



Professional Administrative Staff Council (PASC)

Meeting Minutes

January 15, 2008

UC Conference Room

Council Members Present: Jay Dinges, Michele Tyson, Sarah Chase, Rene Oya, Libby Klingsmith, Becky Broghammer, Scott Schuttenberg, Matt Leland, Deb Kinzer (SPEEC), Stephanie Moir

Council Members Absent: Lori Brachtenbach, Chris Vegter, Vicki Mossman, Jimmy Henderson

1) Call To Order

Schuttenberg called the meeting to order at 3:34 pm.

2) Approval of Minutes

December 4 meeting minutes were approved.

3) Treasurer's Report (Dinges)

We had \$625.25 in the university aid account prior to paying Morrell & Associates for the professional development training. After payment, the account has \$.25 left. Dinges asked whether we should consider keeping the account or closing the account since we have the Foundation account. Schuttenberg suggested that we keep the account open just in case we need a place to deposit money or to help pay for other events, such as the SPEEC/PASC event. Dinges will reimburse the university aid account with \$625.00 from the Foundation account.

The Foundation account balance is \$2,990.20 as of December 31, 2007. This includes August – November 2007 employee contributions and it includes \$124.83 from the anonymous match (as of September 30, 2007). The matching contributions from October – December have not yet been calculated.

PASC contributed \$600 to the SPEEC/PASC event last year.

4) New Business

CETL Advisory Board: Schuttenberg reported that David Kendrick of CETL requested a PASC representative for the CETL Advisory Board. Leland volunteered. The next CETL Advisory Board meeting is February 12 (11am-1pm). Leland is unable to attend this meeting, but Tyson will attend in his place.

5) **Discussion Items**

a) PASC Fundraising

Schuttenberg expressed appreciation for the positive efforts made toward fundraising during the Fall semester. Brachtenbach was absent, but will report on Ice Haus fundraiser at next PASC meeting. Schuttenberg and Dinges suggested that we continue to encourage monthly contributions.

b) PASC Website

Schuttenberg indicated that the monthly PASC welcome lunch dates need to be updated on the PASC website. He will make immediate updates to the website and talk to Vegter about making other updates to the website. It is especially important for the website to be updated for Spring semesters, since the PASC nomination and selection process will be occurring soon. PASC members will review website and email Schuttenberg, Vegter, and Brachtenbach with updates.

c) Professional Development Session – Pete Morrell

Pete Morrell training will be held Wednesday, January 23 from 11:00 – 1:30 pm in the UC Council Room. This workshop will take the place of the January welcome lunch. All 20 slots have been filled, and there are 11 people on the waiting list. Due to the high level of interest, we may want to consider partnering with another campus department to bring another Morrell training to campus. The provost is encouraging UNC departments to utilize CETL for administrative coordination of professional development workshops and trainings. Libby will contact the provost and CETL to inquire about their willingness to sponsor another Morrell training during the Spring semester.

d) Guadalupe Dinner

PASC volunteers will serve dinner at the Guadalupe Shelter on May 1. Brachtenbach is coordinating the PASC volunteers for this event.

Standing Committee Reports

Communications (Vegter & Brachtenbach) – no report

Special Events (Tyson, Broghammer, Mossman)

Welcome Wagon (Oya, Chase, Moir, Tyson)

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)

January 23 - Morrell Training

Fundraising – (Tyson, Dinges, Broghammer)

Elections Committee-

Names and ballots for the election process need to be out by the end of March. Newly elected PASC members will be announced at an end of the year social event during the week of May 11-15. Council members discussed this event being an informal social with cheese/fruit trays, slideshow with fun events and highlights from various campus departments, and an opportunity to share kudos and congratulations for academic year accomplishments.

A request for nominations will be distributed electronically campuswide.

Kinzer reported that SPEEC uses the Fiscal Year (July 1 – June 30) to determine Years of Service for their Years of Service and Retiree recognitions. Both SPEEC and PASC will recognize retirees and years of service honorees at the March 3 event.

