



Professional Administrative Staff Council (PASC)

Meeting Minutes

November 6, 2007

UC – Spruce A

Council Members Present: Jay Dinges, Michele Tyson, Sarah Chase, Vicki Mossman, Deb Kinzer (SPEEC representative), Rene Oya, Lori Brachtenbach, Libby Klingsmith

Council Members Absent: Becky Broghammer, Scott Schuttenberg, Chris Vegter, Jimmy Henderson, Stephanie Moir, Matt Leland

1) Call to Order

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

2) Approval of Minutes

October 2nd meeting minutes will be reviewed for approval at the December 4 meeting.

3) New Business

UNC Dining Services (Hal Brown & Susan Stopher)

Hal Brown introduced Susan Stopher, new Marketing Coordinator for Dining Services. Susan's position is brand new to UNC and is an exempt position.

Brown reviewed current events in UNC Dining Services.

Dining Dollars for UNC Students

- Works like cash and can be used all over campus.
- Students receive \$50 in Dining Dollars when they purchase their meal plan.
- Students don't have to pay sales tax when they use Dining Dollars.

Dining Dollars for UNC Faculty/Staff

- Charged directly to payroll deduction.
- Faculty/Staff do pay sales tax, unlike student Dining Dollars.

Coffee Corners

- Kepner Coffee Corner has expanded to include sandwiches and bagels.
- Michener Coffee Carter has also expanded to include sandwiches, salads, and parfaits.

- A new Coffee Corner will be opening in Turner Hall. It will have a walk-up window, and may be open later at night during finals week this semester and during the entire Spring semester. It is in the final construction stage, and should be open during the week of Nov. 12-16.

“The Dash” Program

Based on feedback from faculty, staff, and students, who have requested healthier dining options, Dining Services has implemented a new program called “The Dash” which will offer a wider selection of foods for special dietary needs such as gluten-free and allergy-sensitive options. The program started at Holmes Dining Hall and has since expanded to Tobey-Kendel Dining Hall. It has gone over very well so far.

Expanded Dining Hall Hours

Hours of operation for Holmes and Tobey-Kendel Dining Halls have been expanded to better accommodate student schedules and preferences.

“Bear on the Run” Program

This is a new program where students have the option to get a biodegradable container, in which they can put as much food from the dining halls into it as they want to. Students can then take the container outside of the dining halls, which has not been allowed in the past.

UNC Connection Newspaper

Executive Chef Aran Essig now has a “Chef’s Corner” feature in each Monday’s edition of the UNC Connection newspaper, where he shares items of interest about a variety of entrees.

UNC Food Line

Anyone can call 351-FOOD / 351-3663 to find out about the daily UNC menus.

Fall 2007 Taste of Home

During the fall semester, Dining Services encourages parents to submit their students’ favorite home-cooked meal recipes. The Dining Services staff then chooses recipes to prepare and serve in the dining halls during the month of November. Recipes can be submitted from any category. This is a great way for Dining Services to find out which foods the students enjoy. The most popular dishes are then incorporated into the Dining Services menu for the next year.

Sub Shop for University Center

An RFP has been submitted to bring a new sub shop to the University Center. It will most likely be located in the old UNC Ticket office, and it will be a nationally branded chain store such as Subway or Quizno’s.

Faculty/Staff Meal Deduction

The price for faculty/staff who participate in the meal deduction program has been reduced to \$5.

Other Announcements from Dining Services

- The annual Holiday Dinner will be Wednesday, December 5 in both Tobey-Kendel and Holmes Dining Halls.

- Catering has been incredibly busy, which is good. Hal plans to increase the marketing of this service.
- UNC Dining Services recently celebrated 30 years as the provider for the senior nutrition program of Greeley/Weld County.
- Oya mentioned that it has seemed in the past that athletes have trouble making it to the dining halls during their hours. Brown said that the coaches have been accommodating by adjusting their practice schedules so that the athletes can get into the dining halls for meals. However, it is the marching band students who tend to have the most difficulty getting in during regular dining hall hours. This is part of the reason Dining Services has adjusted the hours for Holmes and Tobey-Kendel.

Colorado Combined Campaign Chili Cookoff (Lori Brachtenbach & Jay Dinges)

- This year's chili cookoff will be held Thursday, November 8 from 11:30 – 1:00 in the University Center Ballrooms. Over 30 chilis will be competing for prizes in the following categories: spiciest, most unique, best green chili, and best overall.
- Cost is \$3.00 per person. Proceeds will benefit local charities.
- A drawing will be held at 12:30 for an iPod Nano and a Microsoft Zune. Those who have already signed up for monthly payroll deduction through CCC will be eligible for the drawings.
- Rocky Mountain Raptors will also be featured.
- This year's fundraising goal is \$26,000, of which \$19,000 has already been raised!

4) Treasurer's Report (Dinges)

- Good news! In past years, PASC's average monthly income through employee payroll deductions was about \$52. This year, after the employee monthly deduction drive, PASC will have approximately \$92.83/month coming in. It is not clear yet whether all of this will be matched. If it is matched, we will have approximately \$184/month in employee payroll deductions.
- Dinges suggested that we check into the possibility of PASC running the concessions or beer tent at one of athletic events this winter. In the past, it has been difficult to recruit volunteers to work the football parking fundraisers. This was most likely due to it being for a long period of time at each home game throughout the season.
- Council members discussed the possibility of talking to Dining Services about splitting the block of time into smaller, more manageable portions where several campus organizations could share the overall time slot. This might make it more lucrative to other campus organizations that don't have a large number of volunteer staff.
- Brachtenbach will call the Greeley Ice Haus to ask if community organizations can run concessions at UNC hockey games for fundraising.

