

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

**Meeting Minutes**  
**September 8, 2004**

**Representatives in attendance:** Joan Lamborn, Debra Holman, Sandi Coleman, Scott McLean, Lori Brachtenbach, Julie Posselt, Teresa Sellmer, Craig Rasmuson, Libby Kasper, Montez Butts, Di Smice

**Representatives absent:** Chris Peterson, Toby Rush

**Guests:** Laura Hulsey, UNC Retired Senior Volunteer Program  
Eva Keaton, United Way Representative

**1. Call to Order**

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

**2. Review and Approval of Minutes**

The meeting minutes for August 11, 2004, were approved.

**3. Colorado Combined Campaign**

Laura Hulsey and Eva Keaton, serving as representatives for the Colorado Combined Campaign, shared information and updates on this year's campaign drive. The university saw a drop in participation in the campaign last year but is hoping more employees will participate this year. Employees may make one time contributions, or they can designate a fixed amount to be taken from their monthly paychecks.

There will be a campus-wide Chili Cook-off Kickoff for the Colorado Combined Campaign on Thursday, October 7, 2004, at the University Center. This social event is being held to raise funds for the campaign and also bring people out to make individual pledges for the coming year. PASC representatives in attendance agreed to actively support the planned Chili Cook-off Kickoff, both in promoting the event and making pots of chili. (See additional details under Committee Reports, Community Service below.)

**4. Officer Reports**

**a. Chair**

- Lamborn introduced SPEEC representative, Di Smice, who will serve as the classified staff representative to PASC this year.
- The Higher Learning Commission will be on campus September 20-22, 2004.

- As an update, Lamborn confirmed that a letter has been submitted to the president with comments on the possible appointment of Allen Huang to the Provost position on a permanent basis. In August, the president had asked Lamborn, as chair of PASC, to provide such comments to aid in the decision-making around that issue; Lamborn had subsequently queried all elected PASC representatives by e-mail for their input and for their review of the letter that was ultimately sent to the president. An announcement from the president on her decision is pending.

**b. Vice Chair/Treasurer**

There was not report from the Vice Chair/Treasurer.

**c. Secretary**

There was no report from the Secretary.

**5. Committee Reports**

- a. Bylaws** – Posselt reported that the committee is making plans to look at the constitution and bylaws. Updates and motions will be brought forward as the work is undertaken.

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

- The web updates to the PASC site have been completed; however, Ronna Johnson is working on a revamp to the actual look of the site and should be done soon.
- The PASC information board in Carter Hall will be updated prior to the Higher Learning Commission visit on September 20, 2004.
- All PASC meeting and brown bag lunch dates will be placed on the UNC Calendar by mid-month.
- Holman and Brachtenbach confirmed that they will work on creating an informational brochure, as was discussed at the July retreat, and will try to bring something before the council for review as soon as possible.

- c. Community Service** – Sellmer reported that the committee has met and discussed participation in service venues as varied as Relay for Life, the Alzheimer's Run, United Way activities, Earth Day, and the UNC Xeric Landscape Gardens. After a brief discussion, representatives agreed to support two upcoming service events for fall:

- The Colorado Combined Campaign Chili Cook-off Kickoff, scheduled for Thursday, October 7, 2004, at the University Center. Brachtenbach is serving as one of the campus organizers for this event, and she agreed to head up a PASC table at the cook-off and coordinate with representatives willing to make chili for the event. PASC will also promote the cook-off to professional staff on campus.
- The "Walk to D'Feet ALS," scheduled for Saturday, October 9, 2004, at Nottingham Field. Rasmuson is involved in the state planning for this event and

agreed to serve as captain for a team from PASC. Several representatives volunteered to walk and raise funds. PASC will also promote this event to professional staff on campus and ask that others participate in the walk.

- d. **“Morphed” Fall Reception** – Sellmer reported that Marshall Parks has confirmed that he will speak at the September 30, 2004, PASC Brown Bag on the topic of the “New Exempt Staff Evaluation and Performance Planning Process.” The brown bag will be held in the Spruce Suites at the University Center from 11:30 am to 1 pm.
- e. **Fundraising** – There was no report from this committee.
- f. **Governance Social** – Lamborn reported that she will be contacting the chairs of the other campus governance groups to set a date for this year’s social. It was noted that a suggestion has been made to hold this event over the lunch hour as a kind of informal brown bag; in light of fiscal concerns over the costs for campus events, the brown bag format will likely be used.
- g. **Professional Development Brown Bags** – Holman reported that the PASC Brown Bags for fall have been set as follows:
  - September 30, 2004 - Marshall Parks from Human Resources
  - October 4, 2004 – Joe Tort from the Center for International Education
  - November 8, 2004 – Dan Socall from the Counseling Center

Interest has been expressed by Scott McLean, as a representative from Parking Services, and by Vinnie Scalia, from Academic Affairs, to also do brown bags this fall. If dates can be determined for them, these brown bags will be incorporated into the line up.

## 6. Liaison Reports

- a. **Board of Trustees** – There was no meeting report at this time.
- b. **Faculty Senate** – Coleman reported that the senate is working to revise their bylaws, and they hope to do so collaboratively with SPEEC and PASC.
- c. **Parking Advisory** – There was no formal meeting report at this time; however, McLean reported that work continues on two new parking lots: one south of the University Center and one on the corner directly behind Tobey-Kendel and across from Faculty Apartments, which together will add over 300 parking spaces to campus.
- d. **President’s Planning Council** – There was no meeting report at this time.
- e. **Student Representative Council** – Kasper reported that SRC has been meeting every Wednesday at 5:30 pm. They are working on bylaws updates and changes, pretty much

on a continual basis. Also, they are currently trying to hire a new Affirmative Action/Equal Opportunity officer.

- f. State Personnel Employees Executive Council** – Smice noted that she is looking forward to representing SPEEC at all PASC meetings this year. If PASC is interested in continuing the collaboration, begun last year, on events such as the annual luncheon, SPEEC would welcome it. This year's luncheon has been scheduled for May 11, 2005.

SPEEC's first meeting will be held on September 9, 2004, at 7:30 am at the University Center. Sellmer noted that she will attend to represent PASC.

- g. Alumni Association** – Holman reported on the June meeting for the Alumni Association. Carolyn Harlan had just been hired as the new Assistant Director for the Alumni Association. (Since then, Mike Johnson has additionally been hired as the Director.) A new Vice President for Development, Kevin Bean, was set to come on aboard at the UNC Foundation in mid-July. Plans were being made to gear up the Ohana Program for its second year of providing UNC and community mentors to incoming freshmen Hawaiian students. Finally, awards and scholarships had just been given to 27 students for the coming academic year, with the average scholarship recipient receiving \$1,500.

The first meeting of the Alumni Association this fall will take place on October 1, 2004. Rasmuson confirmed that he will attend to represent PASC.

## **7. Old Business**

- a. PASC Procedures Manual** – Lamborn reported that she has received a copy of the PASC Procedures Manual from last year's PASC co-chairs, Sheri Moser and Jennifer Griffin. Lamborn will copy the manual to CD for each representative.
- b. PASC Goals for 2004/05** – This item was tabled until the next meeting in October.

## **8. New Business and Announcements and Department Updates**

There was no new business nor announcements or department updates.

## **9. Adjourn**

The meeting was adjourned at 1:05 pm.

Respectfully submitted,

Debra K. Holman  
PASC Secretary