

**Professional Administrative Staff Council (PASC)**  
**University of Northern Colorado**

**Meeting Minutes**  
**December 8, 2004**

**Representatives in attendance:** Joan Lamborn, Lori Brachtenbach, Sandi Coleman, Chris Peterson, Julie Posselt, Scott McLean, Teresa Sellmer, Montez Butts, and Debra Holman.

**Representatives absent:** Libby Kasper, Toby Rush, Craig Rasmuson, Di Smice, and Richard Hill.

**1. Call to Order**

Lamborn called the meeting to order at 11:35 am.

**2. Review and Approval of Minutes**

Brachtenbach motioned; Peterson seconded; and the meeting minutes for November 10, 2004, were approved.

**3. Officer Reports**

**a. Chair**

- CDs containing copies of the PASC Procedures Manual were distributed to representatives who were unable to attend the November council meeting.
- Lamborn reported that she had recently been invited to serve on a discussion panel for this year's fellows in the Stryker Administrative Leadership Program. The discussants included representatives from SPEEC and Faculty Senate, and topics ranged over such items as shared governance and organizational participation.

**b. Vice Chair/Treasurer**

- For the current month, the PASC General Account balance is \$3,920.00, and the PASC Scholarship Account balance is \$1,654.52.
- Peterson reported that he recently attending the Charting the Future (CTF) Transition Meeting. A one page summary of the major components of CTF are available on the CTF website at <http://www.unco.edu/pres/charting/index.shtml>.

--The *Commission on the University Experience* is being chaired by Cynthia Galovich, with the commission's website at <http://cue.unco.edu/>.

--The *Commission on Student Success* is being co-chaired by Matt Downey and Donni Clark.

--The *Faculty and Staff Professional Development Center Task Force* is being co-chaired by Alma Azama and Shandy Hauk.

--The *Campus Facility Usage Committee* is being chaired by Kirk Leichliter.

--Also, Bob Hetzel has been appointed as the new Associate Vice President for Planning Policy, effective January 1, 2005.

**c. Secretary –**

There was no report from the Secretary.

**4. Committee Reports**

**a. Bylaws** – Posselt submitted a draft of the revised PASC Constitution and PASC Bylaws' Articles I and II for review. It was noted that the PASC mission statement, which is published on the PASC webpage ([www.unco.edu/pasc](http://www.unco.edu/pasc)), could be incorporated into Article I one of the revisions; the mission statement has not previously been included in any section of the constitution or bylaws. The issue of proportional representation of PASC's elected representatives was raised as it pertains to both Article II and to the later bylaws' article which details election procedures; also, it was noted that Article II now carries redundant language, contained elsewhere in the bylaws, concerning the secretary's role in preparing for elections. Lamborn and Holman agreed to assist Posselt in reviewing the language and procedures concerning representation and elections. Drafts of revised Articles III-VI and VII-IX will be submitted to PASC at the January and February meetings, respectively, before a vote of approval is taken at PASC's March meeting.

**b. Communications** – Holman and Brachtenbach reported on several items concerning communications:

- The revamped PASC website has been up for several weeks. Feedback from professional staff has been minimal but positive.
- Some of the elected representatives have expressed interest in having additional council pictures online. Holman will get in touch with Ronna Johnston to see if she might shoot some additional photos prior to any upcoming PASC meeting.
- Brachtenbach reported that the new PASC brochure is being developed and will be available soon.

**c. Community Service** – Sellmer reported that she will be pursuing lining up a service project to be co-sponsored by PASC and Faculty Senate, with the campus Xeric Gardens currently the top contender for targeted efforts.

**d. Fundraising** – There were several items reported related to fundraising:

- A letter was sent to Hal Brown confirming PASC's interest in reestablishing receiving the funds or a portion of the funds generated through the vending machine sales. If the council begins to receive this line of revenue again, the monies will be applied to the PASC Scholarship account.

- Kasper is still working on the logistics for the proposed coffee social.
- If the coffee social is to be held, donations will need to be lined up either as door prizes or for a raffle at the event. A variety of donations were suggested, with various representatives agreeing (or being volunteered) to try to secure such donations from the community:

--massage gift certificates: Sellmer

--weekend in Estes Park: Posselt

--athletic event tickets: Rasmuson

--dining gift certificates: Peterson

--event tickets from at UCCC or PVA: Holman

**e. Professional Development Brown Bags** – Holman reported the following updates:

- The Fall PASC Brown Bags were a success. Each brown bag averaged between 8-10 people, with 35 people in attendance at the kick-off brown bag on the new employee evaluation processes in September.
- A flyer for the spring brown bags will be prepared and distributed as soon as a speaker for March is lined up. It was suggested that the March brown bag could be on the topic of media relations. Holman agreed to pursue lining up Gloria Reynolds and perhaps Jean Morrell and Wendy Rich-Goldschmidt.