Tyson will contact HR to obtain a Years of Service list for this event.

Klingsmith will update nomination letter and email the letter to

Vegter/Schuttenberg/Brachtenbach for posting on the PASC website. The nomination announcement will also be posted on UNC Today.

January 28 = Goal date for sending out nomination forms.

February 11 = Deadline for submitting nominations.

Council members will review all nominations during the February 12 PASC meeting.

Grants and Scholarships

Klingsmith will coordinate the PASC dependent scholarship application process.

Campus Liaison Reports

SRC (Dinges)

The new student SRC representative to PASC will be Adriane Zachary

SPEEC (Mossman) - SPEEC Meeting from January 10, 2008

1. Cathy Puckett – HR Report – Personnel Leave Meeting will be on Jan 17th at 1:30 in Columbine
New electronic process for hiring faculty/exempt
2. Fundraising
 - a. Cookbook was a very good fundraiser
 - b. Discussion about doing another printing
 - c. Upcoming Silent Auction was discussed, info distributed about donations from last year and reps will solicit donations.
3. Public Relations – Newsletter for Spring should be out the last week of January
4. Planning is progressing for awards banquet in conjunction with PASC
5. CETL came to speak about their services and Skillsoft courses
 - a. CETL/SPEEC will sponsor an ‘open lab’ time this spring to give people time to investigate Skillsoft
 - b. Advance registration will be needed so logins can be set-up ahead of the lab time

Faculty Senate (Klingsmith)

The president will be hiring a new Assistant to the President who will responsible for the UNC diversity initiatives. This person will be a faculty member.

Faculty Senate passed a motion to forward an indication of their interest in having the opportunity to participate in PERA again.

Board of Trustees (Tyson)

The BOT is examining what can be done about the price of textbooks.

Raul Cardenas gave an update on enrollment for Fall 2008.

BOT is reviewing available tools to assess student satisfaction and learning through the Liberal Arts Core.

Alumni Association (Moir) – No report.

Parking Advisory Board (Oya) – No report.

University Center Advisory Board (Broghammer & Dinges) – No report.

Salary Equity (Gray) – Schuttenberg reported that HR is considering the possibility of giving exempt employees the opportunity to enroll in PERA. Schuttenberg will contact Marshall Parks for further information.

Bookstore Advisory (Dinges)

Barnes & Noble has hired a new bookstore manager, Geri Cuna.

ITC Committee (Schuttenberg)

Beginning Fall 2008, students will no longer be able to forward their student Bear email account to a personal email account, such as Yahoo or Hotmail. Instead, students will be required to check their Bearmail account, as all official electronic correspondence will go directly to that account.

6) Round-A-Bout

- a) Broghammer reported that there are several online courses that may potentially be eligible for the employee tuition grant.
- b) Oya announced the Chinese New Year festivities on Friday, February 8. Tickets are on sale through the UNC Ticket Office; \$10 for non-students and \$5 for students. The event will feature an authentic Chinese menu and entertainment. It is an interactive evening, and should be fun for all!
- c) Oya reported that the A/PASS Luau will be held April 12 in the UC Ballrooms. Tickets are not yet on sale, but will be \$22 each. The event will be limited to 500 people.
- d) Moir reported that admissions numbers are up! Out of state admissions are up by approximately 40% over last year. Colleen Denzin and Donna Hubbard retired at the end of December, so there have been some staffing changes at the Visitors Center.
- e) Chase reported that the McNair Scholars Program will be recruiting for its 08/09 cohort during the months of February and March. Eligibility requirements include junior status (60 credit hours) by the beginning of Fall 2008 semester, 3.0 or higher GPA, first-generation/low-income or a member of an underrepresented population in graduate education (African American, Hispanic, Native American, or Native Hawaiian/Pacific Islander), and an interest in learning to conduct research and attaining a graduate degree. Applications will be available in February.

7) Adjourn

Schuttenberg adjourned the meeting at 4:37 pm.