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Professional Administrative Staff Council (PASC)

Meeting Minutes
December 8, 2011
Gunter 1120

Council Members Present: Julie Tacker, Kelley Christman, Cathy Heise, Jack Temkin (Faculty Senate Representative), Jessica Behunin, Kathi Bland (CSC Representative), John Weiser, Erin Rabon-Poszywak, Deborah Borelli, Jay Dinges

Council Members Absent: Frances Braafhart, Michael Muskin, Nina Smith, Natalie Litke (Student Senate Representative)

Guests Present: Marshall Parks

1. Call to Order

Julie Tacker called the meeting to order at 11:03 am.

2. Approval of Minutes

Minutes from the November 3, 2011 meeting were presented. John Weiser moved for approval of the minutes, Erin Rabon-Poszywak seconded. Minutes were approved.

3. Human Resources Update on Compensation, Benefits, and Holiday Schedule

Marshall Parks spoke to the group regarding compensation. He provided a document to the group titled *Preview of the 2012-2013 Compensation Discussion* that was presented to the Finance & Audit subcommittee of the Board of Trustees. Currently our staff salaries are 79.2% of our peer group, which is down from 81% in FY10, so from a competitive standpoint we are falling behind our peers (as defined by NCHEMS). We need to find the right balance to be able to be responsible to our employees and also be financially responsible to our students.

Exempt staff will be having a premium holiday in their December paycheck, however, the employee benefit contribution will increase beginning with the January paycheck.

There was an update on the holiday schedule for the upcoming winter break, and the extra day that we did not have a holiday to move to cover it. The State would not approve of us being closed and paying our employees, which is why we are required to be open, and minimally provide the services the state requires of us. It will be up to the individual offices, as to how to handle the day with their employees.

There was discussion about revising the exempt employee evaluation system. The form was revised a few years ago to make it more user friendly. Human Resources get approximately 50% of the evaluations for the exempt employees. There will be trouble getting buy-in until the exempt evaluations are tied to pay. It would be good to re-visit the move towards the 360 evaluation process, but that is just in the discussion phase. It was suggested that PASC could form a subcommittee around the evaluation process, that could be assisted by HR in gathering data.

4. Treasurer's Report

Jay Dinges is taking over for Joe Tort as the Treasurer. The scholarship account is down to \$7585.05, and the monthly income is around \$87. Jay reminded everyone that the minimum contribution amount is \$3 per month, and even that dollar amount would be helpful in funding for the future. Our monthly contribution comes mostly from employees who are on or have been on PASC.

5. Committee Reports

- **Executive Committee (Tacker, Behunin, Christman, Braafhart, Dinges)**
No report.
- **Fundraising (Muskin, Dinges)**
Michael sent the following information regarding fundraising possibilities with the Denver Casino Shuttle. If we booked a 56 passenger bus and charged \$50 per person we would raise \$2,055. If we booked a 31 passenger bus and charged \$50 per person we would raise \$855. We can discuss specific details at our next meeting.
- **Professional Development (Behunin, Borelli, Poszywak)**
Jessica reported that the group met and talked about identifying topics for brown bag meetings and using current PASC members as presenters. They also discussed the credit limitation for free credits for employees. Possible topics FERPA, Bear Drive, PC maintenance, mortgages/re-finance, credit reports, benefits, etc.
- **Recognition & Social Events (Poszywak)**
Erin met with Kathi and the CSC Special Events committee regarding the banquet. They are in the initial planning phases for the banquet which is on April 2, 2012. They would like for us to think about what we can contribute to the silent auction. We will need to begin working on the PASC Employee of the Year.
- **Community Outreach/Service (Braafhart, Tacker, Behunin)**
No report.
- **Grants & Scholarships (Christman, Smith, Poszywak)**
Kelley reported that we will be offering four book scholarships again this upcoming spring semester. She will send out an announcement in the UNC Today next week calling for applications. The application deadline will be January 2, 2012. Jay proposed that we re-consider why we limit the book scholarships to degree seeking students.
- **Communication (Christman)**
Julie sent the group a draft of an initial communication with the PASC community, as well as a breakdown of the PASC employees that have been assigned to each of us. Julie will send the communication when it is finalized, and then each of us should begin contacting our groups.
- **Student Senate (Borelli)**
No report.
- **Classified Staff Council (Behunin)**
Jessica brought information from the presentation that the Guadalupe Center did at the CSC meeting. She will scan the information and send it to the group because there is a lot that we can do that does not require us to prepare and serve meals.
- **Faculty Senate (Heise)**
Cathy mentioned that when we communicate with our membership, that we ask if they have anything that we should be communicating with or asking of faculty senate. Cathy will send that suggestion to Julie, and the communication will be modified.
- **Board of Trustees (Tacker)**
Julie went the Board meeting a couple weeks ago, and the discussion centered around financial and compensation issues. There were two members who have left, and there will be two new members coming to the Board in the upcoming year.

- **Alumni Association (Muskin)**
No report.
- **Parking Advisory Board (Tacker)**
No report.
- **Campus Recreation Advisory Board (Dinges)**
No report.
- **University Center Advisory Board (Christman)**
No report.
- **Bookstore Advisory Board (Borelli)**
No report.
- **Information Technology Committee (Christman)**
The group met on November 15th and discussed the enhanced use of a new survey tool called Qualtrics, which will be replacing Vovici. There was also discussion of the annual IM&T Survey which will be going out soon. There was a reminder for staff to increase awareness of protecting PII data and watching what is placed in the blue recycle bins on campus since they are not a secure means of getting rid of protected information.
- **Workplace Environment Taskforce (Weiser, Poszywak)**
No report.
- **Salary Equity (Poszywak)**
No report.
- **Classified Staff Council (Bland)**
CSC has not met since the last PASC meeting.
- **Faculty Senate (Temkin)**
There have been two senate meetings since the last PASC meeting. The main business item has been selection of faculty department chairs.

6. Adjourn

Meeting was adjourned at 12:31 pm.

Respectfully submitted,
Kelley Christman, PASC Secretary