



Professional Administrative Staff Council (PASC)

Meeting Minutes June 6, 2007

Council Members Present: Becky Broghammer, Sarah Chase, Jay Dinges, Nancy Gray, Jimmy Henderson, Libby Klingsmith, Matt Leland, Vicki Mossman, Rene Oya, Scott Schuttenberg,

Council Members Absent: Vince Carter, Jenna Finley, Amanda Garcia, Stephanie Moir, Woody Myers, Michelle Tyson, Chris Vegter

Other Representatives Attending:

Special Guest:

1. Call to Order

Gray called the meeting to order at 3:05 p.m.

2. Review and Approval of Minutes

The meeting minutes from May 2nd, were approved with one correction:

Item 7 will be amended to read "The all campus **picnic** sponsored by SPEEC and PASC will be held May 15 from 11:30 am to 1 pm at the University Center."

3. Officer Reports

Co-Chairs – No report

Treasurer – Current balance is \$2,578.45 in the operating account with \$2,438.41 in the Foundation account for scholarships and professional development. Schuttenberg reported that catering has not yet been paid for the recognition event.

Secretary – No report

4. Committee Reports

- **By-Laws:** No report.
- **Communications:** No report.
- **Elections:** Vicki Mossman will look at the election results and see who had the next highest number of votes since we have lost Michele Fargher and Amanda Garcia.
- **Salary Equity Committee:** Nancy Gray and Joan Lamborn – see New Business.

- **Governance Event:** No report.
- **Recognition Event:** See Old Business.
- **Brown Bag Lunch Series:** Rene Oya and Amanda Garcia – No report.
- **Community Service:** No report.
- **Employee of the Year:** No report.
- **Fundraising:** Scott Schuttenberg - No report.
- **Grants & Scholarships:** No report.
- **Alumni Association:** Amanda Garcia – No report.

5. **Liaison Reports**

- **Board of Trustees:** Nancy Gray – Gray reported that the next meeting is June 15, will approve tuition, fees, room and board rates for 2007-08.
- **Bookstore Advisory Board:** Amanda Garcia – No report.
- **Faculty Senate:** Rene Oya – See New Business.
- **Parking Advisory Board:** Michelle Fargher – No report.
- **President's Planning Council:** Jenna Finley - No report.
- **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 –**

- **Recognition Event Wrap-up:** Libby Klingsmith, Becky Broghammer, Michele Tyson – Reported that we had fairly low attendance at this event compared to other years. There was some discussion about whether the change of location may have contributed to the low attendance. The possibility of combining our recognition event with SPEEC's event was also discussed. There was some confusion about the start time of the event this year, with some people arriving at 11 a.m., with lunch not being

served until noon. We also discussed the mechanism to determine who is recognized and the possibility of changing the timing of the event to fall rather than spring.

7. New Business –

- **Discussion of Administrative Salary Setting and Salary Equity Plan:** Rene Oya shared an update from Faculty Senate. They have worked out a transparent five year process for determining salaries each year. Three factors are computed: base salary, parity and merit. It is a system that also uses years in the position. Faculty will receive a 4.5% raise next year. Thirty-four faculty have left this year.

Nancy Gray shared potential recommendations regarding exempt staff salaries and benefits. There was some discussion about the need to properly identify institutions that should be considered peer institutions, as well as aspirational peer institutions-- schools we want to aspire to be like. Gray said she and Joan Lamborn would be happy to continue as members of the compensation committee, representing the interests of exempt staff.

- **Replacement of PASC Members – Michele Fargher and Amanda Garcia:** Vicki Mossman will look at the election results to determine other individuals we might recruit since we have lost Michele Fargher and Amanda Garcia.
- **Election of Officers for 2007-2008:** Scott Schuttenberg and Michele Tyson will tentatively serve as co-chairs. Jay Dinges will serve as treasurer and Sarah Chase will serve as secretary.
- **Next Meeting:** No meeting is scheduled for July. The August meeting date, location and time will be announced later.

8. Adjourn

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Vicki Mossman
PASC Secretary