

Professional Administrative Staff Council (PASC)
University of Northern Colorado

Meeting Minutes
January 12, 2005

Representatives in attendance: Joan Lamborn, Chris Peterson, Debra Holman, Lori Brachtenbach, Sandi Coleman, Scott McLean, Teresa Sellmer, Libby Kasper, Craig Rasmuson, Richard Hill, and Matt Lang.

Representatives absent: Julie Posselt, Montez Butts, Toby Rush, and Maria Spoon.

Guests: Kay Norton

1. Call to Order

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

2. Adjustments to Agenda

Due to President Norton's request to be included on the council's meeting agenda and Kasper's planned early meeting departure, the agenda was adjusted to allow for a report of the proposed coffee social, followed by President Norton's address of the council, discussion on the issue of employee compensation, and the remainder of the meeting agenda in regular order.

3. Report of the Proposed Coffee Social

Kasper reported that space at the University Center (UC) has been reserved for both March 31st and April 28th for the proposed coffee social. A conservative estimate of costs for food, beverages, and marketing of the event is \$450. Raffle and/or door prizes still need to be lined up.

Council members discussed the proposed costs for the event. The general agreement was that the individual ticket cost for the event in relation to the expected number of persons attending would have to be set too high in order to just break even on the social.

Kasper noted that she would look into other options for a social event/fundraiser for this spring.

**4. President Norton's Address of the Council Concerning
Employee Compensation at the University**

President Norton reported that a letter addressed to the campus governance organizations will be forthcoming this week requesting organizational appointment of representatives to a campus Commission on Compensation. Recent events have highlighted a variety of issues related to employee compensation at the university including the sources of funding, the complexity and inconsistency in the current system, and the differences in compensation based on employee category.

The commission will be convened to look at how decisions are being made related to employee compensation and to address such questions as:

- ✓ Should job security be factored into compensation?
- ✓ Should the source of funding matter?
- ✓ What opportunities exist for employees to earn stipends, overtime, and incentive funds?
- ✓ Which employees should have those opportunities?
- ✓ How should those opportunities be funded?
- ✓ How should merit pay be factored into employee compensation?
- ✓ What kind of compensation issues need to be factored into employee recruitment?
- ✓ What kind of compensation issues need to be factored into employee retention?

The President emphasized that the commission's work will be central to ensuring equity, fairness, transparency, and clarity in future employee compensation policies and decisions. The report from the commission will be due to the President on April 15, 2005.

Related issues:

The letter addressed to campus governance groups will likely request appointment of three representatives from PASC. The President recommended that those representatives be the Chair of PASC, the chair of the council's Salary Equity Committee, and a representative from the campus' Senior Executive Staff appointed by the President.

The university will gain enterprise status effective July 1st. Currently, the various funding sources for the campus essentially divide into three separate accounting areas: auxiliary funds, state funds, and federal funds. It is not entirely clear how enterprise status will effect the use and expenditure of these funds going forward, including how they may be used for employee compensation.

5. Discussion on the Issue of Employee Compensation and Appointments to the Commission on Compensation

Following President Norton's address of the council, a brief discussion ensued concerning the importance of the commission's work in addressing issues related to employee compensation policies and procedures at the university. There was also discussion concerning the President's recommendations regarding PASC's appointments to the Commission on Compensation.

There was general agreement that her report had addressed many of the council representatives' concerns going into the meeting. It was also agreed that her recommendations concerning appointments to the commission were satisfactory; however, there was concern that professional staff representation would only come from elected council members and executive level staff. All agreed that professional staff from across campus should have the opportunity to volunteer to serve on the commission. The recommendation was made to request an additional at-large professional staff representative for the commission if the President's letter did not address such representative appointment.

6. Review and Approval of Minutes

McLean motioned; Rasmuson seconded; and the meeting minutes for December 8, 2004, were approved.

7. Officer Reports

a. Chair

- ✓ Lamborn welcomed Matt Lang as the 04-05 representative to PASC from SRC.
- ✓ Di Smice has had to resign as the representative to PASC from SPEEC. Maria Spoon will serve in her stead for the remainder of the year.
- ✓ PASC recently received a thank you note and certificate for supporting the campus' Yoplait Pink Ribbon Campaign.
- ✓ PASC materials that were being stored in Carter Hall have been moved to Michener L-24. Materials include print files and 36 PASC mugs.

b. Vice Chair/Treasurer

- ✓ The balances for PASC's General Account and Scholarship Account remain unchanged from last month. The General Account balance is \$3,920.00, and the Scholarship Account balance is \$1,654.52.

c. Secretary

There was no report from the Secretary.

8. Committee Reports

- a. **Bylaws** – Lamborn reported that she, Posselt, Holman, and former PASC representative Scott Schuttenberg recently met to go over the language and procedures concerning representation and elections as outlined in the bylaws. Copies of the revised language and procedures were distributed and reviewed. Lamborn noted that the council's input was needed to draft language which would address the issue of a council vacancy unfilled during regular elections. Rasmuson motioned that the bylaws include specific procedures for the PASC chair to be able to appoint a professional staff member to serve the two year term for a vacant council position which is not filled during regular elections, with preference given to appointing a staff member from the area for which the vacancy exists. Peterson seconded the motion, and it was unanimously approved.
- b. **Communications** –Brachtenbach distributed a working copy of the new PASC brochure and asked that folks e-mail her with any edits or suggestions they have for it.
- c. **Community Service** – There was no report at this time.
- d. **Fundraising** – Peterson reported that the Team UNC flyer for the current academic year will be edited in the coming days and readied for distribution to all professional staff on campus. Holman confirmed that she will coordinate the mailing and promote the drive via the PASC listserv.
- e. **Professional Development Brown Bags** – Holman reported that Gloria Reynolds, Jean Morrell, and Wendy Rich-Goldschmidt have agreed to lead a brown bag discussion on media relations in March.

9. Liaison Reports

- a. **Board of Trustees** – Lamborn reported that board members discussed the issue of employee compensation at their December meeting. Also on the agenda were discussion items on UNC's opting out of the state risk management plan and the coming academic year's tuition and pricing structure.
- b. **Faculty Senate** – There was no report at this time.
- c. **Parking Advisory** – McLean reported that the Q Lot expansion has been completed.
- d. **Presidents Planning Council** – There was no report at this time.
- e. **Student Representative Council** – There was no report at this time.
- f. **State Personnel Employees Executive Council** – There was no report at this time.
- g. **Alumni Association** – Rasmuson reported that the next association meeting will be on February 19th.

10. Old Business

- a. **PASC Shirts** – Sellmer reported that dark blue t-shirts with gold printing can be ordered from GOJO's at the cost of \$8 for short sleeve shirts and \$12 for long sleeve shirts. Sellmer will work with GOJO's to draft a setup for the shirts and will e-mail the draft to council members to review in the coming days.

11. New Business

- a. **PASC Recognition Luncheon** – Sellmer asked for volunteers to confirm their willingness to help with the planning and organization for the PASC Recognition Luncheon on May 17, 2005. McLean, Brachtenbach, Rasmuson, and Holman all confirmed their willingness to assist. Further, Holman confirmed that she will be requesting the list of current professional staff from Human Resources to begin the process of determining who should be recognized at this year's luncheon.

12. Announcements and Department Updates

There were no announcements or updates.

13. Adjourn

The meeting was adjourned at 1:15 pm.

Respectfully submitted,

Debra K. Holman
PASC Secretary