



**Professional Administrative Staff Council (PASC)
October 6, 2010 Meeting**

**Meeting Minutes
October 6, 2010
Gunter 1120**

Council Members Present: Kara Berg, Frances Braafhart, Gina Lichte, Lee Ann Sappington, Susan Stopher, Jana Schwartz, Julie Tacker, John Weiser

Council Members Absent: JJ Auken, Sean Broghammer Kelley Christman, Gary Dutmers, Karen Jennison, Cathy Puckett, Ryan Shucard, Joe Tort
Guests: Lori Brachtenbach, Sandy Cantrell – United Way

1) Call to Order

- Sappington called the meeting to order at 11:05 a.m.

2) Approval of Minutes

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

3) New Business

Treasurer Report- Gary

- Our operating fund remains at \$686.01. That will change after the ice cream social on Friday, which I'll also be out of the office for. Our scholarship fund stands at \$6486.84 and includes your very generous contribution of \$10, which on behalf of PASC, I sincerely thank you for.

Colorado Combined Campaign – Lori Brachtenbach

- Lori is the UNC representative for the CCC and announced the kickoff of the campaign for 2010. The CCC is an umbrella program for giving with 700 local charities, many of which we all are familiar with: United Way, A Kid's Place. Lori distributed the 2010 Resource Guide & Directory. The theme this year is "Create a Better Colorado."
- Kickoff of the CCC includes the 6th Annual Chili Cook-off on Monday, November 15th from 11:30 – 1 pm at the UC Ballrooms.

United Way – Sandie Cantrell, Campaign and Resource Development

- Sandie thanked everyone for inviting her to speak at our PASC meeting. Sandie talked about what United Way is and what they do. She also distributed a card with "10 reasons to support United Way. Cash donations always welcomed. "Try a volunteer opportunity; it will change your life."
- Sandie also distributed a card about 2-1-1, a non-emergency information and referral line. Lee Ann will send email the 2-1-1 information via the listserv and will ask Gary Dutmers to post to the website.

Football Tickets

- Lee Ann has 4 free tickets to the October 16th UNC football game. These are box tickets. Discussion on how to offer. Interested PASC members were asked to put their name on a slip of paper and Jana Schwartz drew names. Julie Tacker's name was drawn and she was given 2 tickets. Kara Berg got the other 2.
- FYI – PERA meeting coming up. Look for information.
- PASC/SPEEC Ice Cream Social – this Friday, October 8, 3-5 p.m. Columbine A&B. For more information, contact Kim Gray.

President's Speech

- The President would like ideas from the campus community on how the university can save money. Good opportunity for everyone to come together and brainstorm. Lee Ann asked that we email the President's suggestion link on the Human Resources website, to our constituents and support her in this activity.

It was also suggested that perhaps PASC organize an open meeting and invite people to come to a meeting to brainstorm. Jana and Lee Ann will meet to organize.

List of Constituents

- There was discussion about the list of exempt employees distributed to PASC representatives. Each member received a list of approximately 25 names. PASC representatives are encouraged to make contact with their list of constituents and. Lee Ann said each of us is to decide how we want to communicate with our groups to keep them informed of upcoming events, news, etc., and we should also invite them to a PASC meeting. Lee Ann also commented that it also helps in recruiting volunteers when you meet with folks in person. Lee Ann will also speak with Kim Gray about a combined Social Activity.

Amendment 60 & 61 and Resolution 101

- Lee Ann said at the BOT Retreat, there was discussion about 60, 61 and 101. BOT does not support. Do we want to send out a resolution that as a board, we do or do not support?
- BOT meeting scheduled for October 8. Lee Ann is unable to attend the meeting and asked for a volunteer to attend to report on PASC fundraising, shared governance and amendments.

Lee Ann shared that at the BOT meetings; she feels that PASC and SPEEC are not really recognized as a shared governance body. It is difficult for PASC to come out in support of any issue when PASC has no protection or power and is not recognized in this role. What does the President want this group to be? What is Administration's interpretation of shared governance for us? Lee Ann will invite Michelle Quinn to a PASC meeting. The question is: "What do you see as PASC's role in shared governance?"

Shirts

- Lee Ann mentioned that the shirts are available. If you would like to donate for your shirt, they are \$4 and you can give your money to Gary Dutmers, but PASC did pay for the shirts. Shirts will be available at the next meeting. Extra shirts were ordered for next year.

