

PASC

Below are the minutes of the December 10, 2003 PASC meeting held in the UC Council room at 12:00 p.m.

Members Present: Diane Algiene-Henry, Sean Broghammer, Chris Downen, Sandi Coleman, Nancy Gray, Jennifer Griffin, Deb Holman, Joan Lamborn, Sherri Moser, Tobias Rush, Scott Schuttenberg, and Teresa Sellmer.

Members Absent: Craig Rasmuson, Dan Socall, and Gary Huffines.

1. Griffin called the meeting to order at 12:05 p.m.
2. The November 12, 2003 minutes were read and approved.
3. Officer Reports:

- a. Chair:

- 1) Griffin read a memo from the President's Office that was sent out campus wide; all CTF reports are on the CTF website. The President expressed appreciation to all who worked on the reports. Reports will be available on the UNC intranet on December 12th; however, the appendices will not be included with the reports. To review a report's appendices, one will need to contact Jane Graff.

- 2) A Leadership Summit will be held on December 15th. Topics at the summit are: the budget process, the assigning and delegation of reports, and priority ideas for UNC. Representatives from each unit are asked to bring three top priorities ideas for UNC to the summit. Griffin proposed the following three ideas from the PASC CTF report: Professional Development, Determining the true cost of running UNC, and a Division of Student Affairs. The Council supported Griffin's recommendations.

- 3) A representative from University Communications contacted Griffin and would like input concerning retirement events concerning the type of venue and the type of appreciation gift. The Council suggested one campus event or division event allowing for departments to conduct individual events. Likewise, the Council suggested a standard gift package for each retiree.

- b. Vice Chair/Treasurer:

The treasurer's report was read and approved; the current balance is \$4752.52. Total proceeds from Football Program sales are \$430.00. The current PASC scholarship fund is \$1513.29. Broghammer provided the Council with the revised committee budgets. To continue the process of creating a comprehensive budget for PASC, individual committee budgets will continue to be monitored and revised. The Council will continue to focus on Team UNC as a primary fundraiser. The UNC Foundation was contacted and will promote PASC during its fundraising drive. It was suggested that each Council member take a portion of the PASC membership list and contact each member. Volunteers will meet on Thursday, December 18th to discuss contact list and pledge card distribution. The bobbling bears were distributed. After a suggestion that a bear be sent to Channel 9 News for display on-air, Holman volunteered to buy a bear and cover the shipping costs to send it to the station. Moser will send the bear.

c. Secretary: no report

4. Committee Reports and Representative Reports:

- a. Governance Social: Griffin said the social went well but mentioned that the social should be held earlier in the fall next year.
- b. Alumni Association: Holman reported the following from the UNC Alumni Association Quarterly Board Meeting on November 13, 2003:
 1. Gloria Reynolds continues to work with the Alumni Association Board to revamp Spectrum magazine to better serve as an outreach device to alumni and others within the UNC community, including parents and donors. Future Spectrum issues will showcase different quality paper and may eventually contain a new design masthead.
 2. The Alumni Association has sent director, Sherri Moser, to all out-of-state football games this fall in an attempt to better connect with alumni living in those areas. Sherri reports that the success with such efforts has been limited. The Northern California area, however, shows promise for fostering stronger relationships with existing alumni there.
 3. The Path of the Class brick sales continue, and the project will soon be in its next phase in front of Michener Library.
 4. Committee reports centered on the Alumni Associations outreach and promotions. In terms of outreach, the Ohana Program, connecting alumni with entering freshmen from Hawaii, is going strong. Future outreach plans with current students were proposed in relation to Teacher Employment Days this coming spring. In terms of Alumni Association-related promotions, the board agreed to fund congratulatory announcements in the Mirror at both December and May graduation. The board approved a radio spot promotion package which will feature Alumni Association announcements and news during all UNC broadcast basketball games this years. Future promotional messages may be carried on the message boards on the TV Guide or Weather channels through Comcast.
- c. Professional Development: Griffin reported that the fall Brown Bag discussions were well attended. The schedule for the spring Brown Bags is almost complete.
- d. Elections Committee: Moser volunteered to chair the committee.
- e. University Council: Coleman reported that UNC's President's Office has established an account for capital equipment loan funds for departments to use in lieu of establishing leases with third parties. When departments need to obtain capital equipment costing more than \$5,000 (the capitalization threshold) they have three options:
 - 1) outright purchase
 - 2) lease at the prevailing market rates or
 - 3) application for a loan from the central pool
 - Any loans to departments from the account require approval from the Vice President for Administration and are subject to the availability of funds remaining in the escrow account.
 - Minimum loan amounts have been established to be \$5,000. The interest rate for the loan shall be established annually by the Controller and would be fixed for the full term of any loan entered into during that year. For 2003-04 the interest rate

shall be 5%. Loan terms will be from two to five years or as approved by the Vice President for Administration.

- Loan payment amounts shall be fixed when the loan is established based on the repayment term and interest rate. Although a department may repay the full principal and accrued interest in lump sum at any time, without penalty, it cannot otherwise deviate from the payment schedule.
- Interdepartmental loans are no longer authorized.
- Applications will be available after 1/1/04. To receive more information or to schedule a loan review appointment, please contact Sandi Coleman @1-2040 or Vickki Klingman @ 1-2288.

5. Old Business:

- a. Review of Goals: Griffin asked the Council to review the eight goals set at the August, PASC Retreat. Goals completed or ongoing are: PASC listserv, Carter bulletin board, By-laws revisions, fundraising goals, working closely with SPEEC, and the inclusion of other administrative staff in PASC programming and events. The Council continues to work on a comprehensive budget and has established a committee for a procedures manual and will complete the process this spring.

6. New Business:

- a. Clothing and Food Drive with SPEEC: PASC and other Governance groups are invited to participate in SPEEC's spring Clothing and Food Drive. Details will be provided at a later date.

7. Announcements/Department Updates:

- a. Griffin announced that the PASC Council meeting in January and February will be held in Spruce B & C.
- b. Moser informed the Council of President Norton's response to Colorado Senator Andrews; the letter addresses the processes that respect and protect academic freedom on a campus.
- c. Schuttenberg also reminded the Council that the Recreation Center is free for all UNC employees next week.
- d. Rush informed the Council of the death of Sandi Kohler and said donations can be made to the UNC Scholarship Fund; those wishing to contribute should contact Deb Dyer.

8. The meeting adjourned at 1:23 p.m.