## **5. Liaison Reports**

**a. Board of Trustees** – The next meeting for the Board of Trustees will be this Friday, December 10, 2004. Likely agenda items will include: tuition pricing, tuition increase spending, and employee compensation.

**b. Faculty Senate** – Coleman reported on a variety of updates from Faculty Senate:

- There was a Colorado Commission on Higher Education meeting on November 29, 2004, at which the Colorado Opportunity Fund was discussed.
- There has been \$300,000 in insurance savings through CHEIBA for the fiscal year. Employees who pay into CHEIBA for their health insurance will have no premium payments in December as a way to reimburse them some of the savings on the CHEIBA accounts.
- In recent public statements on employee compensation at the university, it has been noted that \$2.3 million was expended in the last fiscal year to fund faculty in additional work-related capacities.
- Richard Blanke has drafted a memo to the Provost containing several specific questions regarding the \$103,000 in bonuses that were distributed to nine administrative staff members at the end of the last fiscal year.
- SRC bylaws continue to be updated.
- Changes in the submission of mid-term evaluations and mid-term grades will be made for the coming semester to improve the submission processes.
- The annual campus faculty meeting will be held on January 25, 2005.

**c. Parking Advisory** – Butts and McLean reported on the following items:

- Parking Services will be reporting to the Vice President of Finance effective January 1, 2005.
- For those who have a parking pass to park at Kepner, it is important to know that faculty and staff are encouraged to park on the west side of the lot, and students are encouraged to park on the east side. This helps insure sufficient parking for all.
- There has been a delay in some of the proposed parking lot paving on campus due to the early onset of cold weather this fall. It is now likely that the new parking lots will not be open until April at the earliest.

**d. Presidents Planning Council** – Holman reported that she filled in for Lamborn at the first President's Planning Council meeting, which was held on November 21, 2004. The council will be an ongoing entity established to provide guidance and assistance to the president, through the current Charting the Future (CTF) processes and beyond. A major task of the council will be to work to review, synthesize, and make an integrative planning document for the campus from the various existing documents such as the University Plan, the CTF report, the Facilities Master Plan, the Academic Plan, and many others.

**e. Student Representative Council** – A new Vice President for Academic Affairs has been appointed; Matt Lang will serve in that position for the remainder of the year. The council is gearing up for this year's Student Fee Allocation Processes. Also, there has been some recent public controversy surrounding the President's position; at this time, it is not clear whether the President will remain in his position or will resign.

**f. State Personnel Employees Executive Council** – There was no meeting report at this time.

**g. Alumni Association** – There was no meeting report at this time.

## **6. Old Business**

- a. PASC Shirts** – Sellmer reported that she has researched purchasing shirts from GOJO's and from a vender in Loveland. GOJO's prices were more competitive, with a one time required set up fee of \$25 in addition to the purchase cost for any individual shirts. Posselt volunteered to assist Sellmer in drafting a design for the council to review at its next meeting. Sellmer also noted that she will work to find out whether a minimum number of shirts must be purchased in placing the initial order.

## **7. New Business**

- a. Consideration for Response from PASC Concerning the Recent Public Discussion on University Employee Compensation**

In light of recent public statements on employee compensation at the university and discussion on this item at Faculty Senate meetings, the chair asked whether or not council

members believed that PASC should make a formal statement concerning the issue. It was noted that PASC has a history of supporting or raising issues related to compensation, for example, most recently in FY 02-03 when the council raised concerns about salary equity and in FY 03-04 when the council supported SPEEC's request for the maintenance of open campus dialogue during the period in which state positions in higher education were being considered for elimination under the classified system. Council members were of the opinion that it is in the council's purview to raise concerns related to the current discussions. There was general agreement, however, that there appears to be incomplete information on the subject at this time and that it would be premature for PASC to make a statement, especially since the desire was to add thoughtfully and substantively to the discussion on how employees across campus ought to be compensated for their work. All agreed that the issue should be revisited at the next council meeting scheduled for January 12, 2005.

#### **8. Announcements and department updates**

There were no announcements or updates.

#### **9. Adjourn**

The meeting was adjourned at 1:05 pm.

Respectfully submitted,

Debra K. Holman  
PASC Secretary