



Professional Administrative Staff Council (PASC)

Meeting Minutes May 2, 2007

Council Members Present: Becky Broghammer, Vince Carter, Jenna Finley, Amanda Garcia, Nancy Gray, Libby Klingsmith, Rene Oya, Scott Schuttenberg, Michelle Tyson

Council Members Absent: Vicki Mossman, Woody Myers

1. Call to Order

Gray called the meeting to order at 4:10 p.m.

2. Review and Approval of Minutes

The minutes from the April 4, 2007 meeting were approved as presented.

3. Officer Reports

Co-Chairs – no report

Treasurer – Schuttenberg distributed the Treasurer's Report. Current balance is \$2,158.42 with \$2,438.41 in the Foundation account.

Secretary – absent

4. Committee Reports

- **By-Laws:** Rene Oya and Scott Schuttenberg – see Old Business
- **Communications:** Vince Carter – no report
- **Elections:** Vicki Mossman – see Old Business
- **Salary Equity Committee:** Nancy Gray and Joan Lamborn – Gray reported the Compensation Commission is looking at compensation policies for other universities to find “best practices” that can be incorporated into the UNC compensation policies. An exempt sub-committee comprised of Joe Alexander, Joan Lamborn, and Nancy Gray is identifying gaps in the current compensation policy that can be addressed to alleviate issues and concerns of exempt staff.
- **Governance Event:** Gray and Sarah Vaughan, Chair of SPEEC, decided not to plan another governance event for spring semester. Most of the issues common among all employee groups currently relate to compensation. It was felt that these were being

addressed through the Compensation Committee which has representatives from all employee groups.

- **Recognition Event:** Libby Klingsmith, Michele Tyson, Amanda Garcia, Becky Broghammer – see Old Business
- **Brown Bag Lunch Series:** Rene Oya and Amanda Garcia – None planned currently.
- **Community Service:** PASC will prepare and serve dinner at the Guadalupe Center on May 3rd. Tyson coordinated the event. Tyson, Klingsmith, and Oya will serve.
- **Employee of the Year:** Klingsmith reported that the nomination form is now on the PASC website. Klingsmith or Carter will coordinate with Nate Haas to get it on the UNC everybody e-mail.
- **Fundraising:** Schuttenberg reported that there was an increase in funds received at the UNC Foundation for PASC in March. Gray will find out if these were one-time donations or pledges for monthly payroll deductions throughout the year.
- **Grants & Scholarships:** Klingsmith reported that the Scholarship Committee has selected a recipient for 2007-08. The student will be invited to attend the annual recognition luncheon on May 22. Klingsmith will send a letter to the student. The Office of Financial Aid will send an acceptance form during the summer to finalize the scholarship.
- **Alumni Association:** Amanda Garcia – no report.

5. Liaison Reports

- **Board of Trustees:** Gray reported that the next meeting will be May 11.
- **Bookstore Advisory Board:** Amanda Garcia - no report.
- **Faculty Senate:** Oya reported that Faculty Senate is working on a satisfaction survey that should be completed for use next year.
- **Parking Advisory Board:** no report
- **President's Planning Council:** Finley reported on the budget process for 2007-08. A draft of the budget has gone to the President. It will be finalized and approved by the Board of Trustees at their June meeting.
- **Student Representative Council (SRC):** Michelle Tyson and Vince Carter – no report
- **State Personnel Employees Executive Council (SPEEC):** Vicki Mossman, Rene Oya (alternate) – no report.

- **University Center Advisory Board:** Vince Carter and Michelle Tyson (alternate) - no report

6. **Old Business –**

- **Elections** – Gray reported that the following new members were elected to PASC for 2007-08: Sarah Chase, Jay Dinges, James (Jimmy) Henderson, Matt Leland, Stephanie Moir, and Chris Vegter.
- **By-Laws** – Becky Broghammer moved to accept the revisions to the By-Laws as presented at the April meeting. It was seconded by Vince Carter. Approved by unanimous vote.
- **Annual Recognition Event** – Klingsmith reported final decisions are being made concerning the menu for the annual recognition event. Feedback provided by Council members indicated that doing a buffet arrangement for less cost was preferable to a higher cost served luncheon so that honorees would not have to pay for their own lunch. Invitations will go out the week of May 7. Klingsmith will order service gifts.

7. **New Business –**

- The all campus sponsored by SPEEC and PASC will be held May 15 from 11:30 am to 1 pm at the University Center.

8. **Adjourn**

The meeting was adjourned at 5:05 p.m.

Note: The June transition meeting will tentatively be held from 3:45 – 5 pm at the Women's Resource Center.

Respectfully submitted,

Nancy Gray
PASC Co-Chair