

Professional Administrative Staff Council (PASC)
University of Northern Colorado

Meeting Minutes
February 9, 2005

Representatives in attendance: Joan Lamborn, Chris Peterson, Debra Holman, Lori Brachtenbach, Sandi Coleman, Julie Posselt, Toby Rush, Teresa Sellmer, Libby Kasper, Maria Spoon, and Matt Lang.

Representatives absent: Scott McLean, Montez Butts, Craig Rasmuson, and Richard Hill.

1. Call to Order

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

2. Review and Approval of Minutes

Brachtenbach motioned; Peterson seconded; and the meeting minutes for January 12, 2005, were approved.

3. Officer Reports

a. Chair

- Lamborn confirmed that she, Nancy Gray from the Office of Financial Aid, and Robbyn Wacker from the College of Health and Human Sciences have agreed to serve as the professional staff representatives on the Commission on Compensation. The first meeting of the commission will be February 10, 2005.
- The campus budget meetings are scheduled to begin in March.
- The campus Enterprise Resource Planning (ERP) system will be paid for with existing funds. Implementation of the system will begin soon and be phased in over a two year period. The product purchased for ERP is Banner.

- b. Vice Chair/Treasurer** – The balance for PASC's General Account remains unchanged since December at \$3,920.00. The Scholarship Account balance is \$1,726.24.

c. Secretary

There was no report from the Secretary.

4. Committee Reports

- a. Bylaws** – Posselt presented the updated draft of the PASC constitution and bylaws.

- Formal revision of the constitution will require a two-thirds vote of approval from voting professional staff.
- It was agreed that the vote for approval should be submitted to staff with the upcoming election ballots for the 05-06 academic year.

- In advance of the vote, it was suggested that it would be useful to submit a draft of the constitution to staff who are currently subscribed to the PASC listserv and request any additional corrections or additions. Posselt and Holman agreed to coordinate the sending of such an email.
- One area of the bylaws noted as requiring additional clarification was Article III, Section 4 concerning replacement of an officer who is unable to complete his or her duties; Posselt agreed to insert language clarifying the replacement processes.

b. Communications – There were several updates for this item:

- Brachtenbach confirmed that she received several recommendations on edits and formatting for the draft of the PASC brochure. She will work to have the brochure ready for the annual PASC Recognition Luncheon later this spring.
- Holman reported that Ronna Johnston is working with IT to have a designated PASC file created on the campus server with access restricted only to current elected representatives on the council. Holman will notify the council members when the file is ready.
- New headers for the PASC website are being designed by Ronna Johnston, per the council's request. The new headers will incorporate images of campus buildings and spaces.

c. Community Service – On the issue of proposed volunteer projects for spring, the following items were discussed:

- Workday in the UNC Xeric Demonstration Gardens:
 - Sellmer reported that Pat McDonald has suggested early spring work dates for a proposed volunteer day. It was agreed to set two Saturday dates for spring: March 5th and April 2nd. Both workdays would be scheduled from 9 am until 12 pm, with either event cancelled in the even of rain or snow.
 - Sellmer will contact McDonald to see if garden tools and implements will be provided and to learn what, if any equipment, volunteers should bring with themselves.
 - Holman and Brachtenbach volunteered to provide light refreshments for the workdays.
 - The workdays will be promoted via the PASC listserv.
 - Finally, Faculty Senate representatives have previously expressed partnering with PASC for such an event, and the senate representatives will be notified of PASC's plans and asked to also participate in these workdays.
- Guadalupe Center Meal Service:
 - PASC is schedule to serve a meal at the Guadalupe Center on Thursday, May 5th.
 - Coordination of the meal preparation and service will take place as the date approaches.

d. Fundraising – There were several updates under this item:

- Kasper reported that she believes PASC should focus on working with SPEEC on their upcoming annual yard sale activities as a viable fund raising event to participate in this spring. Spoon noted that it is too late for PASC to be included in this year's group that will coordinating the actual yard sale activities since a contract has already been signed specifying participants. Spoon did note that no one has yet signed up to sell food items at the event, and PASC might consider pursuing that option. Spoon reported that the food sales last year were fairly unremarkable.

