



Professional Administrative Staff Council (PASC)

Meeting Minutes January 6, 2010 Gunter 1120

Council Members Present: Joe Tort, Tricia Tort, Gary Dutmers, Cathy Puckett, Beckie Croissant, Lee Ann Sappington, Aimee Rogers, Sean Broghammer, Jana Schwartz, and Andy Malinski

Council Members Absent: Ryan Shucard, Solomon LittleOwl, Ryan Rose, Gina Lichte, Susan Stopher, and Karen Jennison

1) Call to Order

- J. Tort called the meeting to order at 11:05AM.

2) Approval of Minutes

- The minutes from December 2 were unanimously approved.

3) New Business

- **SPEEC White Papers** – DJ Cox contacted J. Tort regarding PASC collaborating with SPEEC on White Papers (researching best practices on specific topics). J. Tort will contact Cox for more information and topics areas before confirming or denying PASC participation.
- **Concessions** – PASC will work concessions again this Thursday from 5:30-10:00pm for the men's basketball game. This is our last scheduled concession shift but J. Tort will look PASC participating in more this spring.

4) Discussion Items

- **Standing Committee Reports**
 - **Executive Committee**- No report
 - **Bylaws**- No report
 - **Salary Equity**- No report
 - **Fundraising**- Dutmers sent the PASC donation solicitation request to Andrew Dame for feedback. Once approved he will continue preparing the document for electronic distribution. Dutmers shared his Treasurer's Report stating that as of December 16 PASC has a little over \$5,000 in our scholarship account and \$697.19 in our operating account. Once the postage from Operation Shoebox comes out of our operating account then we will be down to about \$497.00.

- **Professional Development-** T. Tort shared that there are four welcome lunches scheduled this spring each from 11:30-1:00PM in either TK or Holmes Dining Halls. On January 19 Cathy Puckett, Stephanie Torrez and Jenna Finley will present on professional staff hiring. In February Katrina Rodriguez will present on cultural confidence. On March 17 Lisa Barkley will address UNC's new branding strategy. In mid-April a person not yet determined will present Technology for the Not So Technical. Schwartz will keep Croissant informed of the events so she can update the website and send out calls for participation to UNC employees.
- **Recognition and Social Events-**The PASC Recognition Event is scheduled for April 12 in the UC Panorama Room in the late afternoon (3-5PM). PASC will serve light refreshments and beverages. Dutmers will invite the President, Provost and AVPs to attend and speak. PASC members will coordinate invitations at their March meeting.
- **Community Outreach/Service-** Sappington is looking into PASC sponsoring a community recycling project of small electronics and paper products. In February PASC will host dinner at the Guadalupe Center. Sappington will send out a call for volunteers soon. Sappington is also looking into organizing a drive with the Women's Clinic. The Operation Shoebox event was hugely successful. We filled eleven boxes full of stuff and had items left over that we donated to local veterans. Sappington has one more box left and will send it to another platoon in Afghanistan or Iraq. Next year we will change this event and collect items during the Fourth of July rather than during Christmas.
- **Grants and Scholarships-** No report.
- **Campus Committees**
 - **Student Senate** – No report
 - **SPEEC-** SPEEC's next meeting is Thursday. Malinski reported that during the December meeting SPEEC met with the UNC branding folks. Their annual banquet is next month. They are having a Vegas theme and will have Elvis attend.
 - **Faculty Senate-** No report
 - **Board of Trustees-** Rogers shared that the December meeting was moved to January.
 - **Alumni Association-** No report
 - **Parking Advisory Board-** No report
 - **Campus Recreation Advisory Board-** No report
 - **University Center Advisory Board-** No report
 - **Compensation-** No report.
 - **Bookstore Advisory-** No report.
 - **Information Technology Committee (ITC)** – No report
 - **President's Planning Council-** No report.
 - **CETL Advisory Board-** No report.
 - **Workplace Environment Taskforce-** No report

5) Round-A-Bout

- Sappington reminded the Council to give her information to take the Student Senate.
- UNC Marketing unveiling – Thursday, January 14 at the UC. For a preview of the marketing you can visit www.unco.edu/life.
- Broghammer questioned why the holiday schedule calendar is missing dates after May. Puckett shared that the President has to approve the holiday schedule before approving holidays after May. She and other administrators are looking into the prospect of closing during holiday breaks.
- The Health Center sent out information on pandemic flu that created by the Colorado Department of Public Health and Environment.
- Puckett shared that HR is still unsure if we exempt employees will get a premium holiday.
- Broghammer questioned how CHEIBA rates are determined. Puckett shared the process and informed Broghammer that UNC does look into other companies but so far CHEIBA has provided the best coverage and lowest rate. UNC has been covering insurance increases so they do not fall on the employee.
- T. Tort announced that payroll deductions for massages, personal training, private swim lessons (for employees and children of employees) and group fitness passes are now available. Contact Tricia Tort for information.

6) Next PASC meeting – The next meeting is Wednesday, February 3 from 11:00-12:00pm in Gunter 1120.

7) Adjournment

- J. Tort adjourned the meeting at 12:20PM.

Respectfully submitted,
Beckie Croissant, PASC Secretary