

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

**Meeting Minutes**  
**March 9, 2005**

**Representatives in attendance:** Joan Lamborn, Debra Holman, Lori Brachtenbach, Sandi Coleman, Julie Posselt, Teresa Sellmer, Scott McLean, Richard Hill, and Matt Lang.

**Representatives absent:** Chris Peterson, Montez Butts, Craig Rasmuson, Toby Rush, Libby Kasper, and Maria Spoon.

**1. Call to Order**

Lamborn called the meeting to order at 11:42 am.

**2. Review and Approval of Minutes**

Coleman motioned; Posselt seconded; and the meeting minutes for February 9, 2005, were approved.

**3. Officer Reports**

**a. Chair**

- Lamborn reported that the Commission on Compensation has begun meeting. Robbyn Wacker has been elected chair. The commission's report is due to President Norton on April 15, 2005.
- The first campus budget meeting for next fiscal year was held on March 4, 2005, with an overview and update on the campus' financial situation. The regular schedule for the budget meetings has not yet been firmed up.

**b. Vice Chair/Treasurer** – The balance for PASC's General Account remains unchanged since December at \$3,920.00. The Scholarship Account balance is \$1,891.74.

**c. Secretary**

There was no report from the Secretary.

**4. Committee Reports**

**a. Bylaws** – Posselt presented the most up-to-date draft of the Constitution and Bylaws for review and a vote of approval scheduled under Old Business later in the meeting.

**b. Communications** – Brachtenbach distributed a revised copy of the new PASC brochure for the Council's consideration. A few additional comments, suggestions, and recommendations were made to assist Brachtenbach with completing the final design.

**c. Community Service** – Sellmer reported that there were just under a dozen people who turned out for the March 5, 2005, workday in the UNC Xeric Demonstration Garden. The work crew consisted

of PASC volunteers and employees who work in the gardens on a regular basis. The April 2, 2005, workday will be held from 9 am – 12 pm, cancelled only in the event of rain or snow.

- d. **Elections** – Holman and Posselt reported that elections materials—including nomination form, ballot, and ballot instructions—have been readied in advance of the PASC elections. Nominations will be taken from March 21 – April 1, 2005. The elections are scheduled from April 11 – April 22, 2005. Announcements concerning nominations and elections will be coordinated with Elaine Quam in the President’s Office to insure that they are made via the campus-wide professional staff listserv and not solely via the PASC listserv, to which employees subscribe on a volunteer basis.
- e. **Employee of the Year** – There was no report at this time.
- f. **Fundraising** – There were two items reported:
  - The PASC t-shirt orders are due this Friday, March 11, 2005. Sellmer reported that the t-shirt sales will not be a significant fund raiser at this time. Future orders are possible, however, and next year’s council may wish to pursue the sales more aggressively.
  - Information on SPEEC’s Yard Sale planning was distributed. SPEEC is still looking for folks willing to volunteer at the May event; also, if PASC intends to be formally involved in the 2006 Yard Sale, the Council will need to offer its assistance fairly soon in the coming months.
- g. **Grants and Scholarships** – Posselt reported that she and Kasper will be reviewing the applications for the PASC Scholarship in the coming weeks after the names of the applicants are forwarded to them from the Financial Aid Office. Eligible students applied for consideration via the UNC FA\$T APP process. The PASC Grants process has not yet geared up but will take place later this spring.
- h. **Professional Development Brown Bags** – There was no report at this time.
- i. **Recognition Luncheon** – Sellmer reported that work continues on the Recognition Luncheon. A question has arisen as to whose lunch tickets should be covered for the event; the following list of attendees was suggested:
  - The PASC Scholarship recipient and up to two guests of that recipient.
  - The three current ex-officio representatives to PASC, one each for SRC, SPEEC, and Faculty Senate.
  - The PASC employees who are being recognized for anniversary years of service or retirement from the university.
  - The PASC Employee of the Year and one guest of that individual.

Holman motioned that the Council should cover the cost of the luncheon tickets for the suggested list of attendees noted above; Sellmer seconded; and the motion was approved.

## 5. Liaison Reports

- a. **Board of Trustees** – Lamborn reported that the most recent Board meeting occurred on February 11, 2005; the March meeting has been cancelled. Items discussed at the February meeting included:
  - The Board has formed a Compensation Committee and an Audit Committee, although the Audit Committee has not yet been convened.

- On April 8, 2005, an outline on the proposed funding for higher education for 05-06 is expected from the state's General Assembly. Monies are expected to come from the College Opportunity Fund and the Fee for Service plans.
- UNC has signed a performance contract with the Colorado Commission on Higher Education.
- The Big Sky Conference visit went well earlier this semester. A vote from the conference will be forthcoming as to whether UNC will be included in it.
- The university gains enterprise status on July 1, 2005.

**b. Faculty Senate** – Posselt reported on the following items:

- An invitation has been extended to the members of Faculty Senate to join PASC at the UNC Xeric Garden Demonstration Workdays this spring.
- Planning continues for the University Center for Faculty and Staff Development. The goal of the center will be to serve as a clearing house for information concerning development opportunities; the center will not necessarily be providing direct training for faculty and staff.

**c. Parking Advisory** – McLean reported that the lot south of the University Center will be completed and opened sooner than had been anticipated, possibly as early as just after Spring Break. McLean also reported that annual parking rates for 05-06 are set to increase by approximately \$15.00 per permit.

**d. Presidents Planning Council** – There was no report at this time.

**e. Student Representative Council** – Lang reported on the following items:

- The Honors Convocation awards applications are set to go out soon.
- There are 29 candidates who will be running for Student Representative Council positions for the 05-06 elections.
- Currently, initiatives are being pursued to try to establish college student councils for 05-06.
- Finally, 73 conference grants were distributed to students for the spring semester.

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

**g. Transition Team** – The Transition Team met in early March to receive updates on Charting the Future (CTF)-related work. The chairs from the various CTF commissions reported updates, and all persons present at the Transition Team meeting engaged in general discussion on progress to-date.

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

## **6. Old Business**

**a. Vote on the Revised Constitution and Bylaws** – Following the report noted above on the status of the revision of the Constitution and Bylaws, the following additional amendments to the bylaws were requested:

- Article II-Membership, Section 3-Distribution of Members, ii-Administrative Units, a-Academic Affairs, v-Library and Faculty and Staff Development Center should be changed to University Center for Faculty and Staff Development.
- Article IV-Authorized PASC Committees, Section 2-Events and Programming Committees should include, in alphabetical order, the addition of the Community Service committee.

- Article VI-Meetings should have its sections reordered to place the current Section 2-Special Meetings as the last section in the article.
- Numbering and capitalization should be double-checked to insure standardized formatting throughout the documents.

Coleman motioned to approve the Constitution and Bylaws as amended; Brachtenbach second; and the motion was unanimously approved.

**7. New Business** – There was no new business.

**8. Announcements and Department Updates** – There were no announcements or department updates.

**9. Adjourn**

The meeting was adjourned at 1:15 pm.

Respectfully submitted,

Debra K. Holman  
PASC Secretary