- d. **Fundraising** – Football Program sales are \$294.50. Sellmer said that two more people are needed for the last game on November 20th. Kasper presented ideas for the Wine and Cheese fundraiser. After a discussion concerning the issues associated with this event, the Council decided to revise the event. Kasper suggested a “Theater in the Round” event; the night’s event would include a coffee and dessert menu accompanied by the UNC improv group and other UNC talent. Kasper will investigate this option.
- e. **Professional Development Brown Bags** – Lamborn thanked Scott McLean for presenting at an October Brown Bag. Lamborn also said Dan Socal’s presentation was well attended. Dr. Vincent Scalia will present on November 29th.

5) Liaison Reports

- a. **Board of Trustees** – Lamborn reported that the Board discussed the tuition pricing models presented in the Strategic Pricing Task Force Report. The models incorporated per credit hour pricing and differential pricing for lower and upper level courses, increased the existing undergraduate/graduate differential, and reduced the resident/non-resident differential. Two models also included differential pricing for Business and Nursing, two high-cost programs. The board asked the task force to develop a blended model that combines tuition costs from two different models for discussion at the December meeting.

The Board did approve differential tuition for Nursing and Business to take effect with incoming students, not current students and a private lesson fee for Music to take effect with the 2005/06 fiscal year. The Board will discuss how the tuition increase will be spent at the December 10th meeting. Lamborn also said that the UNC will have a site visit from the Big Sky Conference group in January, and the decision will be made in March. Concerning the Performance contract, Lamborn said UNC is in the process of finalizing its performance contract with CCHE; each institution will negotiate a contract with CCHE, but UNC will not sign its contract until all schools have finished the negotiation process. A Request for Quotation has been issued for the high temperature pipe repairs. Twelve firms responded. A design is to be completed by July 1, 2005.

- b. **Faculty Senate** – Posselt reported the Senate’s concern regarding the Performance Contract. Senate members are concerned about issues such as course load, class size, and tuition distribution. The Senate also continues to discuss the Faculty Evaluation process.
- c. **Parking Advisory** – Q Lot and A Lot will be paved in the near future. McLean mentioned that a group is on campus to investigate future parking issues. McLean also said that many on campus have received a survey, and he asked that all who received the survey complete it.
- d. **President’s Planning Council** – Lamborn said the Council has not met yet.
- e. **Student Representative Council** – The SFAP process has started. The initial stages of the allocation process include organizations presenting themselves to SRC. Kasper also reported that SRC is in the process of hiring a vice-president for Academic Affairs.
- f. **State Personnel Employees Executive Council** – SPEEC recently held its Employee Appreciation Fall Event. Sellmer said she enjoyed the event and was honored to be asked to be one of the people who judged the costume contest. Sellmer reminded the Council to put the following events on their calendars: SPEEC Awards Reception/Banquet is on Feb. 21st, and the spring picnic is on May 11th.

- g. Alumni Association** – No report

6) Old Business

- a. PASC shirts** – Sellmer provided costs for two types of shirts; 1) Short sleeve t-shirt: total cost \$12.00--\$7:00 plus \$5.00 for logo and 2) Denim long sleeve: total cost \$21.00--\$16:00 plus \$5.00 for logo. She will contact SPEEC and obtain information concerning their t-shirt provider.
- b. PASC Goals for 2004/05** – Lamborn said the Council is still on task but reminded the Council that two goals remain: a PASC flyer and working with Human Resources on orientation for new PASC employees; a mentoring program could build upon that initial orientation.

7) New Business – There was no new business at this time.

8) Announcements and department updates – Peterson said that Financial Aid has hired two new advisors. Brachtenbach reported that Facilities has hired a new staff member.

9) Adjourn

Meeting was adjourned at 1 pm.

Respectfully Submitted, Teresa Sellmer