

## **Professional Administrative Staff Council (PASC)**

### **University of Northern Colorado**

#### Meeting Minutes

December 7, 2005

#### **Council members present:**

McLean, Brachtenbach, Carter, Gray, Posselt, Peterson

1. *Call to order*  
McLean called the meeting to order at 11:35am
2. *Review and approval of November Meeting Minutes*  
Minutes approved.
3. *Officer Reports*
  - a. *Co-Chairs*- no report
  - b. *Vice Chair Treasurer*-Peterson shared the most recent Treasurer's Report with the group. Football parking revenue has not yet been added to the total. The group discussed which fund the revenue should be placed into, the General Fund or the Scholarship Fund. The split will be determined after the exact amount for football parking revenue is determined.
  - c. *Secretary*- no report
4. *Committee Reports*
  - a. Bylaws—Julie Posselt  
No report
  - b. Communications – Lori Brachtenbach  
The PASC bulletin board in Carter Hall has been updated with officer/representative information.
  - c. Community Service – Lori Brachtenbach  
The meal to be served by PASC at the Guadalupe Center will take place the 5<sup>th</sup> of January. Volunteers include Peterson, McLean, Posselt & Brachtenbach. Another meal will be provided by PASC in May a request for volunteers from the Professional Administrative Staff will go out in April on the Exempt Staff List Serv.
  - d. Elections – Montez Butts  
No report
  - e. Employee of the Year – Corey Edwards  
No report
  - f. Fundraising – Chris Peterson & Scott McLean  
McLean will still take a brief look at the possibility of PASC selling Bobble Head Bears this year, PASC earned more money from the football parking than from all efforts last year.
  - g. Grants & Scholarships – Corey Edwards  
No report
  - h. Professional Development Brown Bags –McLean and Gray will coordinate the January Brown Bag with Marshall Parks, HR Director, on new employee orientation. PASC may co-sponsor a Brown Bag in February, Graff to coordinate with SPEEC Brown Bag representative, John Vestecka. Julie Trujillo and Cheryl Kent will lead a fitness walk and balance discussion in March and then another topic will be chosen for April.

- i. Recognition Event – Corey Edwards  
No report, McLean confirmed after the meeting with event planning that the Recognition Event has been scheduled for May 23<sup>rd</sup>.
  - j. Recognition Awards – Scott McLean  
No report
5. *Liaison Reports*
- a. Board of Trustees – Nancy Gray  
Gray reported that during the most recent November BOT meeting priorities for the budget process were discussed. The University will start the new fiscal year budget process in January. The UNC Foundation is in the pre-planning process of putting together a Capital Campaign. There is a BOT meeting on Friday, December 9 where the Athletics Facilities Project information will be discussed.
  - b. Faculty Senate – Julie Posselt  
Posselt reported the Faculty Senate is discussing the faculty evaluation policy. President Norton spoke that there are some difference in how the CCHE and the Governors' office would like to divide up the monies from Referendum C.
  - c. Parking Advisory – Montez Butts  
No report.
  - d. Presidents Planning Council – Scott McLean  
McLean reported that the official function policy is being reviewed by the Council specifically on employee recognition and retirements. The policy should be updated by February 1, 2006. The Commission on Compensation Committee will be reconvened; the timeline for this was unknown. Cindy Vetter spoke to the Council about the privatization of the Health Center which will be managed by Banner Health.
  - e. Student Representative Council – Vince Carter  
The Council continues to work thru the SFAP process. Carter reported that two SRC representatives have stepped down in the last month, the Vice President for Finance (he has since been replaced thru a voting process) and the AAEO person (they are in the process selecting a new AAEO person). The SRC will not meet again until January.
  - f. State Personell Employees Executive Council (SPEEC) – Lori Brachtenbach  
The next meeting is set for December 8th, no report.
  - g. Alumni Association – Michelle Tyson  
No report
  - h. UC Advisory Board – Montez Butts  
Butts reported via email that the UC Advisory Board did meet to talk about fall opening. The group provided feedback to Barnes & Noble; overall the group was pretty satisfied with their performance. They will be meeting again after the spring rush to provide immediate feedback to the store.
  - i. Campus Rec Center Advisory Board – Montez Butts  
No report
  - j. Center for the Advancement of Teaching Learning Advisory Board – Jenna Finley  
No report
6. Old Business  
April Brown Bag topic-to be determined at the next PASC meeting.
7. New Business  
PASC support for Xeric Park- The group would be very interested in promoting and taking part in a gardening day at the Xeric Park.

8. Adjourn  
McLean moved to adjourn at 12:50.

Respectfully Submitted,  
Lori Brachtenbach  
PASC Secretary