

UNIVERSITY of  
**NORTHERN COLORADO**  
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**Professional Administrative Staff Council (PASC)**

**Meeting Minutes**  
**March 1, 2012**  
**Gunter 1120**

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

**Council Members Absent:** Nina Smith, Natalie Litke (Student Senate Representative), Jack Temkin (Faculty Senate Representative)

**1. Call to Order**

Meeting was called to order at 11:01 AM.

**2. Approval of Minutes**

Minutes from the February 2, 2012 meeting were presented. Deborah Borelli moved for approval of the minutes, Michael Muskin seconded. Minutes were approved.

**3. Spring PASC Election Process**

We need to move on this soon. Frances Braafhart has resigned her position on PASC, so that is an additional position that will need to be filled. Julie has had interest from a new exempt employee, Nancy Hyde, who is very interested in serving. We will ask Nancy to finish out Frances' term and then we will ask her to run for the upcoming election.

**4. Nomination for Employee of the Year**

No one has been nominated for Employee of the Year at this point. Julie asked the group for suggestions, and mentioned that they will send out the call for nominations again. The deadline is March 9<sup>th</sup>. Will put together an email to send out to our lists (and not the listserv), and encourage them to print off the information for those who don't check email. Julie will also send out an email to Michael Stadler asking him to send it out to the classified listserv.

**5. Treasurer's Report**

Jay reported that we currently have \$7540.56 in our scholarship account. Both Fall and Spring book scholarships have been paid out.

**6. Committee Reports**

- **Executive Committee (Tacker, Behunin, Christman, Dinges)**

No report.

- **Fundraising (Muskin, Dinges)**

Michael reported about Team UNC, which has a group of volunteers who will be getting the word out to campus, and get information distributed about what people can donate to. There is a portion of the donation that will be matched in April and May. Anyone doing

payroll deduction for the next fiscal year will get a 50% match as long as the matching moneys last. Information will be sent out about the Team UNC campaign.

Michael also updated the group on the casino fundraiser that is coming up in April. It is open to anyone, not just exempt staff on campus. We are shooting for 30 people, but more would be great.

- **Professional Development (Behunin, Borelli, Poszywak)**

The group met and came up with topics that they would like to see presented: FERPA, Monitoring of Credit, Mortgages, BearDrive, Campus Recreation Center topics, Basic Computer FAQ's. Additional suggestions from the group were something related to benefits, Institutional Review Board (IRB). If anyone has additional items please let the committee know.

- **Recognition & Social Events (Poszywak)**

See report above regarding Nominations. Erin has also been meeting with the CSC group to prepare for the banquet, which will be on April 2<sup>nd</sup>. There will be a silent auction, and if we have PASC items for that we can donate them.

- **Community Outreach/Service (Tacker, Behunin)**

Cathy mentioned that there are a group of employees on campus who are working towards having a food bank on campus for our students, this is something that our group should probably get involved with this project. Jay said he would be willing to serve as the PASC contact for that project.

- **Grants & Scholarships (Christman, Smith, Poszywak)**

No report.

- **Communication (Christman)**

No report.

- **Student Senate (Borelli)**

The Senate is in the process of the Student Fee Allocation Process, and the group is also putting together the ballot for their elections, and is working on a proposal to restructure the Senate so that it can be more streamlined. Deborah also mentioned that there is a new group on campus that is looking to add a fee to support environmental and sustainability projects. The Higher Learning Commission also visited to introduce themselves and the process and encourage student participation.

- **Classified Staff Council (Behunin)**

No report.

- **Faculty Senate (Heise)**

Cathy reported that the Faculty Senate Salary Equity committee has been spending a good deal of time on the issue of the compensation plan as presented by Marshall. The Senate approved language to send to the Board of Trustees. The group also worked on amending policy on grade appeals. They are also going to be discussing summer and interim compensation for workload.

- **Board of Trustees (Tacker)**

Julie will be attending the Board of Trustees meeting next week, where Marshall will be presenting the compensation plan, and is hoping to have the support of the PASC group for his proposed plan. Julie will come up with a short statement on behalf of PASC in support of the proposed compensation plan for presentation at the Board of Trustees meeting.

- **Alumni Association (Muskin)**

Michael mentioned that we have hired a new Vice President for Alumni, Matt Manfra.

- **Parking Advisory Board (Tacker)**  
Julie was unable to attend; Jay reported that the group has been discussing parking permit refunds, requests to limit parking enforcement for special events, the enforcement times for parking.
- **Campus Recreation Advisory Board (Dinges)**  
No report.
- **University Center Advisory Board (Christman)**  
No report.
- **Bookstore Advisory Board (Borelli)**  
No report.
- **Information Technology Committee (Christman)**  
Kelley reported that she attended and the group discussed a new process that is coming to requests projects from IM&T. There was also a mention of the RFP process that is underway to evaluate the learning management system on campus, they have received four responses and evaluation of the responses should begin soon.
- **Workplace Environment Taskforce (Weiser, Poszywak)**  
No report.
- **Salary Equity (Poszywak)**  
Erin reported that the group has been talking about merit pay and how to allocate the money that they currently have.
- **Classified Staff Council (Bland)**  
Kathi reported that the CSC group was talking about pending legislation in the state legislature that pertains to the classified staff. In addition there is preliminary talks about trying to change the rule of three for hiring classified staff, if it moves forward it may have to be on a statewide ballot to be changed. The group is also working on getting nominations for the classified employee of the year.
- **Faculty Senate (Temkin)**  
No report.
- **Student Seante (Litke)**  
No report.

## 7. Adjourn

Meeting was adjourned at 12:27 PM.

Respectfully submitted,  
Kelley Christman, PASC Secretary