

Professional Administrative Staff Council (PASC)

University of Northern Colorado

Meeting Minutes

February 1, 2006

Council members present:

McLean, Brachtenbach, Gray, Peterson, Posselt, Butts, Myers, Graff, Edwards, Morgan

1. *Call to order*
McLean called the meeting to order at 11:40am
2. *Review and approval of January 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. Peterson will contact Mike Thacker about the parking revenue for PASC.
 - c. *Secretary*- no report
4. *Committee Reports*
 - a. Bylaws—Julie Posselt
No report
 - b. Communications – Lori Brachtenbach
Myers and Brachtenbach will meet on Wednesday, February 8th to discuss the PASC brochure.
 - c. Community Service – Lori Brachtenbach
The meal to be served by PASC at the Guadalupe Center will take place the 2nd of February. The Xeric Park gardening day is scheduled for March 25th from 9-12 with a rain day set up for April 1st, 9-12.
 - d. Elections – Montez Butts
Butts reported that he is ready to start on this project and would like access to the server files for PASC. Brachtenbach will send him the necessary information.
 - e. Employee of the Year – Corey Edwards
No report
 - f. Fundraising – Chris Peterson & Scott McLean
McLean reported that he feels fundraising efforts are complete for this year, an adequate amount was earned by the group thru Football Parking.
 - g. Grants & Scholarships – Corey Edwards
No report
 - h. Professional Development Brown Bags –McLean and Gray are coordinating a Brown Bag with Marshall Parks, HR Director, and Lesley Compagnone, Director of Marketing & Strategic Communications, on new employee orientation. Another idea for a brown bag suggested by McLean is on the Emergency Response Program. This would involve training for employees on how to respond to different types of emergencies on campus.
 - i. Recognition Event – Corey Edwards

The Recognition Event has been scheduled for May 23rd. Edwards will contact Nancy Kauffman to see if she is interested in helping with the event again this year. Edwards will also work with HR to compile the list of employees to be recognized for years of service and with Dining Services on possible menu options.

- j. Recognition Awards – Scott McLean
No report

5. *Liaison Reports*

- a. Board of Trustees – Nancy Gray
No report, next BOT meeting scheduled for 2/10/06.
- b. Faculty Senate – Julie Posselt
Posselt reported that the Faculty Senate has been discussing the clarification of what exactly a C- versus a C+ means for a student with regard to grade forgiveness and admissions. They determined that both would count as a C.
- c. Parking Advisory – Montez Butts
No report
- d. Presidents Planning Council – Scott McLean
McLean reported President Norton spoke about the status of the budget and a presentation was given by UNC Police Chief Wendy Rich-Goldschmidt about the University's Emergency Response Plan. Davis Partnership gave a presentation to the Presidents Planning Council on the Athletic Master Plan.
- e. Student Representative Council – Vince Carter
SRC updates: Winter Session for students will start 06-07 going from 12/17 to 1/12, I believe...; SFAP is holding open forums for all clubs once a week for three weeks ending next week; Thanksgiving Week for 06-07 will officially have 3 days of "no classes" (W, Th, F), but the school will still be open on Wednesday for us; Erik Rennaker is the interim AAEO person until they hire a new one; and some more hiring of assistants and placing people on committees.
- f. State Personell Employees Executive Council (SPEEC) – Lori Brachtenbach
The SPEEC Brown Bag, the Health of Pera, will take place on February 2, at 11:30 at the University Center. The council decided PASC will provide \$1,000.00 toward the SPEEC/PASC picnic on May 17th.
- g. Alumni Association – Michelle Tyson
No report
- h. UC Advisory Board – Montez Butts
No report
- i. Campus Rec Center Advisory Board – Montez Butts
No report
- j. Center for the Advancement of Teaching Learning Advisory Board – Jenna Finley
No report, they are currently advertising for a director of this unit.

6. Adjourn

McLean moved to adjourn at 12:50PM.

Respectfully Submitted,
Lori Brachtenbach
PASC Secretary