



Professional Administrative Staff Council (PASC)

Retreat Meeting Minutes July 14, 2006

Council Members Present: Vince Carter, Corey Edwards, Amanda Garcia, Nancy Gray, Vicki Mossman, Rene Oya, Michelle Tyson

Council Members Absent: Eric Applegate, Jenna Finley, Woody Myers, Scott Schuttenberg

1. Call to Order

Gray called the meeting to order at 8:35 a.m.

2. Welcome and Introductions

Gray welcomed everyone to the annual retreat. Members introduced themselves and told the group a little about where they work on campus, their family, etc.

3. PASC Overview

Gray gave the group a little background information about PASC and encouraged members to print a copy of the Bylaws from the PASC website for their personal use.

4. Review and Approval of Minutes

The meeting minutes for June 7, 2006, were approved.

5. Treasurer's Report

Gray explained that PASC has two accounts, one to handle general revenue and expenses for the group and the other is a fund held by the Foundation which holds funds utilized for the annual PASC scholarship and professional development grant money for exempt employees.

6. PASC Officers for 2006-2007

The officers for 2006-2007 are as follows:

- Co-Chairs: Nancy Gray and Jenna Finley
- Vice Chair/Treasurer: Scott Schuttenberg
- Secretary: Vicki Mossman

7. PASC Committees and Liaisons

The following **Internal Council Committee** assignments were accepted:

- **By-Laws:** Oya
- **Communications:** Carter, Myers
- **Elections:** Mossman
- **Salary Equity:** Gray, Lamborn (Joan Lamborn was previously a member of PASC and will continue on the Salary Equity Committee)

The following **Event and Programming Committee** assignments were accepted:

- **Fall Event:**
- **Governance Event:** Gray
- **Recognition Event:** Edwards
- **Brown Bag Lunch Series:** Oya, Garcia
- **Community Service:** Tyson
- **Employee of the Year:** Edwards
- **Fundraising:** Edwards, Schuttenberg (Gray/Oya – coordinate sign-ups for parking)
- **Grants & Scholarships:** Edwards

The following **Liaison and Ex-Officio Representative** assignments were accepted:

- **Alumni Association:** Garcia
- **Board of Trustees:** Gray
- **Bookstore Advisory Board:** Garcia
- **Faculty Senate:** Oya
- **Parking Advisory Board:** Edwards
- **President's Planning Council:** Finley

- **Student Representative Council (SRC):** Tyson, Carter (alternate)
- **State Personnel Employees Executive Council (SPEEC):** Mossman, Oya (alternate)
- **University Center Advisory Board:** Carter, Tyson (alternate)

8. Goals for 2006-2007

- New employee orientation – Tyson has heard about a new committee chaired by Helen O’Keefe. She will find out more details. It was also suggested that perhaps PASC should send a letter to new exempt staff welcoming them to UNC and telling them about PASC and what we do.
- More professional development dollars available for UNC exempt staff
- Continue sponsoring picnic with SPEEC
- Increased emphasis on community service

9. Other Business

- **Web Update**
Carter will check with Ronna Johnston to see if PASC needs to do an update to the design of our website to go along with the new design for the UNC website.
- **Governance Groups on Other Campuses**
There was some discussion about investigating what similar governance groups do on other campuses, to get ideas for things our group might do.
- **Scholarship/Grant Fund**
There was discussion about doing a marketing campaign to encourage exempt staff to donate to our scholarship/grant fund in order to make more dollars available to offer professional development funds to exempt staff.
- **Recognition**
The Council discussed how staff is currently recognized for years of service at UNC (by the governance groups). Oya will investigate if there is going to be a change in how recognition is done in the future.
- **Fundraising**
The major fundraiser will be taking money for parking prior to each of the home football games this fall. To make this work, it is critical that we have at least five people committed to help at each of the six games. Gray will create a sign-up sheet so we can get people signed up as soon as possible. It was suggested that perhaps we could get departments to commit to covering a game.
- **Bylaws**
It was suggested that we may want to consider changing the Bylaws and eliminating the requirement that PASC members be proportionately elected from

the three areas on campus. This may make it easier to have a full membership on the Council. This is something the Bylaws Committee may want to look at.

10. Future Meetings

It was agreed that monthly PASC meetings would be set for the first Wednesday of each month at 4 p.m. Gray will talk to Event Planning to see if the UC Council Room is available for that time slot. The next meeting will be Wednesday, August 9th at 4:00 p.m.

11. Adjourn

The retreat was adjourned at 11:20 a.m.

Respectfully submitted,

Vicki Mossman
PASC Secretary