



Professional Administrative Staff Council (PASC)

Meeting Minutes

April 1, 2008 / 3:30 pm

UC Aspen A

Council Members Present: Jay Dinges, Michele Tyson, Sarah Chase, Scott Schuttenberg, Matt Leland, Deb Kinzer (SPEEC), Chris Vegter, Becky Broghammer, Adriane Zachary (SRC), Rene Oya, Lori Brachtenbach

Council Members Absent:

Stephanie Moir, Vicki Mossman, Jimmy Henderson

1) Call To Order

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

2) Approval of Minutes

March 4 meeting minutes were approved.

3) Treasurer's Report (Dinges)

The Foundation account balance is currently \$3,225.01, which includes the anonymous donor matches from September – February. The UNC account balance is currently \$596.75, for a combined total of \$3,821.76.

4) New Business

Elections (Chase & Leland)

- Chase and Leland met 3/14/08 to discuss the 2008 PASC elections process. The nomination and elections forms have been updated. There are 5 council vacancies to be filled this Spring for the 2008 - 2010 term. Representation can come from any UNC division since there are currently members from all 3 divisions (Academic Affairs, Finance & Administration, and Advancement) who are continuing on PASC for the upcoming academic year. Vegter posted the nomination form on the PASC website. An announcement has appeared in UNC Today. Nominations are due to Leland by Friday, April 4.
- Elections timeline is as follows:
 - April 4, 2008: Nominations due to Leland.
 - April 4 – 15, 2008: Nominees contacted and confirmed. Nomination acceptance forms due to Leland by April 15, 2008.
 - Leland will update ballots with nominee names and distribute to all exempt staff via campus mail.

- May 6, 2008: Election ballots due to Leland.

Nomination forms were distributed, and PASC members nominated fellow exempt employees. Forms were turned in to Leland, who will contact each nominee to confirm their acceptance of the nomination.

5) **Discussion Items**

a) Budget Advisory Group Update (Schuttenberg & Tyson)

During the March 2008 Board of Trustees meeting, Randy Haack of the UNC Budget Advisory Group presented information regarding tuition rate comparisons between UNC, CU, and CSU. Currently, CU and CSU both roll their fees into their tuition rate, while UNC does not. Three additional fees were proposed to the UNC BOT:

- 1) Program fee
- 2) Technology fee
- 3) Library fee

Each fee addresses different institutional priorities. The library fee monies will supplement additional areas of campus.

The proposed salary increases include a 4.3% increase for classified staff, and a 4% increase for faculty and staff.

The university is anticipating a 5% decrease in enrollment for the upcoming 08/09 academic year. The proposed tuition increases are equivalent to a 9.5% increase.

Additionally, housing is expected to increase by approximately \$700 per semester for in-state, on-campus residents. This would bring the total cost increase to 11.4% overall for in-state, on-campus residents.

SRC Trustee Mason Smith expressed concerns about the proposed increases at the BOT meeting. Provost Harraf indicated that it takes nearly \$4 million annually to fund IT, and IT is vastly underfunded, so the proposed fees are a step in the right direction.

Tyson reported that the meeting included conversation related to differential tuition rates, and how to appropriately charge differential rates for the classes that cost more. This would primarily affect PVA, NHS, & MCB. There is also discussion about changing the way tuition is charged for credit loads between 12-15. Currently, students are not charged more for credit hours over 12. There is consideration of charging a per credit fee for credit hours above 12.

The Budget Advisory Group will next present their recommendations to the Board of Trustees in April, and forward the recommendations for general approval in May.

UNC will most likely still have lower tuition than CSU and CU because both other institutions will probably also increase tuition next year.

PASC members discussed the importance of effectively marketing the increases to current students prior to implementation of the increases so students don't feel caught by surprise when they learn of the increases.

