



**Professional Administrative
Staff Council**

PASC Business Meeting

Tuesday, February 6th

8:30am-10:00am

Campus Commons 2201

1) 8:30am-9:00am | Assistant Vice President of Human Resources - Robert Hepperle

- I. Fair Labor Standard Act (FLSA)
 - i. Resource: [Wage and Hour Laws | Department of Labor & Employment \(colorado.gov\)](https://www.colorado.gov)
 - ii. The minimum salary required to be paid to an employee for that employee to be exempt from the FLSA overtime requirements would be \$1,059 per week (\$55,068 annually)
 - iii. There are some of us in the room who are exempt and some of us are not
 1. The state of CO moved up the salary to \$55,000
 - a. Keep in mind, you can have salary and overtime
 2. Proposed federal level increase - \$55,068
 - iv. Employees who had written commitment were moved to \$55,000 on 1/1/24
 1. Most updates have been made to Athletics and couple of employees in Housing
 - v. B-Band (Employees who have not received increase):
 1. HR is asking questions
 - a. Robert will make a preliminary analysis then present those to each department
 2. Around 70 positions did not receive the increase on 1/1/24
 3. HR is working on an analysis this month
 - a. Options:
 - i. There will be back pay if they are exempt
 - ii. Non-exempt eligibility for overtime or comp time (TBD)
 - vi. HR will be sending notifications when the increase is made
 - vii. Non-exempt: Effective when you notify them or 1/1/24? Back pay?
 1. Question they might ask: Have they been tracking hours?
 2. Ultimately, has not been decided
 3. Will need to start implementing new systems
 - viii. Compression issues?
 1. Once minimum adjustments are made, they will focus on compression

- ix. Robert does not think they will get minimum adjustments done for February but hopes by March
- II. Proposed Questions:
 - i. Is there is an impact from the fact that several Colorado schools chose not to meet FSLA last year?
 - ii. If employees are increased to \$55,000 in the following months will there be back pay?
 - iii. Does UNC plan to adhere to FLSA? If so, when can employees expect to be notified if they are impacted or not?
- III. Other Questions?
- 2. 9:00am-10:00am | PASC Business**
 - I. Subcommittee Updates & Campus Representative Reports
 - i. Goal: Share Committee, Meeting & Chair Updates
 - ii. Below, the Executive Board has highlighted a few topics already on the radar. There will be more we cover today that will be added to the meeting minutes.
 - II. 1st Subcommittee to Share: Campus Community Relations & Events
 - i. Chair=Bryan Hill!!!
 - ii. Climate Survey Discussion
 - 1. Ask for Access to Full Data
 - 2. New Ideas? Connect with HR?
 - iii. Valentine's Day Contest
 - 1. Submissions Due: Friday, February 16th by Noon
 - 2. The flyer was approved and will be going out soon
 - 3. Upload Submissions [HERE](#)
 - a. The winning office will receive an assortment of delicious cookies! 😊
 - iv. Staff Appreciation Table – [Volunteer Sign-Up](#)
 - 1. Opportunity Ranges from March 4th-6th
 - v. Fundraiser Ideas
 - 1. Chipotle
 - a. Thinking about starting this in April
 - 2. King Soopers
 - a. No Update
 - b. Recommendation: Go Towards Operating Funds
 - vi. End of Year Celebration with Andy and PASC at Holmes Dining Hall
 - 1. Thursday, April 25th at 8:15AM
 - a. Add to Newsletter for March & April (Work with Alex Hilton)
 - b. Kayla Thompson reserved Room from 8-10AM (Andy will arrive around 8AM, he must leave around 9:15AM)
 - III. Communication & Outreach
 - i. Chair = Alex Hilton!!!
 - ii. Volunteers to Post Newsletter to Website = Audry Stutler & Lynn Huff!!!
 - 1. Kendra Submitted Requests to Provide Access
 - iii. Will be posting meeting minutes online

