

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

**Retreat Minutes**  
**July 19, 2004**

**Representatives in attendance:** Joan Lamborn, Chris Peterson, Debra Holman, Teresa Sellmer, Sandi Coleman, Craig Rasmuson, Libby Kasper, Montez Butts, Julie Posselt

**Representatives absent:** Toby Rush, Scott McLean, Lori Brachtenbach

**1. Welcome and Introductions**

Lamborn welcomed everyone to the retreat and asked all representatives to introduce themselves and provide brief information on their position on campus and the work of their unit.

**2. PASC Overview**

- a. The PASC Mission Statement was reviewed, and Lamborn shared some of her thoughts on the essential components of the council's mission. The mission statement is as follows:

The Professional Administrative Staff Council (PASC) was established in 1986 to advise the University on matters relevant to its constituents and to participate in University governance. It is the mission of the Council to advocate for and to provide a systematic means for professional staff to communicate with the various elements of the University community as well as among professional administrative staff.

As Lamborn noted, in recent years, the council has used this mission to guide its work in expanding communication with professional staff, offering means for staff professional development, providing recognition to staff across campus, and building a greater sense of community among campus professional staff.

- b. A reference handout for Robert's Rules of Order was distributed to all in attendance. Regular PASC meetings will be conducted in adherence to these rules.
- c. The minutes of the council's meeting on June 23, 2004, were reviewed and unanimously approved.
- d. Peterson reported that the Treasurer's Report remains unchanged from our last meeting with \$3,582.43 in PASC's general fund and \$1,741.61 in the PASC scholarship fund. For the Retreat, \$61 was spent to provide breakfast items and refreshments and that expense will be reflected in the report brought before the council at its next meeting.

### 3. PASC Committees and Liaisons

a. The following **Internal Council Committee** assignments were accepted:

- **Bylaws & Elections:** Posselt, Coleman, Lamborn, and Holman
- **Communications:** Holman and Brachtenbach

It was noted that former PASC representative Scott Schuttenberg has agreed to continue serving as PASC's Webmaster for the Communications Committee.

- **Salary Equity:** Posselt

b. The following **Events and Programming Committee** assignments were accepted:

- **Brown Bag Lunch Series:** Holman, Coleman, and McLean

It was noted that former PASC representative Jennifer Griffin has also volunteered to assist with the Brown Bag Lunch Series.

- **Community Service:** Sellmer, Coleman, Peterson, Butts, and Posselt

In order to explore possibilities for PASC-related community service activities, the above named representatives agreed to discuss whether a community service committee might be formed and report their recommendations to the full council.

- **Employee of the Year:** Rasmuson
- **Fall Reception:** Sellmer and Kasper

Some discussion occurred on planning the fall reception. Among the ideas shared were asking persons to introduce themselves; providing committee volunteer sign-up sheets and some means for anonymous feedback on what PASC should be doing for staff ; and asking Marshall Parks to speak on the new evaluation processes.

- **Fundraising:** Peterson, Sellmer, and Butts
- **Governance Social:** Lamborn, Holman, and Rush
- **Grants & Scholarships:** Posselt and Kasper
- **Recognition Luncheon:** Sellmer, Rasmuson and Brachtenbach

Holman will plan to assist the committee with their recognition activities as part of her duties as PASC secretary. It was noted that Patricia Noteboom and Nancy Kauffman, professional staff who served as volunteers on last year's committee, have previously expressed interest in assisting this year's committee, as well.

c. The following **Liaison and Ex-Officio Representative** assignments were accepted:

- **Alumni Association:** Rasmuson (lead) and Holman (alternate)
- **Board of Trustees:** Lamborn (lead) and Peterson (alternate)
- **Faculty Senate:** Coleman (lead) and Posselt (alternate)
- **Parking Advisory:** Butts (lead) and Brachtenbach (alternate)
- **President's Planning Council:** Lamborn (lead) and Peterson (alternate)
- **Student Representative Council (SRC):** Kasper (lead) and Rasmuson (alternate)
- **State Personnel Employees Executive Council (SPEEC):** Sellmer (lead) and Holman (alternate)

It was unclear whether the **Bookstore Advisory Board** and the **UC Advisory Board** remain in existence on campus. Last years liaisons noted they had not attended any meetings for these two groups. Lamborn said that she would look into the matter and would give a status update at the next PASC meeting and ask for representatives to accept appointment to these boards, as needed.

