



Professional Administrative Staff Council (PASC)

Meeting Minutes

February 12, 2008

UC Conference Room

Council Members Present: Jay Dinges, Michele Tyson, Sarah Chase, Libby Klingsmith, Becky Broghammer, Scott Schuttenberg, Stephanie Moir, Lori Brachtenbach

Council Members Absent: Chris Vegter, Vicki Mossman, Jimmy Henderson, Rene Oya, Matt Leland, Deb Kinzer (SPEEC)

1) Call To Order

Schuttenberg called the meeting to order at 3:40 pm.

2) New Business

a) Nominations for Exempt Employee of the Year (Klingsmith)

Council members reviewed the nominations for UNC Exempt Employee of the Year. Nominees were: Ron Eberhard (Parking Services), Sherri Moser (Student Activities), and Aran Essig (Dining Services). Council members selected Executive Chef Aran Essig as the recipient of this year's award. All three nominees will be recognized at the March 3rd SPEEC/PASC Recognition Event, and Essig will be recognized as this year's recipient. Council members discussed the idea of awarding a Rec Center membership to this year's SPEEC and PASC award recipients, in addition to a nice clock or similar memento. Schuttenberg will check to see if the membership could be donated by the Rec Center.

b) Years of Service Recognition (Tyson)

Tyson obtained the "Years of Service" list for exempt employees from HR. The exempt list covers the time period July 1, 2007 - December 31, 2007. Last year's list covered the 2006/2007 Fiscal Year (7/1/06 – 6/30/07) so the early 2007 employees were recognized at the Spring 2007 banquet. Council members agreed that, regardless, of the type of year (FY, AY) used, we should strive to establish a consistent timeline and consider using the same timeline SPEEC uses.

c) SPEEC/PASC Recognition Event Planning

- Klingsmith will prepare certificates for honorees.
- Tyson has the invitations and addresses.
- Schuttenberg will prepare a mail merge for labels.
- Dinges will have invitations folded and mailed.

- Klingsmith will contact nominees to notify that they've been nominated and to encourage them to attend the March 3 recognition event.
- Schuttenberg suggested that exempt employees who have served UNC for 20 years and above be provided banquet tickets paid for by PASC. Additionally, these honorees would receive a ticket for one guest. Motion passed unanimously. Three honorees and three guests will be paid for by PASC at \$17 per ticket.

A Recognition Event planning meeting is scheduled for February 20, 2008. Broghammer, Tyson, Klingsmith, and Schuttenberg will attend this meeting.

d) **PASC Website Meeting**

Vegter will host a website meeting to gather information and ideas regarding necessary PASC website updates. The meeting will be Tuesday, February 19 @ 3:30 pm in Kepner 2065.

3) Updates

a) Tyson attended a CETL advisory board meeting and will forward a report to the council.

b) Tyson suggested that the council consider adding a Historian role.

c) Council members discussed the idea of unifying the PASC and SPEEC organizations. SPEEC may be interested in this. Schuttenberg identified one drawback; we would not want to risk losing our voting rights on SRC.

Council members decided that it would be helpful to gather input from people who have been involved in PASC in the past, and who helped initiate PASC in 1986.

d) **PASC Welcome Lunch – Wednesday, February 20**

Oya is calling to invite new exempt employees to the Welcome Lunch. Schuttenberg will talk about PASC. Klingsmith will create flyer for advertising. Sarah Trzeciak from Career Services will be speaking on the topic of “working from your strengths.”

4) Next PASC meeting: Tuesday, March 4. Location TBA.

5) Adjourn

Schuttenberg adjourned the meeting at 4:32 pm.

Respectfully Submitted,

Sarah Chase, PASC Secretary