

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

**Meeting Minutes**  
**October 13, 2004**

**Representatives in attendance:** Joan Lamborn, Debra Holman, Chris Peterson, Toby Rush, Teresa Sellmer, Libby Kasper, Montez Butts, and Richard Hill

**Representatives absent:** Sandi Coleman, Scott McLean, Lori Brachtenbach, Julie Posselt, Craig Rasmuson, and Di Smice

**Guests:** Stephanie Torrez, UNC Young Alumni Program  
Chelsey Kojima, UNC Young Alumni Program  
Asedo Wilson, UNC Young Alumni Program  
Julie Trujillo, Susan G. Komen Breast Cancer Foundation

**1. Call to Order**

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

**2. Review and Approval of Minutes**

Sellmer motioned; Rush seconded; and the meeting minutes for September 8, 2004, were approved.

**3. UNC Young Alumni Program**

Stephanie Torrez, the Director of UNC's Center for Human Enrichment and a university alumna, introduced Chelsey Kojima and Asedo Wilson, two of this year's Young Alumni Leaders. The UNC students who participate in the Young Alumni Program serve as student representatives at a variety of UNC events, both for alumni and for the campus at-large. The UNC Alumni Association provides them each with a small stipend to assist with the purchase of their books and other course materials, and the association also supervises and trains the students in their work to represent UNC. Stephanie and the students offered the services of the Young Alumni Leaders to meet and greet folks at an upcoming events for PASC or other campus units.

**4. Susan G. Komen Breast Cancer Foundation**

The Susan G. Komen Breast Cancer Foundation's mission is to eradicate breast cancer through education, screening, treatment, and research. Annually, the foundation raises money to support its mission through the Race for the Cure and other nationally known and supported activities such as the collection of Yoplait Yogurt lids. Some 75% of the monies raised through Greeley's affiliate of the foundation stay in our area to meet the mission and needs locally.

Julie Trujillo, Coordinator of Academic Advising at UNC's Center for Human Enrichment, reported to the council that a drive to collect Yoplait Yogurt lids will take place on campus this fall. For every lid collected, our local affiliate of the Susan G. Komen Breast Cancer Foundation will receive ten cents. For campus offices interested in participating in this collection drive, a poster, info sheets, and pink collection bags will be provided.

The council agreed to support the drive, and Holman confirmed that it would be possible to promote the drive via the PASC listserv. Trujillo explained that folks need only e-mail her a contact name for their offices and the number of pink collection bags they are requesting and that she would see that the materials are forwarded to them.

Finally, October 29, 2004, will be "Pink Day" and all members of the UNC community are being asked to wear pink to celebrate cancer survivorship as well as remember those who lost the battle with breast cancer.

## **5. Officer Reports**

### **a. Chair**

- Lamborn introduced Faculty Senate representative, Richard Hill, who will serve as the faculty representative to PASC this year.
- SRC has been contacted about appointing a representative to also serve on PASC for this year.
- Two recent letters of thanks were read: one from Kristen Sandstrom, the recipient of this year's PASC Scholarship, and one from the Colorado Combined Campaign for PASC's donation of a bobble head bear to this year's campaign drive.
- In follow up to unfinished business from last year's council, it was reported that Nancy Kauffman was the recipient of the PASC Professional Development Grant.
- The PASC procedure manual CDs have been copied and will be distributed at the next council meeting.
- A community summit was held on October 2, 2004, on the UNC campus, and Lamborn attended as the PASC representative. The summit was sponsored by UNC and included folks from the campus, Aims Community College, the city of Greeley, and Weld County. Employees of the various government entities as well as some business leaders were in attendance. The summit revealed possible areas for coordination and collaboration between the university and the community at-large, including: construction of a multi-use event facility, an annual multicultural fair to celebrate diversity, and an annual career/internship fair.
- Finally, Lamborn extended her thanks to those on the council who had helped with the recent Colorado Combined Campaign's Chili Cook-off Kickoff and the ALS Walk to D'Feet to ALS.

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

Peterson reported a PASC account balance of \$3,552.00 and a PASC Scholarship account balance of \$1,658.68.

**c. Secretary**

There was no report from the Secretary.

**6. Committee Reports**

**a. Bylaws** – There was no report from this committee.

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

- The web updates to the PASC site are progressing, and a full test site should be available soon for viewing.
- The PASC information board in Carter Hall was updated in time for the NCA Higher Learning Commission's visit in September.
- Over 80 professional staff on the university campus are now subscribed to the PASC listserv.
- No progress on the informational brochure has been made yet, but the project will be undertaken, likely after the website revamp is complete.

**c. Community Service** – Sellmer reported that PASC recently assisted with the Walk to D'Feet ALS and the Colorado Combined Campaign's Cook-off Kickoff.

The council has an opportunity to help SPEEC with their work at the Guadalupe Center in May by serving a meal at that time. Additionally, possibilities for community service linkages may exist with the Boys & Girls Club, Habitat for Humanity, and the Relay for Life activities that are being planned at UNC in February.