4) **Committee Reports**

- **Executive Committee-** no report
- **Communications** – No report
- **Bylaws-** No report.
- **Fundraising**
 - Susan reported that she met with a couple of people that have gone on casino trips. She got good information and she will work with Joe Tort on the organization of this trip. It will not happen in October.
 - Bowling tournament in November
 - Gold Tournament – May 2011
- **Professional Development** –David Kendrick is interested in providing workshops or sessions on professional development issues. CETL can help in the organization and planning of events but and it would be made clear that the event is sponsored by PASC and not a CETL professional development event.

Suggested topics:

- Invite different areas on campus to serve on panels and talk about what each area does. Examples:
 - CUMBRES
 - Academic Support & Advising
 - Admissions Policies
 - Cultural Centers
 - Film Series
 - Student Funded Groups
- **Recognition and Social Events-** no report
- **Community Outreach/Service** – Julie Tacker reported that 13 lbs of food and some money was collected for Cans for Candelaria. Not very good participation as we were late in announcing. Also, Carter hall was saturated with collection sites. We will start earlier next year.
- **SPEEC Rep:** Kara reminded everyone of the Ice Cream Social on Friday, October 8th.
 - DJ attended WETF and forwarded the proposal requesting funding to support employee recognition events. Lee Ann shared that the proposal was approved and funding of \$10,000 was approved. Funding will not cover employee awards.

Lee Ann added that if the funding had not been approved, it is likely that PASC and SPEEC would not have had a shared event. Discussions to be scheduled regarding a shared recognition event.

- **Grants and Scholarships** –No report

5) **Campus Committees**

- **Student Senate** – John reported that Student Senate has met 2 times. Several items have been discussed:
 - Bus Route – changed route and times.
 - Cell phone app for the bus route.

- Changing bylaws about the limit allowed to be spent on campaigns is now \$300 and they would like to increase to \$1,000.
 - Change polling locations: only 1 polling place and will be at UC.
 - Collection box will be located at Gourmet to Go to collect Yoplait tops for the Susan G. Komen fund. Last year, UNC was 7th in the nation in the collection of pink lids.
 - Prime Rib will be served at the dining halls during Family/Friends weekend.
- **SPEEC**-no report
- **Faculty Senate**- no report
- **Board of Trustees**-no report
- **Alumni Association** - Homecoming was successful and elevated existing Homecoming programs. Highlights included:
 - Honored Alumni went beyond a banquet hall and into the UCCC concert setting celebrating rewarding careers & accomplishments
 - Showcased students on stage with our stellar PVA performances of the Jazz Lab Band I, Concert Choir, Wind Ensemble and Pride of the Rockies Marching Band.
 - Invited and involved all the Provost and 5-Academic Deans of our constituent colleges in the hosting and presentation of awards from stage
 - Awards Show became entertaining beyond 7-acceptance speeches from our Honored Alumni
 - Homecoming Central provided enhanced family friendly pregame activities complete with 8 local food vendors, kids activities, beer garden, music, cheerleaders and Pride of the Rockies Marching Band performing prior to the football game.
- **Programs & Services**
 - Celebrating Legacy...Friends and Family weekend (October 16) where the LaBonde Family will be honored as the inaugural "Family of the Year". Their family members span 10-students and 9-alumni of record...including 2 current students attending.
- **Outreach & Engagement**
 - Communications/Marketing
 - Alumni Digest circulated to 80,000 alumni of record (September 2010)
 - Northern Vision...for the alumni & friends of UNC (November 2010)
 - Bear Crossing...alumni e-news (monthly)
 - Activation of alumni networks continue to be identified
 - Development of partners geographically and constituent based
- A new Vice President of Development and Alumni Relations, Vicki Gorrell, will start on Monday, October 18. Vicki has 23-years of higher education and Advancement experience and is most welcomed to members of our staff and campus throughout.
- The UNC Alumni Association board of directors will be meeting Saturday, October 16 prior to hosting a "Friends and Family" pregame party before the football game @ Nottingham field.
 - **Parking Advisory Board**- no report
 - **Campus Recreation Advisory Board**- no report
 - **University Center Advisory Board** – no report
 - **Bookstore Advisory**- no report
 - **Information Technology Committee (ITC)** – no report
 - **Salary Compensation** – no report
 - **CETL Advisory Board**- no report
 - **Workplace Environment Taskforce**- no report

6) **Round-A-Bout** – no updates

7) Informational Items – Lee Ann will get those members together who were not present for the PASC Membership photo.

8) **Adjournment**

- Motion to adjourn. Meeting adjourned at 12:20 p.m.

Respectfully submitted,

Frances Braafhart, PASC Secretary