



Professional Administrative Staff Council (PASC)

Meeting Minutes September 4, 2007

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

Council Members Absent: Jimmy Henderson, Vicki Mossman, Libby Klingsmith, Stephanie Moir

1) Call to Order

Tyson called the meeting to order at 3:40 p.m.

2) New Business

a) Guest Speakers

Wendy Rich-Goldschmidt/UNC PD – Emergency Response Plan (ERP)

- UNC has engaged in emergency response planning for many years – long before the Virginia Tech incident.
- Goal: To design an “all hazards” approach to emergency planning.
- Mission: To implement a reasonable approach that balances personal freedoms with a comprehensive safety strategy.
- Faculty, staff, and student involvement in the ERP process is critical. UNCPD is offering ERP training classes so we can learn how to help in the ERP process.
 - Class dates are listed on CETL website.
- The “Student Health & Safety Report Form” is available at the UNC Counseling Center website. Anyone can submit a form if they have concerns about a student’s well-being.
- The ERP plan in detail can be found on the UNCPD website:
<http://www.unco.edu/finadmin/ERPindex.html>
- 3 main components to UNC’s ERP:
 - 1) Emergency Response: takes place in first 0-12 hours
 - 2) Disaster Recovery: takes place in hours-weeks following
 - 3) Business Continuity: takes place weeks-months following
 - Addresses how we continue to provide ongoing service to our campus community and constituents after a disaster.
- Next steps include:
 - Implementation of the 50 Emergency Phone Tree. Testing will take place on Sept. 5.
 - Formalization of the “building coordinator” role.

- Implementation of personal cell and text messaging capabilities in the future (potentially within the next year or so). IT is in the process of determining the most appropriate vendor to contract with for these capabilities.
- Posting additional emergency response information in every classroom.

Andrew Dame & Jean Schober Morrell – UNC Foundation

- Schober Morrell announced that she is currently working ¼ time with the UNC Foundation. She introduced Andrew Dame, the new Director of Annual Giving for the Foundation.
- **Team UNC** is UNC's faculty/staff giving campaign.
- All gifts/pledges made by September 30, 2007 (up to \$50,000) will be matched by an anonymous donor.
- Faculty/staff giving is an expression of faculty/staff buy-in to the institution. Percentages are calculated and compared with other institutions around the nation.
 - Currently, UNC's % (approx. 15-16%) is slightly below the national average (approx. 17%).
- Pledges can be split among more than one scholarship fund, if desired.
- "Faculty/Staff Gift Form" is available online at Foundation website. Allows for monthly payroll deduction option.
- Faculty/staff can provide quotes regarding why they choose to give to Team UNC. Quotes will be used for marketing purposes.
- Dinges suggested it would be useful to have % breakdown of giving at UNC by classified staff vs. exempt staff in order to promote a "giving competition" among staff.
- Dinges recommended setting up a Team UNC booth during the UC Faculty/Staff Appreciation Days on Sept. 12-13. Dame agreed to staff a booth during that time.
- Schuttenberg suggested that we encourage staff to contribute via monthly payroll deduction. A small amount each month adds up.
- Dame will be implementing an email solicitation program this Fall regarding the monthly payroll deduction option. He suggested a follow-up email message from PASC members encouraging exempt staff to donate through payroll deduction.
- Dame encouraged PASC members to share the information re: matching funds with staff and colleagues.

b) Discussion Items

- Dinges, Tyson, and Broghammer will work with Dame/Foundation to encourage the monthly payroll deduction option.
- Tyson will schedule a working group meeting w/ Dame.
- Brachtenbach will create a flyer promoting PASC Welcome Lunches and gift match opportunity.
- Tyson suggested that PASC could collaborate with SSAC on a professional development day.
- SPEEC Representative to PASC will be Mary Hicks.
- Convocation:
 - Convocation will be held on Sept. 7 at 3:30 pm.

- Broghammer mentioned an ongoing discussion regarding the question of whether exempt staff will be invited (in the future) to wear their academic regalia during convocation. This idea is being considered by the Convocation Planning Committee.
- Broghammer reported that the Convocation committee will be the same as the Commencement committee.

c) Committee Reports

- Bookstore Advisory Committee:
 - Dinges reported that the bookstore is contractually obligated to have a PASC member on their advisory board.
 - Dinges volunteered to serve as PASC liaison to Bookstore Advisory Committee.
- Compensation Committee:
 - Gray & Lamborn submitted the following report:
Committee met August 30, and will meet every other week. Committee discussed an anticipated increase in health insurance premium for faculty/staff covered under CHEIBA. Compensation Committee voted to support a recommendation (by Marshall Parks/HR) that the University will pay more than the 50% of the premium they are currently paying and the amount that is currently being deducted from employee paychecks will remain the same for next year. Gray & Lamborn will inform PASC as the recommendation moves forward for approval and implementation.
 - Oya will invite Marshall Parks/HR to speak at October PASC lunch to share information about compensation with PASC/exempt employees.
 - Oya reported that Randy Haack has been focusing on a variety of ways that the university can make employees feel valued, including ways that do not involve spending additional money. He plans to focus on disparities in salary/level within the institution, more so than comparing UNC with other institutions at this time.

3) Approval of Minutes

August 9 meeting minutes were approved.

4) Treasurer's Report - Dinges

There has been no change in expenditures or revenues since our last meeting. Current balance in Foundation account is \$2,360.01 (as of July 31, 2007).

5) Adjournment – Tyson adjourned the meeting at 4:50 pm.