

Professional Administrative Staff Council (PASC)

University of Northern Colorado

Meeting Minutes
September 14, 2005

Council members present:

McLean, Gray, Butts, Meyers, Tyson, Carter, Posselt (later: Finley, Brachtenbach)

Others present:

Jen Griffin, Chair Brown Bags Committee

1. *Call to order*

McLean called the meeting to order at 11:35pm

2. *Review and approval of August Meeting Minutes*

Minutes approved (Motion: Meyers; Second: Gray).

3. *Agenda amended—Professional Development Brown Bags report*

Griffin reported that she is in correspondence with Cheryl Kent to arrange a date for the first brown bag, which will surround fitness walking or balance.

Gray reported that she will coordinate with Marshall Parks to arrange a new exempt employee brown bag. Other possible brown bags include:

--Wagner: Investment

--O'Keefe: International education

--McLean: History of campus development

--Morrell: Cancer Awareness/ Survivors

4. *Officer Reports*

a. *Co-Chairs*

Gray reported:

i. She attended the recent Board of Trustees meeting. Relevant topics included:

--Forward budgeting with CCHE. The university is developing two budget scenarios, which will be implemented depending on whether Referendums C & D pass.

--The board approved the naming of the West Campus Dining Hall and the Faculty Apartments for the last five sitting university presidents.

ii. Diane Algiene-Henry from SPEEC is in correspondence with Gray to confirm a date for the annual governance social

iii. PASC received a memo from Vice President Schoneck regarding the inappropriateness of inter-department solicitations.

iv. Andrea Tapmeyer from the Foundation is working with Nancy to develop a letter to PASC soliciting Team UNC support.

v. Gray reported that she had researched the process of acquiring a raffle license, and that it would be a very involved process if we wanted to do a future raffle for Bobblehead Bears. Discussion was tabled until closer to the PASC/ SPEEC picnic.

McLean reported:

i. Problems with the PASC Council list serv have been noted.

ii. As of October, PASC will be meeting the FIRST Wednesday of the month. Meetings will continue to be in the Council room from 11:30-1:00.

b. *Vice Chair Treasurer*

Peterson provided a balance summary for the two PASC accounts:

General account has \$2,792.00

Scholarship account has \$1953.13

- c. *Secretary*
No report.

5. *Committee Reports*

- a. Bylaws—Julie Posselt
No report
- b. Communications – Lori Brachtenbach
Meyers has received the current brochure from Brachtenbach and will be redesigning it.
- c. Community Service – Lori Brachtenbach
The Colorado Combined Campaign Chili Cook-off will be 10/6 from 11:30-1:30 in the UC Ballrooms. If Lori does not receive volunteers from the Council to provide chili for the PASC table, she will put it out on the listserv.
Lori has volunteered PASC to serve two meals at the Guadalupe Center, one in January and one in May.
- d. Elections – Montez Butts
No report
- e. Employee of the Year – Corey Edwards
No report
- f. Fundraising – Chris Peterson & Scott McLean (Parking Lot Cashiers & Program Sales for Athletics)
Due to a lack of volunteers, PASC will only be working as parking lot cashiers for the home football games. Four people are required, but five is more appropriate. Currently, we have at least four volunteers for each of the upcoming games. PASC will make \$8 per person per hour, for an estimated \$920 over the five games.
Volunteers should report on the south side of Butler Hancock, in the wrestling area.

Date	Reporting Times	Kickoff
9/17	10-3	2:00
10/1	10-3	2:00
10/29	9-2	1:00
11/12	8-1	12:00
- g. Grants & Scholarships – Corey Edwards
Posselt reported that the 2004 PASC professional development grant has been awarded to Stacie Davis of the Center for International Education. It is the amount of \$300 and will be used toward the expenses of a management and leadership workshop. She will incur the expenses on her travel card, then have her program budget reimbursed from PASC's account with the foundation.
- h. Professional Development Brown Bags – Jennifer Griffin
See 3. *Agenda amended—Professional Development Brown Bags report*
- i. Recognition Event – Corey Edwards
McLean reported that he will contact Event planning to set the date for the 2006 recognition event. It will be during the week of May 22.
- j. Recognition Awards – Scott McLean
No report

6. *Liaison Reports*

- a. Board of Trustees – Nancy Gray
See report under Co-chair's report
- b. Faculty Senate – Julie Posselt
Posselt reported she has attended the Faculty Senate retreat and two regular meetings since PASC's last meeting.
 - i. On Oct. 4, PASC is invited to attend a 4:00 presentation by Rep. Riesburge on Referendums C & D.

- ii. Reports have been given by each of last year's commissions and task forces. The most relevant one for PASC was the Compensation Commission, which outlined specific issues that require further exploration by administrative staff, specifically whether administrators should be eligible for merit pay and how compensation in addition to base pay should be awarded. She suggested that these may be issues for the PASC salary equity committee to consider. Gray suggested that the Council read the commission's report before the next meeting, and discuss whether PASC should take action.
- c. Parking Advisory – Montez Butts
Has not met yet. No report.
- d. Presidents Planning Council – Scott McLean will attend next meeting on 9/21/05.
- e. Student Representative Council – Vince Carter
Carter reported that the primary issues at recent meetings have been the SRC bylaws and student evaluations of faculty. Students would like public notice of evaluation results.
Carter requested volunteers to occasionally serve as a back up in attending the SRC meetings. Butts agreed to this.
- f. State Personell Employees Executive Council (SPEEC) – Lori Brachtenbach
Brachtenbach reported that SPEEC has been considering how they can either raise additional funds this year or cut their expenditures. They are, for example, contacting Hal Brown about the possibility of receiving a portion of the vending machine proceeds. Lori suggested we do the same.
Also SPEEC is interested in partnering with PASC for Brown Bags this year.
- g. Alumni Association – Michelle Tyson
No report
- h. UC advisory Board – Montez Butts
No report
- 7. Old Business
 - a. Formally appoint and elect new PASC members
Motion by McLean to appoint Vince Carter for a 2 year term and Jenna Finley for a 2 year term.
Second by Posselt. Motion passed.

Motion by McLean to elect Corey Edwards for a 2 year term (to replace Linda Spradley) and Jane Graff for a 1 year term (to replace Libby Kasper). Second by Brachtenbach. Motion passed.
 - b. Discussion on Fund Executive Volunteers for United Way of Weld county
Woody talked about how to get word out and recruit Loaned Executives, who devote 15-20 hours per month during work hours, to the United Way campaign. He is composing an email to be submitted to the PASC list serv and website.
Lori reported that she had spoken with Eva Keaten since her visit to last month's PASC meeting, and she said it would be helpful even to have just one person.
Jenna suggested contacting recent retirees.
 - c. Appointment of a representative to the Campus Recreation Center Advisory Board
Montez volunteered for this.
- 8. New Business
 - a. Volunteer Efforts
There was agreement that PASC should take the example of SPEEC and make an effort to be known for its service to the community.
- 9. Announcements and department updates
None

10. Adjourn

McLean moved to adjourn at 1:05.

Respectfully Submitted,

Julie Posselt