- It was suggested that the proposed Coffee Social fundraiser might be more aptly suited as a fall fundraiser, and Kasper agreed to revisit the planning for this proposed event next fall.
 - Peterson and Holman reported that the mailing and promotion for this year's Team UNC drive is underway. Professional staff are being asked to consider contributing \$3.00 per month to PASC over the coming year, designating their contributions to either PASC's Scholarship Account or General Account.
 - Seller suggested that the PASC Procedures Manual should be formally updated to include recommendations to future councils to decide early in their planning for the year to participate in both the Football Program Sales in coordination with Athletics and the Yard Sale in coordination with SPEEC.
- e. Professional Development Brown Bags** – Flyers advertising this semester's brown bag schedule were mailed to professional staff in late January. The March brown bag on media relations will be cosponsored by SPEEC.
- f. Recognition Luncheon** – Sellmer reported that work has begun on the PASC Recognition Luncheon. Several specific items were discussed:
- The date of the luncheon will be May 17, 2005 at 11:30 am.
 - The ticket costs for the event are currently estimated at \$15.00 per person.
 - As preparations begin to determine who will be recognized at the luncheon, Sellmer formally motioned that the council should continue to recognize employees based on their hire date in relation to the fiscal year, as was done for last year's luncheon. Coleman seconded the motion, and the motion was unanimously approved.

5. Liaison Reports

- a. Board of Trustees** – There was no report at this time.
- b. Faculty Senate** – There was no report at this time.
- c. Parking Advisory** – There was no report at this time.
- d. Presidents Planning Council** – There was no report at this time.
- e. Student Representative Council** – Lang reported that a full council is now in place for the academic year, with James Riley serving as President of the Student Representative Council for the remainder of the year. Lang also noted that student conference grant submissions for the current semester are due this Friday, February 11, 2005.
- f. State Personnel Employees Executive Council** – Spoon reported that the SPEEC Banquet will take place on Monday, February 21, 2005, and tickets are still available. The annual SPEEC Yard Sale is scheduled for mid-May.
- g. Alumni Association** – There was no report at this time.

6. Old Business

- a. PASC Shirts** – There were several updates under this item:

- Sellmer handed out a draft of the order form for the PASC T-shirt sales for review.
- It was suggested that the form be distributed via the PASC listserv to take orders from professional staff from across campus. Sellmer agreed to send the final version of the form to Holman for distribution by email.
- After a discussion concerning whether the t-shirt sales might draw small but limited revenue for the PASC General Account, Holman motioned and Brachtenbach seconded that \$2.00 be added to the price of each t-shirt for the sales. The motioned was unanimously approved
- The cost for t-shirts will be \$8.00 for short sleeve and \$13 for long sleeve. The t-shirts will be sold for \$10.00 for short sleeve and \$15.00 for long sleeve.

- b. Reading of the Revised Bylaws** – A copy of the revised bylaws was submitted for review and reading by council members.

7. New Business

- a. Location of Meetings** – Lamborn asked if there was any interest in rescheduling the council's meetings to the Crow's Nest at the UC. It was agreed that the Council Chambers seem somewhat impersonal and large for the council's meetings, but it was noted that the chambers provide adequate and appropriate space in the event that a number of guests request to be on a meeting agenda or a number of persons attend a meeting unannounced. To improve the format for future meetings, it was suggested that the setup in the chambers be revised in consultation with Event Planning. Holman agreed to contact Kaye Susemihl and discuss the matter in advance of next month's meeting.

8. Announcements and Department Updates

Holman announced that UNC Research Day is scheduled for Thursday, April 14, 2005, and proposals for presentations are now being accepted from undergraduate and graduate students. Proposals are available from the Honors Program website at www.unco.edu/honors/aew.html and must be submitted no later than Friday, March 11, 2005.

9. Adjourn

The meeting was adjourned at 1:05 pm.

Respectfully submitted,

Debra K. Holman
PASC Secretary