



Professional Administrative Staff Council (PASC)

Meeting Minutes December 4, 2007 Kohl House

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

Council Members Absent: Deb Kinzer (SPEEC), Vicki Mossman, Jimmy Henderson, Stephanie Moir

1) Call to Order

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

2) Approval of Minutes

October 2nd meeting minutes were approved.
November 6th meeting minutes were approved.

3) Treasurer's Report (Dinges)

- According to Andrew Dame, the Foundation staff member who usually calculates the matching donation monies will be leaving the Foundation at the end of the Fall semester. This means that we may not be able to count on using the PASC matching funds until the end of the fiscal year.
- \$112.83 from monthly deductions was deposited in the PASC Foundation account in November.

4) New Business

Safety Tour with UNC Police Department (Schuttenberg)

- Monday, December 10 at 6:30 p.m.
- Schuttenberg will attend and share report with PASC members.

Guadalupe Dinner (Tyson)

- PASC members will be serving dinner at Guadalupe Center on May 1.

Update on New Employee Lunches/Professional Development (Klingsmith)

- January 23, 2008: Pete Morrell has agreed to deliver a professional development workshop in January for administrative/exempt UNC staff. Cost would be \$600 total for 2 hours and attendance needs to be capped at 20 participants. Topics will include time management,

prioritizing, and goal setting. Klingsmith and Schuttenberg were familiar with Morrell's training style, and said it is very effective and that participants usually receive a nice package of useful materials. Council members discussed the feasibility of paying for the entire cost directly through PASC. Participation will be limited to administrative/exempt employees. Broghammer indicated that she foresees a strong interest in participation in this type of training on campus. Dinges suggested that we consider sponsoring 20 employees to attend the training at a total cost of \$600 instead of using the money to sponsor just one or two exempt employees through the PASC professional development grant. If PASC pays for the event, we will need to prepare the appropriate legal contract for the university.

- Details for Morrell event: Wednesday, January 23, 2008 from 11:00 am – 1:30 pm at Holmes Dining Hall.
- February 20, 2008: Sarah Trzeciak (Career Services) will discuss transferable skills and career building strategies.
- March 12, 2008: Keiko Krahne (Monfort College of Business) will discuss strengths-based approaches in the work environment.
- April 9, 2008: Tricia Tort (Campus Recreation Center) and Holly Wainscott (Dining Services) will discuss wellness and nutrition, as a holistic approach to wellness.
- There were only 2 people on the November list of new administrative/exempt employees. We will continue calling new employees to invite them to the welcome lunches and professional development workshops. New exempt staff will have first chance to participate in the Morrell training. Lunches will be advertised on UNC Today. Klingsmith will create a flyer advertising the workshop series. Council members discussed the feasibility of sending an email message across the "All Employees" distribution list. Oya suggested creating a list of key offices and contact persons to distribute marketing information to. Klingsmith will contact Marshall Parks to ask if we can advertise via email to certain distribution lists (exempt listserv) since this is a professional development opportunity.

5) Discussion Items

PASC Professional Development Grant/Professional Development Activities

- Vegter motioned to use PASC funds to sponsor the cost of the Morrell training as a professional development award. Motion was approved by the council.
- Leland suggested that we tactfully include in the Morrell advertising that the training is being paid for by PASC. Council members agreed that this would be a nice way to bring attention to the types of opportunities that PASC provides.
- Dinges will prepare PASC payment paperwork for Pete Morrell. Dinges will check with the UNC Foundation regarding the process for paying through the Foundation account.

Foundation Fund Gift Agreement (Dinges)

- Council members discussed revisions to the wording of the gift agreement, including that PASC will determine the amount and recipients of the dependent scholarship and the professional development awards. Revisions were approved by the council. Council members decided that all members may participate in the selection process.

PASC Election Committee

- Secretary serves as chair of the Election Committee, and obtain information from HR regarding eligibility to serve on council. Broghammer volunteered to serve on the Election Committee.
- Council discussed feasibility of using electronic ballots versus paper ballots.
- Vegter will check into the ability to post the election information on the PASC website.
- The election process involves two steps: (1) Call for nominations, and (2) Voting of exempt employees around campus to determine who will fill the vacancies.

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| Standing Committee Reports |
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Communications (Vegter, Brachtenbach)

Special Events (Tyson, Broghammer, Mossman)

Welcome Wagon (Oya, Chase, Moir, Tyson)

Wed Jan 16-Holmes (not the 2nd Wednesday, but the first Wed they are open!)

Wed Feb 13-TK

Wed March 12-Holmes

Wed April 9-TK

Monthly Networking Lunches (Oya, Chase, Moir, Tyson)

Community Outreach (Broghammer, Brachtenbach)

May 1- PASC Guadalupe Dinner

Professional Development (Oya, Klingsmith)

Fundraising (Tyson, Dinges, Broghammer)

Elections-TBD

Grants and Scholarships-TBD

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| Campus Liaison Reports |
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SRC (Dinges)

SPEEC (Mossman)- **November 8, 2007 SPEEC Meeting**

Marshall Parks reported on the Executive Order from Governor Ritter. Marshall has no additional information at this time.

Wendy Rich-Goldschmidt gave a presentation about the Emergency Response efforts underway on campus.

There was some discussion about working with PASC on some combined fundraising and/or the employee recognition event this year. SPEEC was very interested in doing that.

SPEEC has groups scheduled to serve meals at the Guadalupe Center every month for the year except May 1. Is this something PASC would be interested in doing?

There was discussion about the cookbook SPEEC is working on as a fundraiser. They will be sold for \$8/each.

They are beginning to think about donations for the Silent Auction.

Faculty Senate (Klingsmith)

Board of Trustees (Tyson)

Next meeting is next week

Alumni Association (Moir)

Parking Advisory Board (Oya)

University Center Advisory Board (Broghammer, Dinges)

Salary Equity (Gray)

Bookstore Advisory (Dinges)

6) **Additional Committee/Liaison Reports**

- Commencement Committee (Broghammer): Broghammer asked if anyone would be interested in helping hand out water and with other various activities during the May commencement ceremonies.
- UC Advisory Board (Dinges): SRC Member Mason Smith motioned to replace the UC ghost totem with a commissioned piece of artwork. There is some resistance from the creator of the ghost totem to this suggestion.
- SRC Meeting (Dinges): XF grade motion was discussed during the last SRC meeting. Faculty Senate passed the XF motion unanimously in November. The 'X' would denote a grade received due to cheating or plagiarism. SRC members were opposed to the XF motion as it is currently proposed. However, they expressed the possibility of using as an internal UNC procedure, rather than using it on the official transcript. Students indicated a concern with allowing each professor to assign an XF at individual discretion.
- Faculty Senate (Klingsmith): The XF grade motion was passed unanimously by Faculty Senate at the November 26 senate meeting. Provost Harraf did not feel that the motion will receive approval by the provost or president as it is currently written. He indicated that it may need to be revised prior to being approved by himself or President Norton.

7) **Next PASC meeting:** January 15, 2008 at Carter Board Room

8) **Adjournment**

Tyson adjourned the meeting at 4:24 p.m.

Respectfully Submitted,

Sarah Chase, PASC Secretary