



Professional Administrative Staff Council (PASC)

Meeting Minutes

March 4, 2008

UC Council Room

Council Members Present: Jay Dinges, Michele Tyson, Sarah Chase, Scott Schuttenberg, Matt Leland, Deb Kinzer (SPEEC), Stephanie Moir, Chris Vegter, Becky Broghammer, Adriane Zachary (SRC).

Council Members Absent: Rene Oya, Libby Klingsmith, Lori Brachtenbach, Vicki Mossman, Jimmy Henderson

1) Call To Order

Schuttenberg called the meeting to order at 3:35 pm.

2) Approval of Minutes

February 4 meeting minutes were approved.
February 12 meeting minutes were approved.

3) Treasurer's Report (Dinges)

We have not received a foundation report since the last meeting.

4) New Business

a) Review of Employee Recognition Banquet

- All silent auction items received bids, and all items were sold. The bids were really good this year! Kinzer said SPEEC is in the process of calculating the amount of money made on the silent auction items, and she will report back to PASC with this figure.
- Schuttenberg received several positive comments about the event being combined between PASC and SPEEC. Other council members heard positive comments, too. Attendees appreciated the opportunity to recognize both classified and exempt colleagues and the chance to have the event together.
- Schuttenberg heard positive comments about the 20-year award boxes. However, there were some 5-year honorees who'd hoped to receive a UNC pin, as in previous years. We may want to consider doing the pin again for 5-year honorees.
- The timing of the event was smooth. The awards presentation seemed to move quickly. Attendees were unsure about it lasting until 9:00 pm. However, the event ended nearly an hour earlier than anticipated. Next year, we should consider advertising it from 6:00 – 8:00 pm, or 6:00 – 8:30 pm. We should continue with this year's format for presenting the awards since it worked so smoothly.

- PASC needs to send thank yous to: Sarah Vaughn (SPEEC), Kim Gray (SPEEC), Randy Haack (for sponsoring employee recognitions), corporate sponsors - Flood & Peterson and B&D Trucking, Monfort College of Business. Schuttenberg will coordinate the thank you cards for other council members to sign. *If an address is needed for B&D Trucking, Deb Kinzer can provide it.
- b) Discussion on SPEEC/PASC Joint Meetings:
- Tyson indicated that SPEEC has been discussing the idea of combining PASC and SPEEC, or at least holding some joint meetings between the two councils. PASC members agreed that it would be beneficial to have joint meetings periodically in order to avoid duplication of efforts. Tyson suggested considering a collaborative monthly meeting (or every other month), while still maintaining separate councils.
 - Schuttenberg stressed the importance of maintaining separate councils so we don't risk losing our own separate voices, as well as our votes on important university issues.
- c) Committee members for 2008/2009
- There are several current PASC members who will be done with their terms at this end of this academic year. Tyson recommended maintaining a co-chair structure next year, as it was very helpful for both her and Scott to share the chair responsibilities.
 - We need to be more active in recruiting people to serve on PASC next year.
 - Council members discussed the ideal method for determining the number of council members to serve on PASC. This number used to be determined by a proportion of the total number of exempt employees on campus. *If a change is made in the number of representatives, we will need to revise the PASC by-laws.
 - Kinzer reported that SPEEC is having a similar discussion regarding the number of SPEEC representatives.
 - Dinges suggested determining the number of council members in accordance with the amount/number of goals we hope to accomplish.
 - Although her term will end, Tyson is willing to participate next year in a liaison role, even without being a full council member.
 - Schuttenberg suggested targeting certain departments on campus for PASC representation (such as HR, Student Employment, etc).
 - The June PASC meeting is the transition meeting with both incoming and outgoing members. The July/August meeting will be the first with all the new and continuing council members.
- d) Elections
- As secretary, Chase has responsibility for convening the Elections Committee by March 1. Oya, Leland, Mossman, and Chase will serve on the Elections Committee. Broghammer and Schuttenberg are also willing to assist with tasks as needed, though they will not be official committee members.
 - Chase will convene the committee members within the next week.

5) Discussion Items

a) Guadelupe Dinner

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

Standing Committee Reports

Communications (Vegter and Brachtenbach): The PASC website has been updated and cleaned up. Vegter will add announcements about PASC elections and the upcoming Guadelupe dinner. Dinges suggested adding a “Suggestion Box” to the website where people could make recommendations for professional development workshops.

Special Events (Tyson, Broghammer, Mossman)

Welcome Wagon (Oya, Chase, Moir, Tyson)

Wed March 12 - Holmes

Wed April 9- TK

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

Community Outreach (Broghammer and Brachtenbach)

May 1- PASC Guadeloupe Dinner

Professional Development- (Oya and Klingsmith)

Fundraising – (Tyson, Dinges, and Broghammer): Dinges asked about PASC members becoming involved in helping with the annual SPEEC garage sale and/or concessions sales. Schuttenberg suggested that, since SPEEC has hosted the garage sale annually for many years, we need to be careful not to step on any toes. It would be up to SPEEC to decide if they’d be interested in having PASC help out.

Elections- (Chase, Oya, Leland, Mossman)

Grants and Scholarships- TBD

Campus Liaison Reports

SRC (Zachary): Clay Club requested conference funding. UPC job applications have been submitted, and interviews will be held on Thursday, March 6. There will be a hearing regarding increases for the Student Fee Allocation Process (SFAP).

SPEEC (Kinzer): SPEEC will start preparing for their annual garage sale and their elections process.

Faculty Senate (Klingsmith)

Board of Trustees (Tyson): New Board of Trustees members, Jim Chavez and Richard Gast were appointed last week.

Alumni Association (Moir) – No report.

Parking Advisory Board (Oya) – No report.

University Center Advisory Board (Broghammer & Dinges): The current Totem Teddy artwork in the UC will be disassembled later this Spring semester. The UC Advisory Board would like to see it replaced with a replica of the original Totem Teddy. It is yet to be determined how that will be handled.

Salary Equity (Gray): Schuttenberg reported that campus departments have been instructed to budget for raises between 3.7% and 4.3% for FY 08/09. The CPI is 2.56%.

Bookstore Advisory (Dinges) – No report.

ITC Committee (Schuttenberg) – No report.

CETL Advisory Board: UNC has purchased a streaming web server which will allow for additional applications, such as the “Ask Me I Can Help” Workshop, to be viewed online.

Campus Rec Advisory Board (Dinges) – Next meeting will be held Thursday, March 13 at 5:00.

7 **Next PASC meeting:** April 1, 2008. Location TBD.

8) Adjourn

Schuttenberg adjourned the meeting at 4:25 pm.

Respectfully Submitted,

Sarah Chase, PASC Secretary