

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

**Meeting Minutes**  
**May 18, 2005**

**Representatives in attendance:** Joan Lamborn, Chris Peterson, Debra Holman, Lori Brachtenbach, Teresa Sellmer, Scott McLean, Montez Butts, Craig Rasmuson, Libby Kasper, and Maria Spoon.

**Representatives absent:** Sandi Coleman, Julie Posselt, Toby Rush, Richard Hill, and Matt Lang

**Guests:** Kevin Bean, Vice President for Development and Director of Development, UNC Foundation  
Shauna Schulke, Assistant Director of Development, UNC Foundation  
Andrea Tappmeyer, Assistant Director of Development, UNC Foundation  
Michele Tyson, Coordinator for Academic Advising, College Transition Center

**1. Call to Order**

Lamborn called the meeting to order at 11:30 am.

**2. Review and Approval of Minutes**

Sellmer motioned; Peterson seconded; and the meeting minutes for April 13, 2005, were approved.

**3. Team UNC**

Guests from the UNC Foundation shared information on their plans for this year's Team UNC drive. Team UNC aims to foster financial support from university faculty and staff for a variety of university-related activities. The foundation is considering beginning the drive as soon as the academic year starts so that it will not conflict with the United Way drive nor occur during the holidays. Also, a new Alumni & Friends Membership Card is being developed for those who contribute at least \$40 per year; the card will give discounts at a variety of dining and entertainment establishments. It was noted that PASC has encouraged staff to participate in Team UNC by giving directly to PASC's General or Scholarship accounts or other accounts of the employee's choosing. Council members confirmed their intent to continue to support Team UNC efforts, and Peterson shared a sample copy of last year's drive letter.

**4. Officer Reports**

- a. Chair** – The Commission on Compensation report was submitted to the President on April 22, 2005. The committee's charges from the President were addressed, and suggestions were made for establishing standardized compensation practices across employee divisions on the campus. The report also suggested that a permanent compensation advisory group be formed which would report ongoing employee concerns and provide compensation-related advisory assistance to the President.
- b. Vice Chair/Treasurer** – The balance for PASC's General Account is \$2,004.00. The Scholarship Account balance is \$1,953.13. Concerning the General Account, checks for the PASC Recognition Luncheon tickets have not yet been deposited nor has the request been submitted to Finance and Administration for reimbursement of half the cost of the Recognition Luncheon awards. It is expected that we will have a healthy account balance to transfer to the incoming council in July.

- c. **Secretary** – There was no report from the Secretary.

## 5. Committee Reports

- a. **Bylaws** – Lamborn reported that the copy of the approved constitution and bylaws was submitted to the Board of Trustees by the May deadline required under Charting the Future. Holman added that the documents have also been posted to the PASC website.
- b. **Communications** – Brachtenbach said that she is working with Woody Myers, Director of Publications and newly elected representative to PASC, to finalize the PASC brochure. Holman reported that Ronna Johnston has completed the header changes to the PASC website. Holman noted that formal thank you letters should be sent to Ronna Johnston and Scott Schuttenberg for their continuing service to PASC's communications-related efforts. There was strong agreement on this point, and Holman and Lamborn will coordinate the sending of letters Johnston and Schuttenberg.
- c. **Community Service** – Sellmer reported that there were some half dozen volunteers who helped with dinner preparation and service at the Guadalupe Center on May 5, 2005. Sellmer and Brachtenbach also both volunteered to help SPEEC with their yard sale over the past weekend.
- d. **Elections** – Holman thanked Posselt, McLean, and Hill for their assistance with the PASC Elections. The revised PASC Constitution was unanimously approved; the two vacancies for Counsel and Advancement were filled; and three of the five vacancies for Academic Affairs were filled. Newly elected members to the council for 05-07 are Woody Myers, Linda Spradley, Michele Tyson, Erik Applegate, and Nancy Gray. Procedures outlined in the PASC Bylaws will need to be followed to fill the remaining two vacancies on PASC for the coming year.
- e. **Employee of the Year** – Rasmuson and Peterson reported that Cindy Vetter was chosen as the PASC Employee of the Year for 2005. Rasmuson said that next year's Employee of the Year committee may want to rewrite the nomination form to include different questions and/or expand the scope of consideration for the nominations.
- f. **Fundraising** – There was no report at this time.
- g. **Grants and Scholarships** – Kasper reported that a \$400 scholarship was given to Gwen Wagner at the PASC Recognition Luncheon on May 17, 2005. Gwen is the daughter of UNC professional staff employee Eric Wagner, who works in Financial Aid. The PASC Professional Development Grant will be awarded later this summer, and Posselt will coordinate the application process for PASC.
- h. **Recognition Luncheon** – Sellmer reported that close to eighty people attended the PASC Recognition Luncheon. She thanked everyone who helped with planning and coordinating the luncheon activities, giving special thanks to Nancy Kauffman for all of her good work.
- i. **Recognition Awards** – McLean reported that K & K and Barnes & Noble were easy to work with and each gave PASC a discount on their awards order, which was also a help. Richard Trahan and Jean Morrell were recognized for 30 years of service to the university, and Norm Laurence and Rich were also recognized as this year's professional staff retirees at the PASC Recognition Luncheon.

## 6. Liaison Reports

- a. **Board of Trustees** – There was no report at this time.

- b. **Faculty Senate** – There was no report at this time.
- c. **Parking Advisory** – McLean reported that the lot expansion south of the University Center has been completed. Paving is scheduled to begin for parking at Jackson Field, and plans for property acquisitions for key areas around campus continue to be made.
- d. **Presidents Planning Council** – Lamborn reported that the council has completed the budget review for campus. A total of 1.7 million in new requests were filled, including a proposed 3% salary increase and 3% proposed salary catch-up provision for professional staff.
- e. **Student Representative Council** – Kasper reported that the council completed the SFAP process in a timely and efficient manner, and summer conference grants have been made available to students. College student associations are being established to allow for exchanges between students and college administrations; the associations will also provide representation to SRC.
- f. **State Personnel Employees Executive Council** – Sellmer and Spoon reported that the PASC/SPEEC Picnic went well on May 16, 2005. The SPEEC Yard Sale took place May 14-15, 2005, and was a success. If PASC would like to be formally affiliated with the yard sale next year, they should express such interest to SPEEC officers soon.
- g. **Transition Team** – The Transition Team met on April 24, 2005, and reviewed the various commission reports that had been submitted from across campus.
- h. **Alumni Association** – There was no report at this time.

7. **Old Business** – There was no old business.

## 8. **New Business**

- a. **Fundraising Strategies** – Lamborn asked for input on fundraising strategies/events for next year's council. The following ideas were shared: SPEEC Yard Sale, football program sales, concessions at other campus events, bobblehead bear sales, vending machines, and Team UNC. Additionally, it was noted that developing or maintaining strategies for funding support are also important; for example, Finance and Administration's commitment to share half the cost for the annual awards given at the PASC Recognition Luncheon provides tangible financial assistance to the council.
- b. **PASC Salary Equity Committee** – This item was tabled until the next council meeting.

9. **Announcements and Department Updates** – Kasper announced that she has resigned her position at UNC effective June 2005.

## 10. **Adjourn**

The meeting was adjourned at 1:05 pm.

Respectfully submitted,

Debra K. Holman  
PASC Secretary