#### 4. Discussion Topics

##### a. Goal Setting

The following were proposed as potential goals for PASC during the 2004-2005 academic year:

- Revise and submit the PASC bylaws as part of the Charting the Future Transition Plan.
- Actively engage in fundraising and develop long term strategies to raise \$2,000 each year. (Specific fundraising ideas were discussed as their own agenda item, per the minutes below.)
- Continue to collaborate with SPEEC.
- Expand PASC visibility and participation at campus events and community service. Some possible ideas for engaging in community service specifically included taking part in:

UNC Idol Kiss the Pig

UNC Homecoming

UNC Alumni Association's Ohana Program

American Cancer Society's Run for the Cure

Greeley Food Bank (in collaboration with SPEEC?)

Habitat for Humanity

Adopt-a-Highway

Poudre River Trail

Arbor Day

- Continue to strengthen opportunities for campus professional staff to share their concerns and network with one another.

- Expand PASC communications activities to continue to raise the visibility of the council on campus. Some possible ideas to meet this goal included:
  - Update the PASC bulletin board in Carter Hall.
  - Create a PASC information sheet for new and existing employees with information on subscribing to the PASC listserv, the PASC Brown Bag Lunch Series, and contact numbers and e-mails for current PASC representatives.
  - Continue to build the PASC listserv subscriptions and consider interest articles which might be included in the listserv postings from the council.
- Make a deliberate effort to connect new campus professional staff to PASC and PASC activities. Some possible ideas to meet this goal included:
  - Work with Human Resources to insure that PASC has appropriate input and involvement in new employee orientation activities.
  - Provide the above noted information sheet to new employees at their orientation.
  - Have current PASC representatives serve as mentors/contacts for new employees, inviting them to participate in PASC events, meetings, etc.

#### **b. Program Budgets**

Peterson asked that all committee members keep in mind last year's events and programming expenses when planning this year's activities. Until fundraising can bring in additional revenue to the council, committees should plan their expenses in line with last year's expenses and when able should look to cut costs. As an example, Peterson noted that the council had been able to cut expenses for the retreat by 50% by holding the event in the morning, thereby eliminating the need for lunch to be provided to council representatives.

At the next PASC meeting, Peterson will provide a summary for each of last year's events and activities to detail expenses, revenues, and any net costs for each of them. This information should greatly assist committees in their planning for the year's events and programming.

#### **c. Fund Raising Possibilities**

As noted during the goal setting discussion, a goal of raising \$2,000 for PASC was set for the 2004-2005 academic year. The following were proposed as potential fund raising possibilities:

- Continue participation in Team UNC, with the goal of all professional staff contributing a minimum of \$5.00 per month to PASC's general or scholarship funds.
- Pursue collaboration with SPEEC on such activities as the UNC Yard Sale, perhaps to do face painting or to sell hotdogs, ice cream, or baked goods at such events.
- Contact the Athletics Department to ask if PASC might be involved in selling programs at home football games again this year.
- Consider holiday-related fund raising activities, for Christmas (cookbooks); Valentines Day (Flowers in February); and Arbor Day (trees from UNC's Xeric Committee).

## **5. Future Meetings**

It was agreed that monthly PASC meetings would be set for the second Wednesday of each month from 11:30 am to 1 pm in the UC Council Chambers beginning with the August 2004 meeting.

## **6. Adjourn**

The retreat was adjourned at 12:00 pm.

Respectfully submitted,

Debra K. Holman  
PASC Secretary