

UNIVERSITY of
NORTHERN COLORADO



**Professional Administrative Staff Council (PASC)
2010-2011 Planning Meeting
Transition Meeting**

**Meeting Minutes
June 9, 2010
Gunter 1120**

Council Members Present: Gary Dutmers, Joe Tort, Beckie Croissant, Lee Ann Sappington, Cathy Puckett, Solomon LittleOwl, Aimee Rogers, Susan Stopher, Ryan Rose, Jana Schwartz, Julie Tacker, Kelley Christman, and John Weiser

Council Members Absent: Frances Braafhart, Sean Broghammer, J.J. Auker, Tricia Tort, Karen Jennison, Andy Malinski, Gina Lichte, and Ryan Shucard

1) Call to Order

- Sappington called the meeting to order at 11:01AM.

2) Approval of Minutes

- The minutes from May 12 were approved. The minutes from May 19 were deferred.

3) New Business

- **Election of Officers** – Sappington shared that last year PASC decided to elect and chair and chair elect. The chair elect will sit on the Executive Council and fill in at a few higher committees. This person will become the chair July 2011.
 - **Chair** – Lee Ann Sappington
 - **Chair Elect** – John Weiser and Julie Tacker were nominated. An electronic vote will take place over the next two weeks.
 - **Treasurer** – Gary Dutmers
 - **Secretary** – Frances Braafhart (minutes and elections only)

The website and newsletter duties that Croissant did previously in her secretarial duties will be taken over by Auker with assistance from Dutmers. Croissant will email Auker and Dutmers information on the website and past newsletters. Sappington will take over the new PASC Listserv that is being created by IMT (Rose). The current PASC Listserv will be deleted.

- **Committee Assignments** – Each committee will have a chair and hold meetings every month or every other month with committee members.
 - **Standing Committees**
 - **Executive Committee**- Sappington, Dutmers, chair elect, and Braafhart

- **Communications** – Dutmers (chair) and Auker
- **Bylaws**- Puckett (chair)
- **Fundraising**- Stopher (chair) and J. Tort
- **Professional Development** – Schwartz (chair)
- **Recognition and Social Events**- Puckett (chair), Dutmers and LittleOwl
- **Community Outreach/Service** – Lichte (co-chair) and Tacker (co-chair) and Braafhart
- **Grants and Scholarships** – Christman (chair)
- **Campus Committees**
 - **Student Senate** – Weiser
 - **SPEEC**- J. Tort
 - **Faculty Senate**- TBA
 - **Board of Trustees**- Sappington
 - **Alumni Association**- Dutmers
 - **Parking Advisory Board**- Puckett
 - **Campus Recreation Advisory Board**- Stopher
 - **University Center Advisory Board** – Christman
 - **Bookstore Advisory**- Schwartz
 - **Information Technology Committee (ITC)** – Lichte
 - **Salary Equity**- Broghammer
 - **CETL Advisory Board**- Braafhart
 - **Workplace Environment Taskforce**- TBA
- **Next year's meeting format** – Standing committee reports and campus committee chairs are to email their reports to Braafhart prior to the monthly PASC meeting. Braafhart will compile all reports into one document for Sappington to send out with agendas.
- **Meeting time and place for next year** - The monthly meetings will be the first Wednesday of each month from 11:00-12:30pm in Gunter 1120.
- **President's plan and how PASC can contribute** – Sappington asked for feedback on the President's talk on May 19 and if PASC's goals align with the University's goals.

J. Tort shared that the President's plan is ambiguous as far as who will be included in writing the University's Action Plan. Puckett wasn't sure that a method for including groups and programs has been determined yet. Stopher appreciated the visional diagrams the President provided. It was decided that PASC is in a "wait and see" stage; however Sappington will include a summary of PASC's goals at the next Board of Trustees meeting.

- **Beginning of year kick off** – The Council discussed having a kick off for professional exempt staff in the early fall (a few weeks after fall semester begins).

The Council discussed a PASC/SPEEC baseball game fundraiser. J. Tort and Stopher will create a plan and bring it back to the council.

- **Thank you to outgoing members** – Sappington thanked the following outgoing members for their service on PASC from 2008-2010: Joe Tort (who is serving another 2 year service) Beckie Croissant, Solomon Little Owl, Aimee Rogers, Ryan Rose, and Tricia Tort.

5) Round-A-Bout

Dutmiers shared PASC has over \$6,000 in our scholarship fund. Sappington will share this at the Board of Trustees meeting and will provide forms for monthly contributions.

Weiser shared that all of the fall concessions have been assigned to other groups already. Weiser will ask about winter break and spring events. The casino trip expense is around \$220.00 per trip. The bus holds 35 people. Weiser anticipates PASC would profit about a \$400.00 per trip.

- 6) Next PASC meeting** – The next PASC meeting will be Wednesday, July 7 from 11-12:30PM in Gunter 1120.

7) Adjournment

- Sappington adjourned the meeting at 12:05PM.

Respectfully submitted,
Beckie Croissant, PASC Secretary