

PASC Meeting Minutes
PASC Retreat
August 11, 2003
High Plains Room—Nottingham Field

PRESENT: Chris Downen, Nancy Gray, Jen Griffin, Debra Holman, Joan Lamborn, Sherri Moser, Craig Rasmuson, Tobias Rush, Scott Schuttenberg, Teresa Sellmer, Megghan St. Aubyn, and Dan Socall.

1. Introductions. The State Personnel Employees Executive Council (SPEEC) representative to PASC for 2003/04, Diana Algiene-Henry, attended the beginning of the meeting to introduce herself and briefly describe her role as the SPEEC rep.
2. Schuttenberg called the meeting to order at 9:00 a.m.
3. Minutes from July meeting were read and approved.
4. PASC Overview:
 - Mission Statement: The council reviewed the mission statement and amended the statement by adding “to *advocate for*”: Revised Mission Statement: *The Professional Administrative Staff Council (PASC) was established in 1986 to advise the University on matters relevant to its constituents and to participate in University governance. It is the mission of the Council to advocate for and to provide a systematic means for professional staff to communicate with the various elements of the University community as well as among professional administrative staff.*
 - Discussion of Parliamentary Procedures: Schuttenberg suggested that we follow *Roberts Rules of Order*.
 - Officer Elections:

1. Co-Chairs:	Jennifer Griffin and Sherri Moser
2. Vice President/Treasurer:	Sean Broghammer
3. Secretary:	Teresa Sellmer
5. Guest Speaker: President Kay Norton: President Norton discussed the following issues:
 - Budget update: RIF initiative—The Joint Retrenchment Committee will go through a comprehensive process before RIF is initiated. Changes will begin to take affect July 2004.
 - NCA process: Process is going forward as planned.
 - Furloughs: None planned at this time.
 - Bishop-Lehr: Closed at this time.
6. Review of Committees: The following suggestions were made concerning committee structures:
 - A Procedures manual should be created that contains information about each committee. Each committee was asked to create a list of goals, procedures, and expectations. Moser volunteered to coordinate this task.

- To involve PASC's approximately 200 members, it was suggested that we invite members to help on committees.
- Schuttenberg said he is in the process of completing a disc that contains information from last year. He will provide each member with a disc at the next meeting.
- The need to communicate with all PASC members was discussed. Holman said she would create a PASC listserv.
- Committee Assignments for 2003-2004:
 - ❑ Fall Reception: Jennifer Griffin and Deb Holman
 - ❑ Governance Social: Jennifer Griffin, Dan Socall, and Tobias Rush
 - ❑ Professional Development Day: Deb Holman and Scott Schuttenberg
 - ❑ PASC Recognition Luncheon: Nancy Gray and Teresa Sellmer
 - ❑ Employee of the Year: Joan Lamborn
 - ❑ PASC Grants & Scholarships: Megghan St. Aubyn
 - ❑ Communications: Scott Schuttenberg, Joan Lamborn, and Deb Holman
 - ❑ PASC Salary Equity: Chris Downen and Nancy Gray
 - ❑ By-law Revision: Nancy Gray and Sean Broghammer

7. PASC Representatives for 2003-2004: Holman suggested that we include a liaison for the Alumni Board. The council approved this new position, and Holman volunteered to be the liaison to the Alumni Board. The following positions were also assigned:

- Board of Trustees: Jennifer Griffin
- Bookstore Advisory Board: Joan Lamborn
- Faculty Senate: Tobias Rush
- Parking Advisory: Sean Broghammer
- President's Council: Sherri Moser
- Student Representative Council: Craig Rasmuson and Dan Socall
- State Personnel Employees Executive Council: Chris Downen
- UC Advisory Board: Tobias Rush
- University Planning Council: Joan Lamborn
- Alumni Board: Deb Holman

8. Meeting Dates: PASC council will meet the 2nd Wednesday of the month from 12:00 p.m.—1:30 p.m. The co-chairs asked that committee chairs and representatives who wish to be on monthly agendas email requests to co-chairs one week before monthly meetings—Griffin in the fall and Moser in the spring.

9. Goals for 2003-2004:

- Create listserv for members
- Reclaim the bulletin board in Carter
- Complete a draft of PASC By-laws by October 2003 and vote on By-laws in November
- Create comprehensive budget
- Create procedures manual
- Set goals for fundraising
- Work more closely with SPEEC

- Include other administrative staff in programming and events

10. Budget Review: The treasurer's report was read and approved; the current balance is \$4811.77. Schuttenberg presented a report summarizing last year's budget. Schuttenberg reported that PASC would no longer receive the annual amount of \$2000.00 from vending machine sales. In order to create a comprehensive budget for 2003-2004, committee members were asked to email last year's itemized budgets to co-chairs.

11. Fundraising: Due to the loss of vending machine income, fundraising is needed this year. Moser mentioned that we should be aware of other fundraising on campus in order that we not duplicate products or fundraise on similar dates. Possibilities for fundraisers included garage sales and football program sales. Schuttenberg discussed the UNC Football fundraiser, which is already set for this year. Volunteers will sell programs at five games; help is welcome from family members. Colin McDonough from UNC Athletics explained the football fundraiser. He said PASC will earn .50 for each program sold; total proceeds will be approximately \$1000.00. McDonough also said that PASC will receive a bonus of \$75.00 for each game if we sell 450 programs per game.

12. By-laws: Gray presented an update on current by-law revisions. The council's goal is to revise and complete PASC By-laws by October 2003 and vote on them during the November meeting. During the revision process, Gray and Broghammer will review SPEEC by-laws. Items under review are:

- Timelines for nominations and elections: April--nominate members; May--luncheon to announce new members; June--election of new officers with new and past members in attendance; July--retreat with new members only in attendance
- Three-year terms for council members
- The creation of an election committee
- Procedures for committees

13. Adjourned at 3:10 p.m.

Respectfully Submitted,
Teresa Sellmer
PASC Secretary