

UNIVERSITY of  
NORTHERN COLORADO



**Professional Administrative Staff Council (PASC)**  
**January 5, 2011 Meeting**

**Meeting Minutes**  
**January 5, 2011**  
**Gunter 1120**

**Council Members Present:** Jacqueline Auker, Jessica Behunin, Sean Broghammer, Cynthia Budde, Kelley Christman, Gary Dutmers, Gina Lichte, Lee Ann Sappington, Jana Schwartz, Julie Tacker, Joe Tort

**Council Members Absent:** Frances Braafhart, Karen Jennison, Mindy Marshall, Ryan Shucard, John Weiser

**1) Call to Order**

- Sappington called the meeting to order at 11:02 a.m.

**2) Approval of Minutes**

- Motion to approve December 1 minutes. Motion was seconded and approved.

**3) Treasurer's Report**

- The scholarship fund is at \$6843.13. Operating fund is at \$538.86 and there will be an upcoming payment of \$94.83 for the homecoming t-shirts.

**4) New Business**

- **Scholarship Information** – the Grants & Scholarships committee met and reviewed the applications for Spring 2011 book scholarships. There were a total of seven applications and the four scholarships were awarded to Heather James, Edward Lopez, Eva Rodriguez, and Krystal Wiley. There was discussion regarding where to archive this information and it was decided that the applications and all scholarship correspondence should be stored with the secretary.
- **Dinner at the Guadalupe Center** – PASC will be serving dinner at the Guadalupe Center on Thursday, February 3<sup>rd</sup>. Gina will head this up and will be in communication regarding what to serve and organize volunteers.
- **Committee Assignments** – there was a request from Ryan Rose to assign a non-IMT staff member to serve as the PASC representative on the ITC Committee. The following changes were made:
  - **Faculty Senate** – Jessica Behunin
  - **Information Technology Committee** – Sean Broghammer

**5) Committee Reports**

- **Executive Committee**- Sappington, Dutmers, Braafhart, Tacker – no report
- **Bylaws** – Behunin- no report
- **Fundraising**- Tort, Marshall– The committee is working with Jay Dinges to organize a bowling fundraiser to possibly be held in March. Additional detail will be provided at the next meeting.
- **Professional Development**- Schwartz – working on setting up a session regarding cultural competency. Also trying to coordinate with CETL to provide additional professional development opportunities.
- **Recognition and Social Events**- Dutmers, Broghammer – met with SPEEC representatives regarding the employee recognition banquet that will be held on April 11<sup>th</sup>. PASC has agreed to pay for table decorations, however, we will not contribute money for entertainment. The group has decided on a menu, and is working on getting University Administration to attend the event. This group will also be looking for volunteers to help out the day of the banquet.
- **Community Outreach/Service**- Lichte, Braafhart, Tacker – Frances headed up the donations to the Transitional House. In communication received after the meeting she noted that PASC

members contributed \$125 towards the purchase of items from the wish list for our adopted family. This money allowed for purchasing all items on the wish list except the snow boots for the children.

- **Grants and Scholarships-** Christman, Sappington – no additional report
- **Communication** – Auker, Dutmers – the PASC website has been updated to the new template and additional content was added.

5) **Campus Committees**

- **Student Senate-** Wieser – no report
- **SPEEC-** Tort
  - SPEEC is moving the date of their meetings
  - SPEEC is looking to change their bylaws in order to allow them to change their name to the Classified Staff Council.
  - SPEEC will be hosting a breakfast burrito fundraiser on January 27<sup>th</sup> in Carter Hall.
  - Cynthia Budde noted that the council is super-dee-doooper excited about the banquet.
- **Faculty Senate** –Behunin– no report
- **Board of Trustees-** Sappington- there was a presentation by University Relations regarding the marketing campaign currently going on. Not much else was presented that impacts PASC.
- **Alumni Association-** Dutmers – no report
- **Parking Advisory Board-** Tacker – no report
- **Campus Recreation Advisory Board-** Tort – no meeting has been held, however, they have received the bikes for the Blue Cruiser Bike Program, and the mural being painted in the Campus Recreation Center is almost finished.
- **University Center Advisory Board-** Christman- no report
- **Bookstore Advisory-** Schwartz- no report
- **Information Technology Committee (ITC)-** Broghammer-no report
- **CETL Advisory Board-** Braafhart-no report
- **Workplace Environment Taskforce-** Auker, Sappington-this group is working closely with Human Resources to move forward with updating employee evaluations. They are also working on contacting schools that are similar to UNC to see how they handle employee recognition.
- **Salary Equity** – Broghammer – no report
- **Homecoming** – Auker – no report

7) **Informational Items**

- PASC Employee of the Year – Call for nominations should be going out soon. LeeAnn will work with Frances on this.
- PASC Elections – the elections were moved earlier to allow for transition meetings to happen. LeeAnn will work with Frances on getting this process started.

8) **Adjourn**

Motion to adjourn, seconded. Meeting adjourned at 11:41, a new record.

Respectfully submitted,

Kelley Christman