



Professional Administrative Staff Council (PASC)

Meeting Minutes November 1, 2006

Council Members Present: Vince Carter, D.J. Cox (SPEEC Representative), Jenna Finley, Nancy Gray, Libby Klingsmith, Vicki Mossman, Rene Oya, Michelle Tyson

Council Members Absent: Becky Broghammer, Amanda Garcia, Woody Myers, Scott Schuttenberg, Evan Welch

1. Call to Order

Gray called the meeting to order at 4:10 p.m.

2. Review and Approval of Minutes

The meeting minutes from October 4, 2006, were approved as presented.

3. Officer Reports

Co-Chairs – No report

Treasurer - Schuttenberg was absent but sent his report. In the past, the Vice President of Finance & Administration paid half of the award costs; it doesn't appear this happened this time. We had expenses of \$414.56 for the awards given out this past spring.

Secretary – No report

4. Committee Reports

- **By-Laws:** Rene Oya - No report
- **Communications:** Vince Carter and Woody Myers
Carter reported he has been sending out information on the listserv and has updated the website.
- **Elections:** Vicki Mossman - No report
- **Salary Equity Committee:** Nancy Gray and Joan Lamborn – No report
- **Fall Event:** Nancy Gray and Jenna Finley
Finley reported the event took place last Thursday but due to bad weather the turn out was small and there was a large amount of food left. Gray said 300 flyers were sent out advertising the event.

- **Governance Event:** Nancy Gray and Jenna Finley
No report
- **Recognition Event:** No report
- **Brown Bag Lunch Series:** Rene Oya and Amanda Garcia
Oya reported she has spoken to Barry LaPoint about a Brown Bag for November about digital cameras, the size and quality of images needed for publications, etc. She is looking at November 29th or 30th for the event.
- **Community Service:** Michelle Tyson
SPEEC has two dates open for serving a meal at the Guadalupe Center – January 4th or May 3rd. We agreed to sign up for May 3rd.
- **Employee of the Year:** No report
- **Fundraising:** Scott Schuttenberg
Carter brought up the possibility of doing a wine tasting at the UC after 5 p.m. as a fundraiser. There was some discussion of whether this would actually result in any income after the costs involved. Oya said she would check with the Greeley Philharmonic to see if they make a profit on this type of event.
- **Grants & Scholarships:** Libby Klingsmith
Klingsmith sent out drafts of the PASC Professional Development Grant Application to the Council on October 17th. She received some feedback and is working on an updated draft.
- **Alumni Association:** Amanda Garcia – No report

5. Liaison Reports

- **Board of Trustees:** Nancy Gray - No report
- **Bookstore Advisory Board:** Amanda Garcia - No report
- **Faculty Senate:** Rene Oya
Oya reported that the diversity consultants have not met with faculty yet. Faculty Senate passed an attendance policy that requires written permission to miss class.
- **Parking Advisory Board:** No report
- **President's Planning Council:** Jenna Finley - No report
- **Student Representative Council (SRC):** Michelle Tyson and Vince Carter (alternate)

Tyson reported the SFAP process will be starting soon for student fee funded areas.

- **State Personnel Employees Executive Council (SPEEC):** Vicki Mossman, Rene Oya (alternate)
Cox reported that the diversity consultants have met with the SPEEC Council. Vice President Haack met with them at their last meeting. The Council is looking for new avenues for fundraising.
- **University Center Advisory Board:** Vince Carter and Michelle Tyson (alternate) - No report

6. Old Business

- **Additional PASC Representative:** Gray reported that she will contact someone in athletics.
- **Book Club:** Tyson reported that nine people came to the meeting on October 27th, and they had a good discussion. They have chosen a book for next semester.

7. New Business

- **Flu Shot Clinic:** Mossman passed around flyers for the Flu Shot Clinic to be held Monday, November 6th in Carter Hall.

8. Adjourn

The meeting was adjourned at 5:00 p.m.

Note: The December 6th meeting will be held in the Campus Recreation Center. There will be no meeting in January.

Respectfully submitted,

Vicki Mossman
PASC Secretary