

## **Professional Administrative Staff Council (PASC)**

Meeting Minutes  
November 6, 2013  
Gunter 1120

Council Members Present: Stephanie Burchett, Christopher Freeman, Sabrina Hattar, Michael Kallsen, Stuart Kemmer, Daniel Lawrence, Deborah Lewis, Elizabeth Mahoney, Kim Paxton, Abigail Pekar, Erin Rabon-Poszywak, Linda Schmid and Jared Harley (CSC representative)

Council Members Absent: Stephanie Burchett, Robin Weber, Aaron Ontiveros (Student Senate representative)

Guests: Marshall Parks and Evan Welch

1. Call to Order - Meeting was called to order at 10:30 AM
2. Approval of Minutes – October 4, 2013 minutes were approved
3. Approval of Agenda - approved
4. Appointment of council member – The chair informed the council that Loree Crow resigned and had suggested that Abigail Pekar be appointed in her place. Abigail is from the same area that Loree works in. The chair introduced Abigail and asked her to tell the council a little about herself and why she was interested in being on the council
  - a. The chair asked the council if there were any objections to appointing Abigail to the council. There were no objections.
5. Discussion - Co-Curricular Transcript
  - a. The chair introduced Evan Welch, Assistant Dean of Student Life
  - b. Council members were introduced
  - c. Evan passed out a memo from the Provost dated February 14, 2013 that due to the lack of resources the co-curricular project in its current state was unsustainable and would be revisited at a later date.
  - d. Evan have the history of the co-curricular transcript project, some of the issues surrounding the project that led to the decision. He indicated that the idea of having a co-curricular transcript was not dead, but how to implement it needed to be more thoroughly vetted and resources needed to be allocated to insure that the implementation was successful. He also said that the manner in which this decision was communicated could have handled better and appreciated the opportunity to come to the council and explain the decision. He said that the co-curricular was part of Student Activities Office program review that included discussions with constituents across the campus.
  - e. Council members asked what the purpose of the co-curricular transcript was for. Evan said that if done correctly, students would be able submit participation in organizations and activities, leadership, honors, awards and recognitions, research, experiential learning, global and international experiences, which would be verified by the university and entered into the co-curricular transcript. The student would be able to request their academic and co-curricular transcript for job applications or for applications to graduate and Ph.D. programs.
  - f. Evan said that going forward this project would be an undertaking of the newly established Civic Engagement Office headed by Deborah Romero.

- g. Council members urged that the co-curricular transcript be one of the first projects for the Civic Engagement Office.
- h. Members thanked Evan for coming and discussing this issue

#### 6. Human Resources/Compensation Discussion

- a. The chair asked Marshall Parks, Director of Human Resources, for any updates
- b. Marshall said that the Compensation Distribution Report for Exempt Employees was almost finished. Once it was presented to the Executive Council he would send it for distribution.
- c. Marshall informed the council that due to changes in the current CUPA group, there was a move to join a doctoral granting peer group. Marshall said that this group would allow UNC to find more equivalent positions. He also indicated that the group's compensation was about 4% higher than the current CUPA group. This increase would cause some shifts in the compensation report, so that positions that were at 90% last year would show as 86% this year. He said that the narrative at the beginning of the report would explain these changes.
- d. Marshall also informed the council that there was interest in reinstating merit pay. He explained how the merit pay was based on evaluations and the fact that many exempt employees did not have evaluations submitted. Members voiced concern about evaluation process. Marshall said that review of the evaluation process would be a part of the merit pay discussion.
- e. Council member asked if there was any discussion about Kaiser being an option for medical coverage now that they were in Northern Colorado. Marshall said Kaiser and UNC have had conversations, but currently Kaiser does not have the resources in Northern Colorado to support UNC. He also indicated that UNC has a great deal with Anthem and some of the options that are available to UNC because of the long term relationship with Anthem would not be options in the current market, he gave the premium rebate as an example. Council member asked if there would be a premium rebate this year and Marshall indicated that it looked like there would be.
- f. The council thanked Marshall for his time

#### 7. Status of Accounts

- a. Operational Account currently has a balance of \$617.07
- b. Foundation Account currently has a balance of \$9,971.88

- 8. The chair acknowledged that due to the previous discussions and the need to address some of the agenda items the meeting may run long, but if members needed to leave to feel free to do so.

#### 9. Fundraising

- a. The chair provided an update on the Boss/Staff Appreciation Fundraiser
- b. The Halloween Breakfast and Costume Contest event went very well. Mahoney gave the names of the costume contest winners and runner ups.

#### 10. Budget Goals

- a. The chair shared with members at the executive committee meeting there was a discussion of keeping a base amount of funds in the operational budget for future councils and asked the members what they thought
- b. Members agreed that it should be done, but due to the time this discussion should continue at the next meeting
- c. The chair asked members about helping CSC with the costs of the Halloween Breakfast. He indicated that CSC had said they would pay for it because at the time PASC had limited funds available, but with the success of the Boss/Staff Appreciation fundraiser we could not help them with the costs. Jared Harley (CSC Representative) indicated that CSC had planned on having this event before the collaboration with PASC and that CSC was happy to take on the costs for the event and suggested that the next collaborative event PASC could help with. The council thanked Jared and asked that he extend PASC's appreciation for funding this event.

11. Hydro fracturing Task Force

- a. The chair asked if there were any members interested in being on this task force. There would be a 3 hours per month commitment. Schmid and Kemmer both indicated they may be interested. The chair said they could have a conversation after the meeting if they wanted more information.

12. Community Service

- a. The chair said the Community Service Committee met and needed direction from the council.
  - How does the council define community service, i.e. to the UNC Community, to the Greeley Community and/or to both? The council felt it should be directed to the UNC Community.
  - The committee also wanted to know if council was looking for things that the council could volunteer time to or support financially. The discussion resulted in that both options should be available, but that perhaps instead of coming up with new events to volunteer to time to, we use events already established at UNC but volunteer as PASC members, such as Community Fest or the University District Clean-up Day, etc.
  - The committee members will research established events that PASC members could volunteer at.

13. Upcoming Events

- a. Helping Hands – Donations/nominations are due by November 29<sup>th</sup>
- b. Santa at the UC – December 4<sup>th</sup>, time TDB at the University Center
- c. PASC/CSC Advocacy Forum – December 5<sup>th</sup>, 11:30-1:00, CAND 1375.

14. Meeting Adjourned

Respectfully Submitted,  
Deborah Lewis