5) Discussion Items

PASC Professional Development Grant/Professional Development Activities

- Klingsmith will update the PASC Professional Development Grant Application for this year.

- Tyson will send an announcement out about the grant via UNC Today.
- Tyson will also check into posting an announcement on Ursa and ask HR if there are other ways to inform new exempt employees about this opportunity.
- Klingsmith reported on the upcoming professional development activities that are scheduled for Spring 2008:
 - December – Kickoff reception for SSAC to highlight Fall semester accomplishments
 - January 8, 9, & 23 – “Ask Me, I Can Help” Workshops
 - February – “Learning Reconsidered” discussion – facilitated by Dean Sam and Tom Smith
 - March – Legal Issues in Higher Education workshop
 - April – Diversity in Education Colloquium
 - June – Strengths Quest training
- Klingsmith indicated that SSAC is interested in working together, but wants to be sure they stay within the parameters of their charter (addressing student development/student success areas). Perhaps PASC could offer more professional development opportunities such as resume building, time management workshops, or information about how to supervise student employees.

SPEEC Fall Event (Kinzer)

- SPEEC received positive comments from attendees at their fall event. The atmosphere was fun and relaxing, and it was different from previous years.
- Attendance was smaller, but SPEEC was pleased with the attendance, especially since this was a new event.
- SPEEC is interested in collaborating with PASC on a co-event.
- SPEEC will recognize all nominees for the “Classified Employee of the Year” award at the Fall event. One nominee from the Fall will be selected to receive the Employee of the Year award, which will be announced at the Spring event.

Employee Recognition – Spring (Brachtenbach)

- Randy Haack has agreed to pay for the exempt employee gifts for years of service honorees and retirees this year.
- The meal will still need to be paid for in some other way (whether each attendee purchases a ticket or a campus organization could help sponsor some of the cost). We could also potentially talk with Dining Services about available discounts if our PASC members would be willing to help serve the meal.

6) Informational Items

- Brachtenbach reported that a benefit run/walk will be held at Northridge High School on Saturday, November 17. Registration is at 8:30 a.m. The run/walk will benefit Amanda Gonzalez, daughter of UNC employee Mark Gonzalez. Amanda was diagnosed with an inoperable brain tumor.

Communications (Vegter & Brachtenbach)

Event Planning (Tyson, Mossman, Brachtenbach, Oya)

Welcome Wagon (Oya, Chase, Moir, Tyson)

Wed Nov 14- Holmes (Hal Brown will speak)

Wed Jan 16 - Holmes (not the 2nd Wednesday, but the first Wed they are open!)

Wed Feb 13 - TK

Wed March 12 - Holmes

Wed April 9 - TK

Monthly Networking Lunches (Oya, Chase, Moir, Tyson)

Community Outreach (Broghammer & Brachtenbach)

Professional Development - TBD

Student Success Advisory Council is planning to do something similar, so we will be talking about how to partner up for that activity.

Fundraising (Tyson, Dinges, Broghammer)

Elections - TBD

Grants and Scholarships - TBD

Campus Liaison Reports

SRC (Dinges)

SPEEC (Mossman)

Faculty Senate (Klingsmith)

UCLA Survey-Faculty Senate has approved a campus climate survey sponsored by UCLA. The provost will pay for faculty, deans and directors as well as those administrators who are also teaching to take the survey. Emails with a link to the survey should go out around the 15th of November.

Interim Session-Currently 394 students are signed up for interim session. Last year the interim session served just over 400 students. Administrators feel like we are on track to meet and/or exceed last year's numbers.

Expanded Grading System-Faculty received an "FYI email" regarding the grading system to go into effect in the fall of 2008. Currently a table is being built to create a visual for the information that will go into the 2008-2009 catalog.

Summer Enrollment-The provost is analyzing why summer enrollment seems to be slipping.

Academic Affairs-Website is being overhauled; Newsletter highlighting faculty accomplishments will be put out.

Board of Trustees (Tyson)

President's Report-Sense of renewed excitement on campus that is felt with students, faculty and staff; record number of attendance at Sept 8 football game; 5.5% reduction in students for this semester, there is a formal enrollment management plan; investment in faculty is still a primary goal.

Board Action Items-Board voted to approve Butler Hancock internal renovations; board approved possibility of new academic building (more plans are needed).

Other-25% of faculty left over last year (pointed out by board member) and encouraged to look at composition of faculty in hiring; request by board member to include faculty in

recruitment and retention efforts; also recommended that staff and faculty evaluations be posted on-line for students and parents.

Retreat Topics- EM Plan, Residential Campus Plan, UNC Student Profile

Alumni Association (Moir)

Parking Advisory Board (Oya)

University Center Advisory Board (Broghammer & Dinges)

Salary Equity (Gray)

Bookstore Advisory (Dinges)

7) Additional Committee/Liaison Reports

SRC Report (Dinges)

- Our student PASC/SRC representative will be graduating in December. This means that PASC will have a new student SRC representative for the Spring 2008 semester.
- SRC formed a committee to review all the by-laws.

8) Next PASC meeting: December 4, 2007

9) Adjournment

Tyson adjourned the meeting at 4:37 p.m.

Respectfully Submitted,

Sarah Chase, PASC Secretary