Sellmer noted that the council might also want to consider finding a t-shirt distributor who could sell shirts with the PASC logo. Representatives would have to purchase their own shirts; however, as PASC expands its activities out into the community, it would undoubtedly be useful for folks to wear clothing items that carry the PASC name. SPEEC members have matching t-shirts with a SPEEC logo, and when they do campus or community activities as a group, it is always easy to identify them in the crowd.

**d. Exempt Evaluation Brown Bag** – Sellmer reported that Marshall Parks presented at the September 30, 2004, PASC Brown Bag on the topic of the "New Exempt Staff Evaluation and Performance Planning Process." There were 35 employees in attendance.

**e. Fundraising** – Sellmer reported that PASC was given the opportunity to sell programs at the UNC home football games late in September. Through the PASC listserv, a call went out asking professional staff to volunteer their time to help with the sales, and folks actively stepped up to take part in the remaining home games during October and November. PASC expects to raise at least \$500 through the program sale activities.

The Team UNC Drive appears to have begun on campus, although not everyone reported receiving Team UNC information yet. Last year, PASC actively took part in Team UNC by asking professional staff to commit to a monthly payroll deduction of \$3.00 or to give a one time annual donation of \$36.00 to PASC. Employees who designated monies to PASC gave to both the general and the scholarship funds. Peterson confirmed that he will follow up to get more information on the Team UNC drive for this year and whether PASC might again actively promote the drive to professional staff. All council members agreed that the focus of the Team UNC drive for PASC should be on raising monies for the PASC Scholarship fund this year.

Finally, as a formal fundraiser for spring, Sellmer reported that a proposal has been made for PASC to sponsor a wine tasting event with wines from Colorado. Kasper and Butts volunteered to research the proposal and report at an upcoming PASC meeting on the feasibility for such an event.

- f. **Governance Brown Bag** – Lamborn reported that the Governance Brown Bag was held on October 5, 2004. Representatives from PASC, SPEEC, Faculty Senate, and SRC were in attendance. The focus for the discussion was on how the groups might better coordinate or collaborate on community service activities. Specific suggestions for community service included working with the Guadalupe Center, Weld District 6, and the UNC Xeric Demonstration Gardens; other possibilities may exist to organize a campus food closet or help with Earth Day activities.
- g. **Professional Development Brown Bags** – Holman reported that the flyers for the PASC Brown Bags for fall were sent out in late September. Both Scott McLean and Vinnie Scalia agreed to do brown bag presentations after the last PASC meeting, so a total of five brown bags will be delivered this fall.

Three brown bags have already been lined up for spring, although actual dates for them have not yet been set:

- January – Marlane Mowitz from Career Services
- February – Pat McDonald from Landscaping and Grounds
- April – Deana Davies from the Counseling Center

If anyone knows of someone who would like to present in March, they should contact Holman or another member of the council.

## 7. Liaison Reports

- a. **Board of Trustees** – Lamborn reported on several items from the recent Board of Trustees' meeting:
  - UNC will be requesting a 25% tuition increase for next academic year, subject to the approval of CCHE.

- The university is currently reviewing a draft performance contract prepared by the Colorado Commission on Higher Education.
  - Capital construction requests from the university will include a \$6 + million request to replace the out-of-date water heating system for campus.
  - Lastly, plans are being made to create an integrated campus-wide data computing system that will cost \$8 million and be phased-in over a five year period.
- b. Faculty Senate** – Posselt reported via e-mail that a motion has been put forward to have a voting member on Faculty Senate from the campus cultural centers. Posselt also reported that, at the recent faculty senate meeting, it was confirmed that both PASC and SPEEC representatives serving on Faculty Senate have non-voting, advisory status.
- c. Parking Advisory** – Butts reported that the Parking Advisory committee recent met mainly to hear appeals on parking-related violations.
- d. Bookstore Advisory Board** – Butts reported that the regional manager for Barnes and Noble attend the board’s recent meeting. The bookstore staff are currently in the midst of planning for spring semester book orders. The board is interested in getting feedback from the students on what they would like the bookstore to carry.
- e. Presidents Planning Council** – There was no meeting report at this time.
- f. Student Representative Council** – Kasper reported that James Villalon, Vice President of Academic Affairs, resigned recently. His position has been temporarily filled, and SRC is currently advertising for someone to serve as a permanent replacement for that position.
- g. State Personnel Employees Executive Council** – Sellmer reported that she had confirmed PASC’s interest to collaborate with SPEEC on community-service related activities. PASC will help with the food preparation and service for SPEEC’s outreach to the Guadalupe Center in May. SPEEC Brown Bags have been scheduled for the fall semester, and a brown bag on Referendum A, covering civil service reform, will take place on Thursday, October 21, 2004, at the University Center.
- h. Alumni Association** – There was no meeting report at this time.

## **8. Old Business**

- a. PASC Goals for 2004/05** – This item was tabled until the next meeting in November.

## **9. New Business**

There was no new business at this time.

## **10. Announcements and department updates**

- The Center for Human Enrichment will hold an open house on Thursday, October 14, 2004, from 3-5 pm.
- UNC Homecoming is this week, and the Bears take the field at 2 pm on Saturday against Florida Atlantic.

## **11. Adjourn**

The meeting was adjourned at 1 pm.

Respectfully submitted,

Debra K. Holman  
PASC Secretary