



Professional Administrative Staff Council (PASC)

Meeting Minutes August 9, 2006

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

Council Members Absent: Jenna Finley, Woody Myers

1. Call to Order

Gray called the meeting to order at 4:05 p.m.

2. Welcome and Introductions

Gray welcomed everyone to the meeting. Members did quick introductions for our new member, Klingsmith.

3. Review and Approval of Minutes

The meeting minutes from July 14, 2006, were approved.

4. Officer Reports

Co-Chairs – No report

Treasurer - Schuttenberg had no new report. We have had no income or expenses during the past month.

Secretary – No report

5. Committee Reports

- **By-Laws:** Rene Oya

There was a little discussion about a possible change to the Bylaws to eliminate the requirements for PASC members being elected from the three areas on campus.

- **Communications:** Vince Carter and Woody Myers

Carter reported that PASC is way down the list for a re-design of the website. The committee will be working on a PASC brochure.

- **Elections:** Vicki Mossman

No report

- **Compensation Committee:** Nancy Gray and Joan
The committee met August 8th. Joe Alexander is chairing the committee. Gray requested communication with the campus community so they are aware of what is going on with this committee. The committee is looking at salary increases and would like them to be considered as part of the budget process rather than being funded from whatever is left after the budgets are set. The committee plans to report on their work thus far to President's Council in the near future.
- **Fall Event:** Nancy
Gray indicated she would like to see this event continue.
- **Governance Event:** Nancy Gray
No report
- **Recognition Event:** Corey Edwards
No report
- **Brown Bag Lunch Series:** Rene Oya and Amanda Garcia
They have met and are looking at doing three each semester. They are considering offering one of the meetings after work hours and perhaps including a walking tour. They have come up with possible topics for brown bags. There was some discussion and the list of topics includes:
 - History of the buildings on campus
 - MySpace
 - PERA
 - Mediation/AAEO
 - E-Mail/Memo Etiquette
 - Digital Photography
 - Energy Conservation
 - Ergonomics
 - Issues w/Student Employees

Klingsmith suggested a book club with monthly discussion groups that could be focused on topics of interest to facilitate professional development.

- **Community Service:** Michelle Tyson
Nancy Gray reported that Lori Brachtenbach has agreed to be the PASC chair for our participation in the chili cook-off for the United Way Campaign for the coming year. Other items we have done in the past include preparing and serving dinner at the Guadalupe Center and Xeric Park clean-up.
- **Employee of the Year:** Corey Edwards
No report

- **Fundraising:** Corey Edwards and Scott Schuttenberg
(Nancy Gray/Rene Oya – coordinate sign-ups for parking)
Edwards recommends we recruit more than five people for each game so they can work shorter shifts and rotate during the hot days. Oya has some areas signed up to cover games already and will continue working to cover the six games.
- **Grants & Scholarships:** Corey Edwards
There was further discussion regarding offering a rolling grant to exempt staff; perhaps offering one grant each semester. Libby Klingsmith will assist Corey in writing a proposal to present to the group next month.
- **Alumni Association:** Amanda Garcia
No report

6. **Liaison Reports**

- **Board of Trustees:** Nancy Gray
No report
- **Bookstore Advisory Board:** Amanda Garcia
No report
- **Faculty Senate:** Rene Oya
Oya will be attending their retreat on August 25th.
- **Parking Advisory Board:** Corey Edwards
No report
- **President's Planning Council:** Jenna Finley
No report
- **Student Representative Council (SRC):** Michelle Tyson and Vince Carter (alternate)
No report
- **State Personnel Employees Executive Council (SPEEC):** Vicki Mossman, Rene Oya (alternate)
Mossman will attend the meeting tomorrow morning.
- **University Center Advisory Board:** Vince Carter and Michelle Tyson (alternate)
No report

7. Old Business

- **Additional PASC Representatives**

Gray reported that Erik Applegate has resigned from PASC. We have a couple vacancies which Gray and Finley are trying to find people to fill.

- **Goals for 2006-2007**

There was a brief discussion about the goals for the coming year. Oya will talk with Marshall Parks about awards and recognition.

- **Budget**

Discussion deferred to next month's meeting.

- **Bulletin Board in Carter Hall**

Gray has not found out who has the key for the bulletin board case. Carter will look into adding info about current representatives, coming events, etc. to the case once the key has been located.

8. New Business

- **Rotating Meeting Locations**

We agreed to rotate the location of our meeting. The September 6th meeting will be in Michener L77 in the Center for Human Enrichment. The October 4th meeting will be held at APASS at the Kohl House at 924 20th Street.

- **Newsletter**

There was discussion about doing a PASC newsletter that would be sent electronically. Some items that could be included are a listing and welcome for new exempt employees, highlight an exempt employee, information about brown bag lunches and other upcoming events, highlight publications/presentations, etc. by exempt employees. Klingsmith will work on content and Schuttenberg will work on layout.

9. Adjourn

The meeting was adjourned at 5:08 p.m.

Respectfully submitted,

Vicki Mossman
PASC Secretary