



**Professional Administrative Staff Council (PASC)**

**Meeting Minutes**

**February 4, 2008**

**Carter Hall Board Room**

**Council Members Present:** Jay Dinges, Rene Oya, Becky Broghammer, Scott Schuttenberg, Matt Leland, Jimmy Henderson, Lori Brachtenbach

**Council Members Absent:** Chris Vegter, Vicki Mossman, Michele Tyson, Sarah Chase, Libby Klingsmith, Deb Kinzer (SPEEC), Stephanie Moir

**1) Call To Order**

Schuttenberg called the meeting to order at 3:05 pm.

**2) Report on Budget by Sr. VP Randal Haack**

Randy discussed with the group the process for the FY09 Budget Development, hand outs included the timeline, budget assumptions and a flow chart showing the process (these documents are attached). He discussed how the Academic Plan is being used to show institutional priorities for the campus for use in budget planning. Areas will be submitting their budgets to the VP's and President by February 15. Scott Schuttenberg and Michele Tyson, PASC co-chairs, will be a part of the Budget Advisory Group who will meet on March 14 & March 24 to discuss the budget. Campus Budget Brown Bags will be held monthly during this process to keep the campus informed. The first was held 2/5/08 11:30AM UC Columbine B, the second has been scheduled for 3/10/08 11:30AM UC Columbine B.

**2) Approval of Minutes**

January 15 meeting minutes were approved.

**3) Treasurer's Report (Dinges)**

Dinges reported no changes since last month.

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**

a) Awards Banquet and Silent Auction (Monday, March 3) the event will have a Keltic theme and Broghammer will be finding out more information about this very soon. If you have silent auction items please let Broghammer or Schuttenberg know about them. Oya reported that she has 3 items so far. Leland will work with some of the employers who come on campus for Career Services to solicit donations.

b) Employee of the Year Nominations –Feb 12, PASC Meeting-Schuttenberg stated that if you know any exceptional Exempt Employees to take some time and nominate them for this award. Schuttenberg will run information on UNC Today thru Nate Haas and make sure all correct information is posted on the PASC Website.

**5) Discussion Items**

a) PASC Fundraising

Brachtenbach reported that an Ice Haus fundraiser is not feasible as all that is done by the Ice Haus, the group will continue to think of new ways to raise money and can continue to encourage monthly contributions.

b) PASC Website & Other Communication

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) Guadalupe Dinner

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

<b>Standing Committee Reports</b>
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**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)

**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 campus wide.

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. Scott Schuttenberg will discuss the process for this scholarship with Nancy Gray.

<b>Campus Liaison Reports</b>
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#### **SRC (Dinges)**

The SRC has been talking recently about the plus minus grading system; they are not at all in favor of this process. SRC Representative Mason Smith is also gathering students to attend a rally for the textbook campaign.

**SPEEC (Mossman)** – No report

**Faculty Senate (Klingsmith)** –No report

**Board of Trustees (Tyson)** – No report

**Alumni Association (Moir)** – No report

**Parking Advisory Board (Oya)** – No report

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

**Salary Equity (Gray)** – No report

**Bookstore Advisory (Dinges)** – No report

**ITC Committee (Schuttenberg)** – No report

### **6) Round-A-Bout**

- a) 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!

- b) Henderson talked about the success of the men's and women's basketball team and the billboard on 8<sup>th</sup> Ave. toward Eaton which highlights the high GPA's of the athletes at UNC.
- c) Broghammer spoke about the University Center heading into its busiest conference season.

**7) Adjourn**

Schuttenberg adjourned the meeting at 4:15 pm.