

Professional Administrative Staff Council (PASC)
University of Northern Colorado

Meeting Minutes
June 8, 2005

Representatives in attendance: Joan Lamborn, Debra Holman, Lori Brachtenbach, Teresa Sellmer, Scott McLean, Julie Posselt, Toby Rush, Sandi Coleman.

Incoming Representatives in attendance: Woody Myers, Nancy Gray, Michele Tyson.

Representatives absent: Chris Peterson, Montez Butts, Craig Rasmuson, Libby Kasper, Maria Spoon, Richard Hill, and Matt Lang.

1. Call to Order

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

2. Introduction of Incoming PASC Representatives

Incoming PASC representatives for 05-06 who were in attendance at the meeting were introduced. It was noted that Erik Applegate could not be present at this meeting. Also, it was noted that, since the spring PASC elections, Linda Spradley has left the university; her council position is now vacant and will need to be filled when the new council convenes later this summer.

3. Review and Approval of Minutes

Posselt motioned; Brachtenbach seconded; and the meeting minutes for May 18, 2005, were approved.

4. Officer Reports

- a. Chair** – The chair confirmed that council members had received a copy of the Commission on Compensation report which she had forwarded to all in recent days. It was noted that the report is available online via the Charting the Future website. The chair shared that, at the PASC Recognition Luncheon, quite a few folks noted their desire to volunteer at 2005-2006 PASC activities. The volunteer sign-up sheets will be given to the incoming PASC Chair for future reference.
- b. Vice Chair/Treasurer** – The balance for PASC's General Account is \$2,729.00. The Scholarship Account balance is unchanged from last month at \$1,953.13. Outstanding receipts for the general account include a \$254 reimbursement for half the cost of PASC Recognition Luncheon awards and a \$50 reimbursement to cover part of the cost for the pianist at the luncheon. McLean and Holman volunteered to follow up on these reimbursement issues and see that the payments are submitted.
- c. Secretary** – There was no report from the Secretary.

5. Committee Reports

a. **Bylaws** – There was no report at this time.

b. **Communications** – There were various end-of-year items for this committee:

- ✓ Brachtenbach and Myers confirmed they would be working to finalize the new PASC brochure.
- ✓ Holman and Lamborn reported that thank you letters had been sent to Ronna Johnston and Scott Schuttenberg for their continuing service to PASC's communications-related efforts.
- ✓ Holman noted that the incoming representatives would be given access to the PASC files on the university server and that she would send them instructions on how to access those files. Outgoing council officers will be removed from the list of those with access to the council files.
- ✓ Finally, it was noted that the incoming council should confirm with Schuttenberg and Holman if they would like each of them to continue to support the various electronic services (web and listserv) for council. Holman noted that, if someone else is interested in overseeing listserv maintenance and publication of the bi-monthly PASC news e-mails, she would be happy to train them and hand over that responsibility. She did confirm her willingness to continue to serve as listserv administrator if no one else wants that duty.

c. **Community Service** – Sellmer provided a summary for this year's service activities:

- ✓ PASC participated in the ALS Walk in October
- ✓ Representatives also took part in the Colorado Combined Campaign Chili Cook-off in fall.
- ✓ Council was involved in two work days at the UNC Xeric Demonstration Gardens in spring.
- ✓ Representatives and other professional staff prepared and served a meal at the Guadalupe Center in May.

Sellmer noted that two service activities per semester seemed to work well and to have support from campus professional staff. The council is scheduled to prepare a meal and serve at the Guadalupe Center in May 2006, but other service activities for 05-06 have not yet been planned.

d. **Elections** – Holman reported on the following items as an end-of-year wrap up for this committee:

- ✓ The approved constitution and bylaws have been uploaded to the PASC site and are now available for viewing.
- ✓ As was noted at last council meeting, procedures outlined in the PASC Bylaws will need to be followed to fill the two election-related vacancies on PASC for the coming year.
- ✓ Since Kasper has resigned from council and Spradley has left UNC, the separate bylaws procedures concerning those additional two vacancies will also have to be followed once the new council convenes in July.

e. **Fundraising** – Sellmer gave fundraising recommendations for the new council to consider for 05-06:

- ✓ Football program sales remain a lucrative fundraising activity for council; if council intends to participate next year, Colin McDonough in Athletics should be contacted as soon as possible.
- ✓ PASC t-shirt sales could be revisited with sales pitched via e-mail, brown bags, and other events.
- ✓ SPEEC has offered to partner with PASC for their annual yard sale. Confirmation of PASC's commitment to the sale should be made soon. Specific terms for the contract work/earnings agreement with SPEEC would likely include being given a share of the earnings in proportion to the amount raised and the number of hours worked by professional staff on the event.
- ✓ Team UNC can be an effective way to raise money for the PASC Scholarship fund, and council may wish to consider participating in the UNC Foundation's new Team UNC drive in early fall.

