



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

### **Meeting Minutes October 2, 2007**

**Council Members Present:** Becky Broghammer, Jay Dinges, Scott Schuttenberg, Chris Vegter, Michele Tyson, Sarah Chase, Jimmy Henderson, Vicki Mossman, Stephanie Moir, Deb Kinzer (SPEEC representative)

**Council Members Absent:** Matt Leland, Rene Oya, Lori Brachtenbach, Libby Klingsmith

**1) Call to Order**

Tyson called the meeting to order at 3:35 p.m.

**2) Approval of Minutes**

September 4 meeting minutes were approved.

**3) New Business**

*Insight* Banner Reporting System Demonstration – Krystal Dilka

- Coffee cups are available that contain the *Insight* website for publication purposes. Dilka asked that we help spread the word to other staff and faculty in our departments who may not be familiar with *Insight*.
- Training will be offered through CETL each month. A training video is available online at the *Insight* website: [www.unco.edu/aboutinsight](http://www.unco.edu/aboutinsight)
- Everyone must be careful about handling PII data (personally identifying information) confidentially. Any computer that contains files with PII data must also have encryption software installed to protect the PII data.
- *Insight* can be accessed through the Ursa portal. Employees use the same sign in & password that they currently use to access Ursa. All employees have access to the “University” view.
- Budget reports can be run using the “Finance” tab. Any words underlined in blue can be clicked on in order to “drill down” to obtain more information on budget items.
- Views: Users must obtain security access in order to view certain forms. For example, all faculty of record automatically have access to the “Academic” reports. If other non-faculty persons need to have access to this information, they will need to submit a security form explaining why they need access to this information.
- Parameters provide a way to narrow down the information received in reports. Parameters make reports customizable to the user.

- Users can download reports into Excel in order to sort information and further organize their reports.
- Insight reports are written against the ODS (Operating Data System), which is updated overnight. Some data is updated in “real time.” For example, seat counts for classes are updated in real time.
- Users can add reports to their “Favorites” tab in order to allow quick access.
- “Deferred Status” allows users to run reports and store them under deferred status for 29 days. After 29 days, the report automatically drops out of the users system. This helps protect PII data because the reports are not stored on individual computers and users don’t have to remember to delete the reports from their computers after they’re done with them.
- Krystal is available to provide further information about Insight to anyone on campus. CETL is also available for group training needs.

#### 4) **Treasurer’s Report - Dinges**

- There is no change, at this time, to our PASC account status. It will be interesting to see next month’s report to learn how much we were able to make from the employee deduction campaign.

#### 5) **Informational Items**

- Dinges reported that “Away” football games will be televised at the University Center on an 8’ screen in the lobby. Free food is available, and everyone is welcome to join students and administration to watch the game. The goal is to increase support for the UNC football team. So far, the attendance has been good.
- Mossman reported on the upcoming Flu Shot Clinics.
  - October 17 – UNC Recreation Center – 9:00 am until noon
  - October 24 – UC Council Room – 9:00 am until noon
  - There will also be a clinic at Carter Hall (date, time, & location TBA)
  - Shots are \$25 cash or check (no credit cards)
  - Clinics will be announced on UNC Today
- Broghammer reported on several upcoming events:
  - October 7-13: Homecoming activities
  - October 27-28: Greeley Balloon Harvest Festival
    - Sponsored by Greeley Chamber & Visitors Bureau
    - Free pancake breakfast and tractor show
  - October 30: Scheduling & Event Planning will host an open house at the UC
- Dinges reported that Hal Brown/Dining Services has submitted an RFP for a sandwich shop in the University Center.
- Henderson reported that the Bear Pride campaign has been very successful so far. Fall athletic events have had a great turnout. UNC Volleyball should be in good standing within the conference, and Mens & Womens Basketball should also have good seasons this year.

- Tyson reported that the Office of Academic Support & Advising is in the process of hiring orientation leaders for Summer 2008. 25 OLs will be hired. Applications are due October 22. Interviews will be held in late October/November. Hiring decisions will be communicated to the applicants in November so they can plan to register for the OL class during Spring semester.
- Vegter reported that Monfort College of Business received the recommendation for its accounting and business programs to be reaccredited. This is very positive news.
- Vegter is working on updating the PASC website.
- Schuttenberg reported that intramural sports are in full swing with 100 flag football teams this year. The intramural hockey team has started its season and every game has been selling out. Games are played at the Greeley Ice Haus. Tickets are \$4 for students and \$6 for non-students.
- Chase reported that the UNC McNair Scholars Program received official word from the Department of Education that the program has been funded for another 4-year grant cycle, totaling nearly \$1.1 million in grant funding for UNC.
- Tyson reported that a letter was created for the PASC fundraising campaign. However, the email version was not approved for distribution to the exempt employees listserv. The letter will need to be revised for later distribution.
- Broghammer reported that they learned that the PASC foundation account is not restricted. Funds in this account may be used toward operating expenses.
- Dinges encouraged staff to contribute toward PASC scholarship fund. They've set a goal of raising \$10,000 (the amount needed for an endowment) by the 2010/2011 academic year.
- Dinges reported that as part of the Bear Pride campaign, blue and gold ribbons will be tied around trees all over campus to promote school spirit. Fridays are "Blue & Gold" days. Campus departments have been hosting tailgating events, which have been popular.

#### **6) Additional Committee/Liaison Reports**

- Tyson reported that the October Welcome Lunch will be held October 10 in Tobey-Kendel Dining Hall. Marshall Parks will speak at the lunch and new exempt employees will receive a packet of free items from PASC. A total of 3 new employees have RSVPd so far, and several current employees are planning to attend as well.

**7) Next PASC meeting:** November 6 - 3:30 pm at A/PASS (Kohl House).

#### **8) Adjournment**

Tyson adjourned the meeting at 4:20 pm.