

UNIVERSITY of  
NORTHERN COLORADO



**Professional Administrative Staff Council (PASC)**  
**February 9, 2011 Meeting**

**Meeting Minutes**  
**February 9, 2011**  
**Gunter 1120**

**Council Members Present:** Jessica Behunin, Kara Berg, Frances Braafhart, Gary Dutmers, Lee Ann Sappington, Julie Tacker, Joe Tort, John Weiser

**Council Members Absent:** Jacqueline Auker, Sean Broghammer, Kelley Christman, Karen Jennison, Gina Lichte, Mindy Marshall, Jana Schwartz, Ryan Shucard

**1) Call to Order**

- Sappington called the meeting to order at 11:10 a.m.

**2) Approval of Minutes**

- Lee Ann will email the January minutes to members for approval at the next meeting.

**3) Treasurer's Report**

- The Operating fund is at \$444.03 after the T-shirt order. The scholarship fund is at \$7,015.09.

**4) Guest Speaker**

Vicki Gorrell, Vice President for Development and Alumni Relations

Gary Dutmers introduced Vicki Gorrell to PASC Council members. Vicki Gorrell comes to UNC from Kalamazoo, MI and also served as VP for University Relations and Executive Director of the foundation at Weber State in Utah. Gary asked members to introduce themselves and tell what department/office we work in.

Vicki spoke on the roles of the Office of Development and Alumni Relations and provided a handout, but the following description was provided about the roles of each office:

- Development: The Development office cultivates, solicits and stewards current and estate gifts from alumni, friends, and organizations for university priorities.
- Alumni Relations: Alumni Relations engages alumni through special programs, events, and communications, connecting them to one another, to the campus and to current students. Vicki spoke about the alumni to student mentoring program (AMP).
- UNC Foundation: the UNC Foundation is a private non-profit organization dedicated to stewarding donors, data, and dollars in support of UNC.

Vicki added that a Development Officer is assigned to each academic college, with a floater assigned to the Library, the UC and the Dean of Students Office. The Development Officer's job at the University is to gain support and raise funds in support of education and students. Fundraising should be tied to University priorities which is the work of the University.

For more information about UNC's Office of Development and Alumni Relations and the UNC Foundation, please refer to the handout from Vicki Gorrell. The handout will be distributed to PASC members who were not present.

Vicki announced that Michael Muskin is now with the Development office. Michael has fundraising experience and will begin his new role in the Development Office on February 21, 2011. It was suggested that Michael be invited to a PASC meeting to speak on fundraising.

Vicki asked if there was representation to PASC from Development and Alumni Relations. Lee Ann indicated that with elections coming up, PASC will seek representation from these offices.

**4) New Business**

- Dinner was prepared and served at the Guadalupe Shelter. PASC will serve at the Guadalupe Center again on March 1, 2011. The date was open so PASC picked it up. Lee Ann will work with Gina to organize.
- Elections – Lee Ann will schedule a meeting of the Executive committee next week to begin the election process. The plan is to send out a call for nominations for elections to fill open seats on PASC. We will have a 2 week period to receive nominations.
- Employee of the Year: 2 nominations received so far. The deadline for receiving nomination is February 18.

The SPEEC/PASC banquet is scheduled for April 11, 2011.

**5) Committee Reports**

**Executive Committee- Sappington, Dutmers, Braafhart, Tacker**

Lee Ann will send out a meeting appointment to discuss elections.

**Bylaws – Behunin-not report**

**Fundraising- Tort, Marshall**

Joe Tort and Jay Dinges gathered information regarding the fundraiser at Highland Park Lanes. Possible date would be during the March Madness Tournament (March 19<sup>th</sup>). There are 2 options:

- Rent a lane 5 people per lane - \$50
- Everyone pays \$20

Prizes will be awarded for individual performances rather than a team event. Students and families will be invited. There was discussion about possibly holding this event after the recognition banquet in April. It was decided that a date in April would be more appropriate as we are running out of time to organize this event for a March date. Joe will communicate to all via email.

**Professional Development- Schwartz- no report**

**Recognition and Social Events- Dutmers, Broghammer**

- Kim Gray developed invitations to send out for the banquet. The invitations will go out on February 21. The banquet will be held from 5:00 to 8:00 p.m.
- Due to President's memo regarding hiring freeze, there was discussion regarding the banquet and if we should go ahead with the event. This is the 40<sup>th</sup> year of this employee recognition event. We are committed to this event and the event had been planned prior to the President's message.

**Community Outreach/Service- Lichte, Braafhart, Tacker**

- We have taken on another service at the Guadalupe Center. The new date is March 1, 2011.
- Operation Shoebox: Possible date in March. The committee will communicate via email to discuss any other possible dates.

**Grants and Scholarships- Christman, Sappington**

4 book scholarships were given at \$100 each

4 are given for fall and 4 for spring and 2 are given for summer.

**Communication – Aucker, Dutmers- no report**

**5) Campus Committees**

**Student Senate- Weiser**

**SPEEC – Tort**

**Faculty Senate – Broghammer**  
**Board of Trustees- Sappington**  
**Alumni Association- Dutmers**  
**Parking Advisory Board- Tacker**  
**Campus Recreation Advisory Board- Tort**  
**University Center Advisory Board- Christman**  
**Bookstore Advisory- Schwartz**  
**Information Technology Committee (ITC)- Behunin**  
**CETL Advisory Board- Braafhart**  
**Workplace Environment Taskforce- Aucker, Sappington**  
**Salary Equity- Broghammer**

- 6) Informational Items – no time.**
  - **Round-A-Bout (if time permits) – no time.**
- 7) Informational Items – none**
- 8) Adjourn**

Motion to adjourn, seconded. Meeting adjourned at 12:30 p.m.

Respectfully submitted, Frances Braafhart