- f. **Grants and Scholarships** – The PASC Professional Development Grant will be awarded later this summer, and Posselt will coordinate the application process for PASC. Brachtenbach volunteered to assist Posselt. Grant solicitations will be made in late June or early July.

6. 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** – McLean reported that the Board of Trustees is to meet on June 17, 2005, and will be going over the revenue bond/financing package which includes various proposed parking improvements on campus.
- d. **Presidents Planning Council** – Lamborn reported that the council met on May 24th and reviewed various commission reports including Diversity and Student Success. Copies of all commission reports are now available for viewing on the Charting the Future website. It is expected that the administration will be putting forth formal suggestions on actions that will be taken in response to the various commission recommendations and that the council will provide additional advisory assistance and prioritization for those items.
- 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. **Transition Team** – There was no report at this time.
- h. **Alumni Association** – There was no report at this time.

7. Old Business – There was no old business.

8. New Business

- a. **PASC Salary Equity Committee** – While PASC participated in the Commission on Compensation work this past spring, the council's Salary Equity Committee has not met for any formal discussions since the 02-03 academic year. Lamborn noted that council may wish to use the momentum from this spring's activities to reenergize the Salary Equity Committee's work. In particular, Lamborn noted the following:
 - ✓ PASC will likely have opportunities to work more closely with Faculty Senate on issues related to salary equity.
 - ✓ A professional staff member currently serves on the Faculty Senate Salary Equity Committee, yet that person was appointed to serve on that committee a number of years ago, and council has never revisited the appointment. It should be determined if the individual wishes to continue to serve; whether it might be more appropriate for a current elected representative to represent PASC on that committee; and how frequently reports on the committee's work should be made to PASC.

- ✓ The PASC Bylaws do not reflect the council's liaison's representation to the Faculty Senate Salary Equity Committee. The bylaws should be updated concerning this matter.
- ✓ There was a recommendation in the Commission on Compensation report for a permanent campus-wide salary equity advisory group to be convened. If such a group is convened, PASC should be ready to respond with appointment recommendations.
- ✓ The issue of salary compensation might be an appropriate kick-off topic for the PASC Brown Bags in the fall.

b. Other Ideas/Considerations for Council in 2005-2006

- ✓ PASC stationary
- ✓ PASC Historian position

It was also noted that 2-3 boxes of PASC-related documents and items, including 30+ PASC mugs, are currently being stored in the Michener Library in room L-24.

c. Council Elections for 2005-2006

- ✓ Chair – Holman motioned; Posselt seconded; and McLean was nominated to serve as chair in 05-06. After discussion on this issue and following McLean's appeal for council to consider co-chairs, Holman amended her motion to nominate both McLean and Gray to serve as co-chairs. Rush seconded the motion. Following acceptance of the nomination by McLean and Gray, a vote was called, and McLean and Gray were unanimously elected as co-chairs for 05-06.
- ✓ Vice Chair/Treasurer – Brachtenbach motioned; McLean seconded; and Peterson was nominated to serve as vice chair and treasurer in 05-06. Gray confirmed that Peterson had previously noted his willingness to accept such a nomination and had vested Gray with accepting the nomination for him if one was made. Following this confirmation, a vote was called, and Peterson was unanimously elected as vice chair and treasurer for 05-06.
- ✓ Secretary – McLean motioned; Holman seconded; and Brachtenbach was nominated to serve as secretary in 05-06. Brachtenbach accepted the nomination. Following this acceptance, a vote was called, and Brachtenbach was unanimously elected as secretary for 05-06.

9. Announcements and Department Updates

- ✓ Lamborn agreed to attend the June 17, 2005, Board of Trustees meeting and will report the meeting details to McLean and Gray in advance of PASC Retreat in July.
- ✓ It was agreed that a PASC officer transition meeting should be scheduled for late June/early July to allow for smooth transition between the councils. Holman volunteered to coordinate the scheduling for the meeting and noted that she would e-mail all officers with 24 hours to work to set the date.
- ✓ Rush thanked all the outgoing representatives for their service to the council and the campus.

10. Adjourn

The meeting was adjourned at 1:05 pm.

Respectfully submitted,

Debra K. Holman
PASC Secretary