- iv. In the future, they will be managing election communications
- IV. Grants & Scholarships
 - i. Chair = Nancy Schindele
 - ii. Is there an update on the number of applicants?
 - 1. 2 = Book Scholarship
 - 2. 6 = Professional Development
 - iii. Next reminder?
 - 1. Update Regarding PASC Funds
 - a. Restructuring Application
 - iv. Emails to PASC – Plan is to Forward to Committee Chairs
 - 1. Cc Executive Board Member (Who Forwards You Email)
 - 2. Bcc Subcommittee Members
- V. Campus Recreation – Rebecca
 - i. No Update
- VI. Faculty Senate – Jamie/Audry
 - i. Voting Power?
 - 1. Will speak up if there is conversation around staff
 - ii. The conversation has been focused on essential travel and salary compression
 - iii. Goal: Create a staff equity committee
 - 1. Robert is open to conversation
 - a. Challenging, because there is not always a 1:1 match
 - b. Open to having an internal conversation
 - c. Data becomes available in April/May
- VII. IM&T – Berry
 - i. No Updates
- VIII. CSC – Kirsten
 - i. The last meeting they went to was in January
 - 1. President and HR were present
 - 2. Working on creating subcommittees
 - ii. Davion – CSC Rep was Present
- IX. Leadership Review Task Force – Heather
 - i. Finished review
 - ii. The survey research lab is working on building surveys
 - iii. Checking if they can share data with PASC
- X. [Institutional Planning Group Meeting – Rachel](#)
 - i. They went over the website
 - 1. Focusing on a more effective model
 - 2. Hoping to have more friendly language
 - ii. Updates on the strategic plan
 - 1. Tobias said they are working on UNITE sessions
 - iii. HR is fully staffed
- XI. Meeting with Andy & CSC - Rachel
 - i. Spanish-Language Interpretation Services
 - 1. 2nd language compensation program?

- a. Will pass this question along to Tobias
 - b. There is a program in Larimar County that implements this
 - ii. [Staff Recognition Luncheon](#) - March 7th from 11:30am-1:00pm
 - iii. Combined Reception with CSC
 - 1. Tuesday, April 9th from 6-7:30pm at President Feinstein's House
- XII. Budget Advisory Committee – Vanessa
 - i. Focused on College of Osteopathic Medicine School
 - 1. UNC capacity for dept or other operating support is limited (meaning ZERO)
 - 2. Estimated funding required = \$168,054,000
 - a. State and donor funding will be KEY
 - 3. Plan is for design/construction to begin Spring 2024, with first cohort in Fall 2026
 - 4. Upcoming Campus Budget Town Hall Meetings: February 12th & 13th
 - a. Register [HERE](#)
 - ii. Upcoming Topics of Discussion:
 - 1. Feb 9th: FY25 Initial Assumptions & Outlook
 - 2. Feb 16th: Enrollment, Housing & Dining Services
- XIII. Others?
 - i. Kendra will go to the Facilities Comprehensive Plan on March 4 from 2-3:15 pm in Centennial Hall Room 198. Facilities will be discussing UNC's new facilities (changes to spaces). if you have interest, please attend, Register [here](#).

3. Updates

- I. February 23rd – Next Board of Trustees Meeting
 - i. Is there something you would like to include in our update?
 - 1. Please use the PASC Council Teams chat if you want PASC to include anything at the BOT meeting
- II. [Spring 2024 Engagement Opportunities](#)
- III. **VOTE:** 1 Year Requirement ([2023 Bylaws Folder](#))
 - i. **UPDATE MADE** - Article III
 - 1. Motion was passed (write in exception to the rule that if there is no one interested in the chair position who has been on PASC for a year or more, it would open to any PASC member
 - 2. A copy of the new bylaws will be on SharePoint
- IV. Homebuying Sessions
 - i. First One TODAY!
 - 1. Good opportunity for new homeowners or people who are interested in refinancing
 - ii. Next Session: March 6th via Zoom
 - 1. To Register Email: mail@hometeam-lending.com
- V. Are you or someone in your department graduating with a degree this Spring?
 - i. If so, we would love to celebrate you all!
 - 1. We would like to create a formal system to recognize and celebrate staff who have taken on a full-time job in addition to earning a degree

- VI. Adopt a Spot Reminder – Rachel
 - i. Please email Rachel Borum rachel.borum@unco.edu if you are interested in gardening at the PASC Adopt-a-Spot) across from the Blue Mug). The commitment is about an hour a week from May-September. It is helpful to have a group of people to divide up the weeks to keep our plot looking great.
 - VII. Member vs. Non-Member
 - i. Members are individuals who have been nominated/self-nominated and voted on to become a member (typically vote in April)
 - ii. We try not to do midyear elections (this year we had to since we didn't have enough members)
 - iii. This April, we will vote for those terming out, we ask members if they are willing to continue if their term isn't up
 - iv. We know there will be four open positions, more may become open. The cap is 20 members, we are now at 19
 - v. Voted in for two terms, total of four years, can become a member again after one year of being off PASC
 - vi. Non-PASC members don't have voting power but are welcome to attend meetings. We are glad to see non-members attend along with PASC members. We are gaining more interest and participation.
 - vii. Please spread the word
 - VIII. Members: Vote to Approve Meeting Minutes
 - i. Approved minutes will be uploaded to the website. Recordings will not be posted on the website, please review minutes.
- 4. Open Discussion**
- I. No comments