

PASC Meeting Minutes  
February 18, 2003  
Council Room

PRESENT: Christina Aguilera, Kim Black, Chris Dowan, Tammie Etl, Nancy Gray, Jen Griffin, Melissa Hoffner, Sherri Moser, Helen Reed, Scott Schuttenberg, and Rich Trahan

1. Scott Schuttenberg called the meeting to order at 3:30 p.m.
2. Christina informed the council that there would be a memorial service for Jim LaCour on Wednesday at 2:00 p.m. at the Greeley First Church of the Nazarene. Christine will contact Marshall Parks to see if he would like to come to our meetings as a representative for Human Resources. She will also contact Sean Broghammer to see if he is still interested in serving on PASC for the remainder of Jim's term as a representative from the Finance and Administration division.
3. Minutes from the last meeting were approved. Scott said that we would follow the Robert's Rule of Order for our meetings. Sherri will bring a copy of the manual to the next meeting.
4. Officer and Representative Reports:

Board of Trustees (Aguilera) – Discussion was held about the projections for next year's budget cuts. Currently held vacant positions are being filled with personnel whose positions are being eliminated. UNC Foundation will be losing \$300,000 in state funding. They will be one of the first foundations in the state that will be converting to private funding. They will be leasing the current state employee's wages who are employed in their office. There is also a possibility of the elimination of some exempt employee positions. Based on average UNC salaries, each additional 1% reduction in General Funds equates to the elimination of 7.2 academic positions or 9.2 administrative positions.

President's Council (Moser/Aguilera) – Discussions at the President's Council were similar to the discussions held in the Board of Trustees meeting.

Treasurer's Report – Purchases for recognition pins from SPEEC and clocks from Greeley Plaque & Trophy were approved by the Chair and Treasurer for the PASC Luncheon. The luncheon will be an upcoming expense that the banquet committee anticipates to be a break-even expenditure. It was decided that PASC would pay for the meals of recognized employees with 25 or more years of service and to provide consistency in the future, the process will be added to the procedures manual.

Fund Raising – Jen distributed a fund raising order form for The Pampered Chef. PASC will receive 40% of the sales for their efforts in selling products priced from \$6 - \$14. Orders need to be submitted to Jen by March 14, 2003. Checks can be made out to PASC given to Scott or Jen for depositing. All products ordered will be delivered by April 4, 2003.

Secretary's Report – Tammie contacted the Human Resources office to get a current list of exempt employees to determine who qualified for recognized years of service.

5. Committee Reports and Representative Reports:

Student and Exempt Staff Scholarships – Kim provided drafts of the revised proposed guidelines for PASC student scholarship and professional development grants. A discussion followed the reading of the guidelines about whether or not the recipient of the scholarship was strictly for undergraduates. The wording will be changed to include graduate students. The committee recommended that there be one student scholarship for \$400 and one

professional development grant for \$300. The remaining funds could be used to start an endowment fund. The conditions of the award can change each semester depending upon how much funding is available so it was decided to leave the remaining funds available for future use.

Communications Committee – A presentation of the web site was scheduled for our next meeting.

Faculty Senate – The meeting was devoted to their by-laws and did not pertain to any particular concerns of PASC.

SRC – The Student Representative Council are in the middle of the SFAP process. Money will be distributed to everyone the same as was allocated last year. They have an additional \$33,000 to distribute this year and will hear from each area and their request for additional funds.

SPEEC – The SPEEC banquet will be next Monday, February 24<sup>th</sup>. There is a display case in Carter Hall that has been set aside for SPEEC and PASC. The PASC committee voted to give the entire display case to SPEEC.

PASC Salary Equity Committee – Chris Downen, Nancy Gray, and Christina Aguilera met with Vice President Schoneck to discuss salary equity for exempt employees. Chris reported on how the process works: 1) PASC would funnel information through the regular University Budget meetings. 2) An area that we would have an opportunity for input would be the peer review group. 3) PASC would be able to work with Tom Gavin to obtain information about the peer review group. Helen Reed distributed the list of peer review groups that was used to establish salary equity. The recommended list used 23 other institutions. The list used by administration to establish salary equity included 30 institutions. Approximately 16 of the institutions were on both lists.

Professional Development Day – The committee was unable to find anyone who is interested in presenting for the professional development day. Rich suggested that the committee contact Jim Keaten from the Speech Communications Department.

PASC Recognition and Awards – A list of recognized employees was established. Five-year employees and retirees will receive a certificate, Ten and fifteen-year employees will receive lapel pins, and the twenty-five and thirty year recipients will receive clocks.

Bookstore Advisory –

University Planning –

Parking Advisory –

6. New Business –

7. Adjournment:

Respectfully submitted,  
Tammie Etl, Secretary

Next meeting date: Tuesday, March 18, 3:30 p.m.,  
Council Room, University Center