

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

**Meeting Minutes**  
**October 13, 2011**  
**Gunter 1120**

**Council Members Present:** Kelley Christman, Deborah Borelli, Julie Tacker, Cathy Heise, John Weiser, Erin Poszywak, Michael Muskin

**Council Members Absent:** Frances Braafhart, Jessica Behunin, Nina Smith, Jacqueline Auker, Vicki Mossman, Joe Tort, Kathi Bland (CSC Representative)

**Guests Present:** Marshall Parks

**1. Call to Order**

Julie Tacker called the meeting to order at 11:05 am

**2. Approval of Minutes**

Minutes were amended to show Michael Muskin as present. John Weiser moved for approval of the August 4, 2011 minutes, Cathy Heise seconded. Minutes were approved.

**3. Human Resources Update on Compensation and Benefits**

Marshall Parks spoke to the group regarding compensation and the challenge of looking at market value for exempt employees. HR is trying to do a better job of gathering information from exempt staff (years of experience, degrees held, etc.) and will be sending out something to exempt employees to get a better picture. There is also a secondary system, the Hay Point System that looks internally and calculates points based on what the job requires, which is a very time consuming process. This process will look at an appropriate individual pay for exempt employees. It will also help with parity and equity adjustments when raises are available again.

In 2008 UNC was at 90% of the average for faculty at our peer institutions for salary equity. Currently we are at 81.5% for faculty positions, and 79.5% for administrative positions. In order to get back to 90% it would require three consecutive years of 5% increases followed by a 2.7% increase in the fourth year.

Health Insurance went up 10.5% this year, and the University has gone 5 years without passing it on to employees. This year it will be passed along which is approximately \$18 a month for individual plans, and approximately \$50 per month for family plans, this will impact our January paychecks. We will be having a premium holiday in December which should cover the increase that will be happening. The rest of the benefits will stay the same.

#### **4. Bear Bucks Information**

John Weiser presented to the group about Bear Bucks. It is a quasi gift card that we can give to students, staff, etc. that can be used at the retail locations on campus but not in the dining halls. Departments can order Bear Bucks cards using an EIO (cash and credit cards are also accepted). It has been a pretty popular program on campus so far. If the amount is less than \$50 it does not have to be reported to the IRS.

#### **5. Operation Shoebox Update**

Julie spoke to the group about Operation Shoebox, which was a huge success. We are able to make 20 boxes and we have additional items that we can use again or donate the items. CSC has done note cards to put in 10 of the boxes, and has requested that PASC also do 10 note cards. The PASC members present signed the cards. PASC will be donating \$100 to cover postage costs.

There was general agreement to stop serving dinner at the Guadalupe Center because of the new requirement for arrival time and commitment to cook dinner at the shelter. There was a suggestion to get information from PASC employees about where they volunteer in the community.

#### **6. Election of New Council Members Discussion**

We need to elect two new members because Jacqueline Auker and Vicki Mossman are not going to be able to complete their terms on the council. Julie will work with Frances Braafhart to see how the election process works to fill the positions without a formal election.

#### **7. Treasurer's Report**

No report. Julie will follow up with Joe Tort to get the information.

#### **8. Committee Reports**

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

No report

- **Fundraising (Muskin, Tort)**

Erin Poszywak suggested that we can offer "dress-down" days for \$5 per person. Michael will work with Joe to get some ideas and direction for the committee.

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

No report

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

No report

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

Operation Shoebox was a huge success. Deborah Borelli brought information about supporting the Boys & Girls Club as a possible service project.

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

PASC received four book scholarship applications for Fall 2011, one of which was from a non-PASC employee. The other three applicants were awarded a \$100 Book Scholarship. The recipients were Jennifer Griffin (Academic Support & Advising), Dana Kohler (Undergraduate Admissions), and Kathryn Mays (University Relations).

- **Communication (Auker, Christman)**

No report

- **Student Senate (Borelli)**

The Student Senate is continuing to propose changing their Bylaws. They are trying to bring the campus community together, and one of their complaints is the Greeley smell and are encouraging people to call the odor hotline. The group is attending mandatory training for dividing up grant money. Student Senate will be sending a representative to our meetings in the future.

- **Classified Staff Council (Behunin)**  
No report
- **Faculty Senate (Heise)**  
Cathy has been to four meetings since our last PASC meeting, and it has been very interesting. We need to define our role on the Faculty Senate. The group is looking for a place on campus that is in charge of enrollment, which could be problematic that it is not a campus-wide issue. It may be a good idea to invite Steve Lutmann, Chair of the Faculty Senate to our meeting to have a discussion to clarify our role. Cathy will make the contact with Steve.
- **Board of Trustees (Tacker)**  
No report
- **Alumni Association (Muskin)**  
Alumni is still in the process of replacing the VP position. Will have on-campus interviews in the next couple of weeks. They are also organizing tailgating events at the home football games.
- **Parking Advisory Board (Tacker)**  
Added back to our list of committees because they are going to start meeting again.
- **Campus Recreation Advisory Board (Tort)**  
No report
- **University Center Advisory Board (Christman)**  
Added back to our list of committees because they are going to start meeting again.
- **Bookstore Advisory Board (Borelli)**  
Added back to our list of committees because they are going to start meeting again.
- **Information Technology Committee (Christman)**  
No report
- **Workplace Environment Taskforce (Weiser, Poszywak)**  
No report
- **Salary Equity (Poszywak)**  
Committee has been meeting, and Erin has now been invited to the meetings.

## 9. Adjourn

Meeting was adjourned at 12:32 pm.

Respectfully submitted,  
Kelley Christman, PASC Secretary