

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

**Meeting Minutes**  
**November 3, 2011**  
**Gunter 1120**

**Council Members Present:** Kelley Christman, Deborah Borelli, Julie Tacker, Cathy Heise, John Weiser, Michael Muskin, Jessica Behunin, Joe Tort, Kathi Bland (CSC Representative), Jack Temkin (Faculty Senate Representative), Natalie Litke (Student Senate Representative).

**Council Members Absent:** Frances Braafhart, Nina Smith, Jacqueline Auker, Vicki Mossman, Erin Poszywak

**1. Call to Order**

Julie Tacker called the meeting to order at 11:01 am

**2. Approval of Minutes**

October 13, 2011 minutes were amended strike a line from the Faculty Senate committee report. Michael Muskin moved for approval of the minutes, Kelley Christman seconded. Minutes were approved.

**3. PASC Website Update**

Deb Borelli updated the group on the updating of the PASC website. She now has access and has updated with the information that she believes to be correct at the present time. She will work to get the book scholarship winners from Fall 2011 added to the website.

**4. T-Shirts for Volunteers**

Julie reminded the group that marketing has T-shirts available for volunteers. If you are interested in getting a free t-shirt please send your size to Julie.

**5. Election of New Council Members**

We will now have three vacant spots on the council (Jacqueline Auker, Vicki Mossman, and Joe Tort). Our bylaws do not currently have any guidance in them for handling situations such as these. Julie will work to get people to appoint for these three positions and will look at adding language to the bylaws for future reference.

**6. Treasurer's Report**

Joe reported that the scholarship account currently has a balance of \$7707.71 with approximately \$91 coming in monthly from payroll deductions. The operating budget balance is around \$300, however, we need to pay the Classified Staff Council for the Operation Shoebox costs.

**7. Committee Reports**

- **Executive Committee (Tacker, Behunin, Tort, Christman)**  
No report

- **Fundraising (Muskin, Tort)**  
This group is looking into a couple of possibilities to boost the operating fund budget. One option is a casino bus trip and Michael will email details out the group about this. Another option is a bowling event which Joe will get details about. There is also the possibility of having staff pay to have a jeans day.
- **Professional Development (Behunin, Borelli, Poszywak)**  
Deb would like to email the PASC ListServ to get a sense for what PASC employees would like for professional development opportunities. Julie will draft something to send out to the membership. Cathy suggested making PASC employees aware of the professional development opportunities offered by CETL. There was also discussion of having a professional development scholarship.
- **Recognition & Social Events (Poszywak)**  
No report
- **Community Outreach/Service (Braafhart, Tacker, Behunin)**  
Julie mentioned that CSC and PASC need to determine what they would like to do with the extra items leftover from Operation Shoebox.
- **Grants & Scholarships (Smith, Poszywak, Christman)**  
No report
- **Communication (Auker, Christman)**  
Julie is going to try to clarify what it is that this group is supposed to be doing. This may be a group that works on getting a list of constituents to communicate with, or possibly doing a newsletter. Cathy mentioned that she is willing to work with other groups such as CSC, Faculty Senate, and Student Senate to increase communication.
- **Student Senate (Borelli)**  
Deb reported that the group is still busy going through their bylaws as well as gearing up to look at club funding. Natalie talked about allocating student fees and that Student Senate is looking into how the entire process works.
- **Classified Staff Council (Behunin)**  
Jessica reported that CSC discussed the holiday schedule, and the group mentioned that it may be helpful to get clarification from Human Resources about how offices are supposed to operate on December 30<sup>th</sup>. The focus of the CSC this year will be on rebranding, increasing visibility, and increasing collaboration with PASC. Kathi reported about the happenings at the last CSC meeting.
- **Faculty Senate (Heise)**  
Cathy reported that at the last Faculty Senate meeting there were conversations about how department chairs are evaluated. The group is also continuing to talk about enrollment and retention efforts. Jack clarified that the PASC representative to faculty senate is a member and can speak up at any time by seeking recognition of the chair; however, we are not required to give a report at every meeting.
- **Board of Trustees (Tacker)**  
The BOT Finance Committee met last week and Julie will have a report for PASC at our next meeting.
- **Alumni Association (Muskin)**  
Alumni is in the interview process to replace their AVP, and has two excellent candidates.
- **Parking Advisory Board (Tacker)**  
No report
- **Campus Recreation Advisory Board (Tort)**  
No report

- **University Center Advisory Board (Christman)**  
Kelley reported that the group met and went over the annual report as well as hearing about the upcoming capital improvement projects.
- **Bookstore Advisory Board (Borelli)**  
No report.
- **Information Technology Committee (Christman)**  
Will be meeting in November, Kelley will report back next time.
- **Workplace Environment Taskforce (Weiser, Poszywak)**  
No report
- **Salary Equity (Poszywak)**  
No report

**8. Roundtable**

Deb mentioned that she would like this group to discuss the evaluation process for exempt employees.

**9. Adjourn**

Meeting was adjourned at 12:25 pm.

Respectfully submitted,  
Kelley Christman, PASC Secretary