



Professional Administrative Staff Council (PASC)

Meeting Minutes August 9, 2007

Council Members Present: Becky Broghammer, Sarah Chase, Jay Dinges, Libby Klingsmith, Matt Leland, Rene Oya, Scott Schuttenberg, Chris Vegter, Michele Tyson, Lori Brachtenbach, Stephanie Moir

Council Members Absent: Jimmy Henderson, Vicki Mossman

1) Call to Order

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

2) Introduction of 2007/2008 PASC Representatives

Council members introduced themselves and shared what they know about PASC. Many members reported knowing that PASC provides a voice for exempt staff and members offers opportunities for networking and for admin/exempt staff to make a difference at UNC. Several members indicated that although PASC members do a lot on campus, it is not as well recognized as it could be. Members indicated that we might need to consider marketing and publicizing PASC activities better.

3) History of PASC/General Items of Interest

- Schuttenberg mentioned past Professional Development Day (or ½ day) for administrative/exempt staff and sponsored by PASC
- Another recent success was the reinstatement of the Dependent Tuition Benefit
- UNC will have a larger number of exempt staff on campus this year due to some classified positions being reclassified as administrative/exempt positions.
- Schuttenberg expressed interest in learning more about the employee evaluation process for classified employees (i.e., differences and similarities in evaluation between campus departments/divisions for similar positions). Additionally, we discussed the reasoning behind PERA benefits being unavailable for administrative/exempt staff who have not previously participated in PERA. It was suggested to invite Marshall Parks from HR to a future PASC meeting to provide clarification of these issues.

4) Treasurer's Report Scott Schuttenberg (past treasurer)/Jay Dinges (current treasurer)

- Schuttenberg distributed Treasurer's Report. Current PASC General Account balance is \$1,083.73. However, the \$513.00 banquet expense is not showing in the account records yet, which will make the account balance lower.

- Balance of Foundation account for scholarships is \$2,500.41. Several UNC employees donate monthly through Team UNC payroll deduction. Schuttenberg recommended trying to encourage more employees to participate in the payroll deduction option this year. The foundation account contains funds for: (a) a \$250 dependent scholarship (for a dependent of an administrative/exempt employee who will be attending UNC) and (b) professional development grant awards for UNC exempt staff members.
- It was suggested to ask Finance & Administration for continued funding in support of the Employee Recognition gifts again this year. Brachtenbach reported that the administration has recommended to fund employee recognition awards through the university in the future.

5) Discussion of goals and activities for 2007/2008

See attached list of goals.

6) Review of PASC Liaisons and Committees: Members reviewed existing PASC committees and liaisons and revised/selected volunteers for each role.

Additionally, SPEEC and SRC will each select one representative to be present at future PASC meetings. These representatives have yet to be determined.

Liaisons

- **Alumni Association:** Stephanie Moir.
- **Board of Trustees:** Michele Tyson w/ Scott Schuttenberg as alternate.
- **Bookstore Advisory Board:** PASC will not have a representative this year.
- **Faculty Senate:** Libby Klingsmith.
- **IT Standards Committee:** Scott Schuttenberg.
- **Parking Advisory Board:** Rene Oya.
- **President's Planning Council:**
- **Student Representative Council (SRC):** Jay Dinges w/ Becky Broghammer as alternate.
- **State Personnel Employees Executive Council (SPEEC):** Vicki Mossman.
- **University Center Advisory Board:** Becky Broghammer.
- **Campus Recreation Center Advisory Board:**
- **Center for Enhancement of Teaching & Learning:**

Committees

- **Brown Bag Lunch Series:** Eliminate this committee and replace with other initiatives (e.g., professional development, welcome committee, etc).
- **By-Laws:** Eliminate this committee during 2007/2008 year. PASC By-Laws have been substantially reviewed and revised during past few years, and should be sufficient.
- **Communications:** Lori Brachtenbach will update PASC bulletin board in Carter Hall. Chris Vegter will maintain PASC website.
- **Elections:** To be discussed at future meeting.

- **Governance Event:**
- **Recognition Event:**
- **Salary Equity Committee:** Nancy Gray has volunteered to continue with this committee.
- **Community Outreach Committee:** Becky Broghammer and Lori Brachtenbach. Becky will serve as PASC liaison to Greeley Convention & Visitors Bureau Board.
- **Employee of the Year:**
- **Fundraising:** All PASC reps will be involved in fundraising.
- **Grants & Scholarships:** Keep this committee and discuss further after hearing from the Alumni Association/Team UNC representative.
- **Professional Development Committee:**
- **Welcome Committee (new):** Sarah Chase, Libby Klingsmith, Rene Oya, Becky Broghammer, and Michele Tyson.

7) **Events:** Tyson reported that SPEEC is considering moving their annual event to October rather than holding it during the Spring. PASC members would like to continue collaborating with SPEEC to co-host the event. It would be beneficial to publicize the SPEEC/PASC event to exempt staff more widely in order to increase the participation of exempt staff. PASC will continue to contribute funding for the event, and PASC members expressed an interest in volunteering to help with other aspects of the planning and coordination. Tyson will contact Sara Vaughn (SPEEC chair) for more information about the event (time/theme/etc).

8) **2007/2008 Meetings:**

- PASC will meet the 1st Tuesday of each month from 3:30 – 5:00 pm, beginning Tuesday, September 4, 2007 in Kepner 2035.
- Working group/subcommittee meetings will be held the 3rd Tuesday of each month, beginning Tuesday, September 18, 2007 from 3:30 – 5:00 pm.
- Liaisons will submit short reports prior to the formal meeting, which will be included in the meeting agenda. Time will still be spent on updates during the meeting as necessary.
- Klingsmith suggested inviting other exempt staff to attend meetings if the agenda includes items of interest to specific campus constituents. It was discussed that all PASC meetings are open to the campus community. Schuttenberg or Tyson will invite a UNC Foundation representative to the 9/4/07 meeting to share information about Team UNC fund campaign.
- Brachtenbach will invite Wendy Goldschmidt from UNCPD to 9/4/07 meeting to discuss campus emergency response/preparedness plan.
- Oya will contact Marshall Parks to discuss questions regarding employee evaluation process, salary equity plans, and benefit packages for administrative/exempt staff.

9) **Adjourn** – The meeting was adjourned at 4:50 p.m.

Respectfully submitted,
Sarah Chase

PASC Secretary



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2007/2008 Goals*

1. Continue collaboration with SPEEC on annual event for SPEEC/PASC employees
2. Consider reinstating a "Professional Development Day" for administrative/exempt employees
3. Provide a "welcome" for new administrative/exempt employees (i.e., Welcome Committee, letter, phone call, opportunity to have lunch with current employee(s), and/or orientation/campus tour)
4. Review evaluation process, salary equity plans, and benefit packages for administrative/exempt staff (including PERA retirement availability, memberships to Recreation Center, etc)
5. Review existing PASC committees and liaisons and revise as necessary
6. Engage in community outreach activities

*As discussed at August 9, 2007 meeting.