

Professional Administrative Staff Council (PASC)
University of Northern Colorado

Meeting Minutes
August 10, 2005

Representatives in attendance: Nancy Gray, Scott McLean, Woody Meyers

Other attendees: Vince Carter (will need to be voted on at the next council meeting to officially become a PASC Representative).

Representatives absent: Lori Brachtenbach, Montez Butts, Julie Posselt, Corey Edwards, Jane Graff, Chris Peterson, Eric Applegate, Michele Tyson

Other absentees: Jenna Finley (will need to be voted on at the next council meeting to officially become a PASC Representative).

1. Call to Order and Review of Retreat Minutes

McLean welcomed everyone to the meeting and called the meeting to order at 11:45 am. The Retreat Minutes from July 13th were approved. McLean then introduced a guest speaker, Eva Keaton, Campaign Account Manager from the United Way of Weld County.

2. Guest Speaker, Eva Keaton from United Way

- a. PASC has been asked to take a leadership role with the “Loaned Executive” program with the United Way
- b. The Loaned Executive program (hand-outs were available) partners with organizations and companies in the community to “loan” employees as volunteers to assist with various campaigns associated with the United Way. PASC has been asked to help recruit UNC employees for this program.
- c. Volunteers would need to commit five months of approximately 15-20 hours per month.
- d. Associated benefits for participating with this program include: networking opportunities, resource development training, community recognition, and personal gratification for making a difference your community.
- e. Information can be obtained through the web at www.unitedway-weld.org or by contacting Keaton at 353-4300. Information will eventually be available through PASC communications (website, ListServ, and UNC Today).

3. Officer Reports

- a. Co-Chairs:
 - i. Acknowledgment of attendees and absentees
 - ii. According to the bylaws, voting Vince Carter and Jenna Finley to become PASC representatives will be postponed until the next council meeting due to attendance.

- b. Vice Chair:
 - i. In absentia: Chris Peterson is on paternity leave, but is interested in participating in the fundraising opportunities (ie. football volunteer) this Fall.
- c. Secretary:
 - i. No Officer Report (see Committee Reports)

4. Committee Reports

- **Bylaws & Elections:** Posselt, Butts
 - No report
- **Communications:** Brachtenbach, Meyers, Carter
 - Brachtenbach and Carter met with former PASC representatives, Scott Schuttenberg and Deb Holman on August 3rd to make a plan for transitioning communications to the new members.
 - As understood by the August 3rd attendees, Brachtenbach will collaborate with Holman to be the primary representative for the PASC ListServ. Carter will collaborate with Schuttenberg to be the primary representative for the PASC website.
 - Meyers will be the primary representative for graphics and design of PASC publications.
 - All communication representatives will act as secondaries for each other to ensure continuity and clarity.
- **Elections:** Butts, Tyson, Brachtenbach
 - No report
- **Brown Bag:** Griffin (Jen Griffin, professional staff, had previously expressed interest in working on the Brown Bag Lunch Series.)
 - No report
- **Employee of the Year:** Edwards, Posselt
 - No report
- **Fall Event:** McLean
 - McLean has sought collaboration with Marshall Parks from Human Resources to provide a more formalized orientation process for new UNC professionals.
 - Gray has requested to participate in future meetings regarding this topic.
- **Grants & Scholarships:** Edwards, Finley
 - Professional Grant information forwarded by Posselt and interpreted by members:
 - Applications will be accepted through August 15th
 - Selections will be made by Brachtenbach and Posselt
 - Announcement of selections anticipated for the Fall Welcome Reception

- McLean has asked the communications representatives to announce this information to the college community.
- **Recognition Event:** Edwards, McLean, Finley (It was noted that Deb Holman and Nancy Kauffman, professional staff have previously expressed interest in working on the Recognition Event.)
 - No report
- **Community Service:** Brachtenbach, Tyson, Peterson (It was noted that Lori Reinsvold, Deb Holman and Sandi Coleman, professional staff, had previously expressed interest in helping with Community Service projects.)
 - No report
- **Fundraising:** Peterson, McLean
 - McLean was in attendance for a football pre-season meeting with various campus departments to discuss game day operations.
 - PASC has been asked to supply volunteers for program sales and parking attendants.
 - Athletics' Guestology training will be August 16th or 18th from 6pm to 7:30pm. McLean will be in attendance on the 16th and Gray on the 18th. They will report back to the council afterwards and make a plan to train PASC volunteers.
 - McLean and Gray are researching the possibility of having a Guestology training at a time similar to PASC meeting times (11:30am to 1 pm).
 - Research on the bobblehead bear is being conducted. Meyers suggested a replica of "Claws" the UNC mascot.
 - McLean has asked the communications representatives to send out information to the college community about these volunteer opportunities.

5. Liason Reports:

- **Alumni Association:** Tyson (lead), Edwards (alternate)
 - No report
- **Board of Trustees:** Gray
 - No report
- **Bookstore Advisory Council:** Butts
 - No report
- **Faculty Senate:** Posselt
 - No report
- **Parking Advisory:** Butts (lead), Graff (alternate)
 - No report
- **President's Planning Council:** McLean

- No report
- **Student Representative Council:** Carter
 - No report
- **State Personnel Employees Executive Council (SPEEC):** Brachtenbach
 - No report
- **UC Advisory Board:** Butts
 - No report

6. New Business

- PASC is seeking a representative for the Campus Recreation Advisory Board. Because of associations already with the department, Carter can not take this post.

7. Adjourn

- The meeting was adjourned at 12:31 pm.

Respectfully submitted,

Vincent E. Carter