

Professional Administrative Staff Council (PASC)
University of Northern Colorado

Meeting Minutes
April 13, 2005

Representatives in attendance: Joan Lamborn, Chris Peterson, Lori Brachtenbach, Julie Posselt, Toby Rush, Teresa Sellmer, Maria Spoon, Richard Hill, Scott McLean and Montez Butts

Representatives absent: Craig Rasmuson, Debra Holman, Sandi Coleman, Libby Kasper and Matt Lang

1. Call to Order

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

2. Review and Approval of Minutes

McLean motioned, Sellmer seconded; and the meeting minutes of March 9, 2005 were approved.

3. Officer Reports

- a. **Chair** - Lamborn reported that the Commission on Compensation has been given a deadline extension for their report from April 15th to April 22nd. She felt that the group has reached a comfort level and they have gotten thru, but not finalized, four of the six questions presented to them by President Norton. Lamborn commented that she had hoped for a broader range of input from the campus but the deadline did not allow time for this.
- b. **Vice Chair/Treasurer** – The balance of PASC's General Account is \$2,842.00. The Scholarship Account balance is \$1,953.13. Lamborn has asked Peterson to check on this same time period last year to see if the figures are significantly lower.
- c. **Secretary**

There was no report from the Secretary.

4. Committee Reports

- a. **Bylaws** – Posselt stated that election ballots which include changes to the PASC bylaws have been distributed to all Exempt employees on campus, they are due by Friday, April 22nd 2005.

- b. **Communications** – Brachtenbach handed out drafts of the PASC brochure and received many comments for revision.
- c. **Community Service** – There were several updates for this item:
 - Meal to be served at the Guadalupe Center: Sellmer reported that PASC has volunteered to cook and serve a meal to approximately 15-17 people at the Guadalupe Center on Thursday, May 5th, 2005. It was suggested that a request for volunteers for this project go out on the campus listserv.
 - Workday in the UNC Xeric Demonstration Gardens: Lamborn reported that the April 2nd workday at the Xeric Garden had a good turn-out and that there is interest in continuing with the first Saturday of the month at the garden. Lamborn will ask Coleman to if she would like to coordinate this effort. Lamborn also mentioned a desire by several others to “Adopt a Plot” by PASC at the Xeric Garden, the group was very interested in pursuing this idea.
- d. **Elections**- Posselt reported that there are 5 vacancies but only 3 candidates for the PASC Council for next year with the balance to be filled with write-in nominations or council appointments. Help is required to help count ballots that are due by Friday, April 22nd, McLean and Hill both volunteered.
- e. **Employee of the Year** – Lamborn reported for Rasmuson that there have been a few nominations for the PASC Employee of the Year and that Cindy Vetter has volunteered to help Rasmuson and Peterson with this process.
- f. **Fundraising** – There were several updates for this item:
 - Shirt Sales - Sellmer reported that the shirt set-up charges have been paid and that for future purchases there are no additional charges.
 - Vending Machine Proceeds - It was asked if a letter requesting a portion of the vending machine monies has been sent to Hal Brown, Director of Dining Services. This was confirmed by Lamborn but there has not been a response to date.
 - Future Fundraising Opportunities - Sellmer made a plea to the group to be sure to make fundraising decisions very early on in the year, specifically to let Athletics know if we are interested in selling programs. Posselt suggested we discuss fundraising extensively at the May meeting, Lamborn confirmed she will put that on the agenda.
 - PASC Support for the Spring Picnic - Spoon asked the group how much we could contribute to the annual Spring Picnic. After some discussion,

Posselt moved that PASC co-sponsor the event with a donation of \$600.00, Peterson seconded and the motion was approved. PASC will also try to sell the remainder of the Bear Bobble heads at the picnic.

- g. **Grants & Scholarships** - Posselt reported that there was one applicant for the scholarship which is \$400.00, \$200.00 each for fall and spring semesters. A letter will be going out to the scholarship recipient and it will also be announced at the PASC Recognition Luncheon on Tuesday, May 17th, 2005.
 - h. **Professional Development Brown Bags** – Lamborn reported for Holman that the most recent brown bag which was done in collaboration with SPEEC, “News to Use: How UNC and the Media Interact”, had a very good turn out. The last brown bag will take place on Monday, April 18th and will be presented by Deana Davies, Coordinator of the Assault Survivors Advocacy Program, as is entitled “Balance in the See-Saw of Life: Coping Strategies to Help You and Others”.
 - i. **Recognition Luncheon** – Sellmer reported that the Recognition Luncheon Committee will meet one last time before the luncheon to complete the plans for the event. The programs are being finalized as are the invitations. A motion was made by Brachtenbach to allow the retirees to bring one guest to the luncheon, it was seconded by Peterson and the motion was passed. McLean stated that all Sr. Vice Presidents have been invited to the luncheon and he will check with President Norton to see if she will give a few opening comments for the event.
 - j. **Recognition Awards** – McLean distributed reward suggestions and provided samples for the 5, 10, etc. years of service and the group agreed on the awards.
5. **Liaison Reports** – Parking Lot A-South opened on April 4th, 2005.

d. President's Planning Council (from Joan Lamborn)

The President's Planning Council is now serving as the reviewing body for the university's budget process. The reason for involving the planning council in the process is to more closely connect planning and budgeting. Each vice president and the president have presented narratives that frame the budget requests for their divisions. In the case of academic affairs, the units and colleges in the division presented separate narratives in addition to the overall narrative presented by the provost. In keeping with the focus on planning, all the narratives have addressed the primary functions of the division or unit, key goals & priorities, a summary of the highlights of FY 04/05, and a budget proposal for FY 05/06. Once all of the requests from the academic and non-academic divisions have been reviewed and discussed, funding decisions will need to be made.

e. SRC (from Libby Kasper)

The Student Fee Allocation Process went smoothly and for the first time in a long time the cultural centers received additional funding, as well as the GLBT and the Student Radio. Elections wrapped up last week, and a new council has been elected. The election ran very smoothly

Meeting adjourned

Respectfully submitted
Lori Brachtenbach