

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

**Meeting Minutes**  
**August 11, 2004**

**Representatives in attendance:** Joan Lamborn, Chris Peterson, Debra Holman, Sandi Coleman, Toby Rush, Scott McLean, Lori Brachtenbach, Julie Posselt

**Representatives absent:** Teresa Sellmer, Craig Rasmuson, Libby Kasper, Montez Butts

**1. Call to Order**

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

**2. Review and Approval of Minutes**

- a. The minutes of the council's retreat on July 19, 2004, were reviewed. The following updates to the minutes were requested:
  - Coleman has agreed to serve as the lead representative to Faculty Senate, and Posselt will serve as the alternate.
  - Rasmuson's agreement to chair the Employee of the Year committee as part of the planning for the annual Recognition Luncheon should be specifically reflected in the minutes.
  - The PASC mission statement listed in the minutes does not reflect changes approved in August 2003 to the wording in the statement. The statement should include the phrase "to advocate for" as part of the second sentence delimiting PASC's mission.
- b. Lamborn motioned; Coleman seconded; and the minutes were approved as amended.

**3. Guest Speaker – President Norton**

President Norton joined the council at 11:40 am and spoke about the planning and activities for the upcoming academic year.

- a. North Central Association (NCA) Higher Learning Commission Visit
  - UNC will have a compressive on site accreditation review visit September 20-22, 2004, by the NCA Higher Learning Commission.
  - UNC completed its self-study and submitted it to the Higher Learning Commission earlier this summer. UNC is being evaluated under new criteria, predominantly outcomes-based.
  - Complete information on the accreditation review can be found at <http://www.unco.edu/nca/>.

b. Charting the Future (CTF) Transition Year

- The CTF Transition Plan is close to being finalized. The most recent copy of the plan is dated July 9, 2004, and can be viewed at <http://www.unco.edu/pres/charting/index.shtml>.
- The President's Planning Council is being formed as a new, permanent body to assess and evaluate university functions and outcomes.
- A Transition Team will be formed to support the various taskforces and commissions doing the in-the-field work and assessments related to transition processes.
- The two major commissions under the CTF Transition Plan are the Commission on the University Experience and the Commission on Student Success. The first will look at general education with an eye to shaping and defining it across the entire undergraduate experience; that commission will also look at issues of ethics, diversity, and liberal arts across the curriculum. The second commission will look at campus advising processes and support units and will also look at student support services, including the cultural centers and academic enrichment programs.
- The realignment of the university's colleges under CTF will be done this year.
- A CTF Leadership Summit will be held on Friday, September 10, 2004. Folks at the summit will discuss both the upcoming visit by NCA's Higher Learning Commission and the CTF Transition Plan.
- A CTF Student Summit is being planned for this fall to gather student input on the CTF-related changes and transition processes. Approximately 100 student leaders from clubs, organizations, and other units will be invited to attend.

c. State of the University Address/Community Leadership Summit

- The State of the University Address has been scheduled for Wednesday, September 29<sup>th</sup>.
- On Saturday, October 2, 2004, following the address, the president will convene a Community Leadership Summit with select members of the Greeley and Weld County community. The summit will look at four topics:
  - developing finance and operational opportunities for expanded use of UNC facilities, such as through athletics and the arts
  - planning for events on a true community-wide basis, such as for UNC Homecoming and Cinco de Mayo
  - providing for a stronger recreational life for the area's college and university students
  - helping UNC fulfill the promise of providing "real world experience" in students' education through internships, service, etc.

#### **4. Officer Reports**

##### **a. Chair**

- Lamborn reported that the UC Advisory Board and Bookstore Advisory Board are active. Montez Butts has volunteered to serve as the representative to these boards.
- An update is pending on the issues raised by PASC's 2002 Salary Equity committee.
- Di Smice will be the ex-officio PASC representative from SPEEC for this year.
- The procedures manual is almost finished and should soon be given to the council.

##### **b. Vice Chair/Treasurer**

- Peterson reported that PASC's budget remains unchanged from July's report.
- An income/expense summary for FY03-04 was distributed. PASC had a net loss of \$1,304.57 in last fiscal year.

##### **c. Secretary**

Holman reported that PASC's webpage is being updated in coordination with the Communications Committee and Scott Schuttenberg, PASC's Webmaster.

#### **5. Committee Reports**

##### **a. Fall Reception**

Holman, reporting for Sellmer and Kasper, gave details on concerns that have recently been raised by the President's Office about the purpose of the PASC Fall Reception. In the past, the reception gave new employees a chance to get to know their fellow professional staff as well as learn more about university benefits and other employment information. With the new practices implemented by Human Resources, the orientation function of the reception is no longer needed. Cost estimates for the reception—both in terms of food items and novelty gifts (pens)—will be in the range of \$535 to \$600 for this year if the reception is held.

After discussion on these issues in which there was a shared consensus that these concerns are valid, McLean motioned and Rush seconded that the Fall Reception be canceled in lieu of a brown bag lunch, in which PASC provides water and employees bring their own meals. Further, the lunch should be scheduled from 11:30 am – 1 pm and be held during the month of September to allow the council representatives to give updates on PASC events and activities for the coming year and to provide an opportunity for Marshall Parks from Human Resources to come and discuss the new professional staff performance plan and evaluation process.

The motion was unanimously approved.

b. Fundraising

Peterson reported that he has contacted Athletics about PASC's selling programs at the Bears' home football games this fall. Unfortunately, given the low attendance by professional staff to support the program sales last year, the option to participate in the program sales can not be made available to PASC this year.

**All other Committee and Liaison Reports, Old and New Business, and Announcements were tabled until the September meeting due to President Norton's detailed presentation before the council this date.**

**6. Adjourn**

Rush motioned; Peterson seconded; and the meeting was adjourned at 1:00 pm.

Respectfully submitted,

Debra K. Holman  
PASC Secretary