Brachtenbach reported that there will be a Brown Bag Open Forum to discuss the budget recommendations: Tuesday, April 22 from 11:30 – 1:00 in Centennial Hall.

b) SFAP Process - PASC Vote (Dinges)

Dinges asked council members for input on how to vote (as PASC representative to SRC) during the upcoming SFAP budget process. Specifically, what does the council believe the SFAP monies should be used for? Council members discussed the fact that nearly all the areas affected by the SFAP process also have exempt employees. The role of PASC is to represent the best interests of all exempt staff. Oya has forwarded a list of questions to SRC to be addressed at the next SRC/SFAP meeting. SRC will host an open forum about SFAP on Thursday, April 3 at the University Center. Dinges will draft an SFAP vote proposal and forward it to other council members for feedback prior to the SFAP vote.

c) Guadelupe Dinner (Brachtenbach):

PASC volunteers will serve dinner at the Guadelupe Shelter on May 1. Brachtenbach is coordinating the PASC volunteers for this event. She has received good feedback already from PASC members who are willing to help with the event. PASC will serve lasagna, salad, bread, and cookies. Since there were several people who are interested in helping, and some who'd like to but can't make it this year, Brachtenbach suggested that we consider collaborating with SPEEC on two dates next year.

Standing Committee Reports

Communications (Vegter & Brachtenbach)- Several website changes have occurred. If anyone has pictures from the SPEEC/PASC Spring recognition event, please forward them to Vegter for posting on the PASC website.

Oya requested that an announcement about the April PASC Professional Development event be added to the PASC website.

Special Events (Tyson, Broghammer, Mossman): Broghammer reported that volunteers are needed for two upcoming events (1) Finals Breakfast on May 4, and (2) Commencement on May 10.

Finals Breakfast will take place on May 4 from 9:00 pm – midnight (tentatively). Food options will be expanded so students can choose from the hot items (such as pancakes) but also from the cereal/toast, etc. The first 200 students to come for breakfast will also receive care packages.

Commencement will take place on May 10. Broghammer said it is very rewarding to be able to see all the undergraduates as they get ready to graduate. Staff, faculty, and students are welcome to volunteer.

If anyone is interested in helping with either of these events, contact Becky and she will get you more information.

Welcome Wagon (Oya, Chase, Moir, Tyson)

Wed April 9- Tobey-Kendal

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

Community Outreach (Broghammer & Brachtenbach)

May 1- PASC Guadeloupe Dinner

Professional Development (Oya & Klingsmith): Oya reported that the April professional development event is “How the Health Are You?” featuring Tricia Tort from Campus Recreation and Holly Wainscott from Dining Services. It will be held Wednesday, April 9 in TK Dining Hall.

Fundraising (Tyson, Dinges, Broghammer)

Grants and Scholarships (Schuttenberg): Faculty Senate has decided to create a scholarship for students of faculty. Tyson will contact Nancy Gray to get more information about the PASC scholarship applications. Brachtenbach, Broghammer, Tyson, and Oya will review the PASC scholarship applications and make selections.

Campus Liaison Reports

SRC (Dinges): Effective March 26, 2008, Vice President of Legislative Affairs Austin Nielson was removed from SRC for failure to follow his job description, to the detriment of the student body, as outlined in SRC By-laws. This conclusion was reached after testimony was heard from the both the grievant(s) and the grieved by the Removal Committee who concurred by secret vote that VP Neilson should indeed be removed from the council.

President Rico Wint has set a deadline of the end of the semester for all Vice Presidents to review sections of the by-laws that pertain to their positions/job descriptions and recommend appropriate changes. Throughout the removal process of VP Neilson, the concern was shared that many of the position descriptions were out of date and that some of the duties no longer applied. President Wint has effectively and appropriately placed the burden of reforming the position descriptions on those that must abide by them.

SRC elections will be April 15 (opening at 7:00am) & April 16 (closing at 8:00pm). A textbook scholarship is being given away to promote participation.

The SFAP Process continues.

SPEEC (Mossman)

Faculty Senate (Schuttenberg): Faculty Senate will be adding a scholarship program beginning fall 2008. A motion was passed to consider class “Prime Time” to fall between 10am and 1:59pm. A special report was presented by Tom Smith about assessing the Liberal Arts core classes. He presented a spreadsheet comparing 3 companies that provide assessment tools.

Board of Trustees (Schuttenberg): Scott will discuss.

Alumni Association (Moir)

Parking Advisory Board (Oya)

University Center Advisory Board (Broghammer & Dinges)

Salary Equity (Gray)

Bookstore Advisory (Dinges)

6) **Next PASC meeting:** May 6, 2008? Location TBD. Ask for volunteer to take minutes.

7) **Adjourn**

Tyson adjourned the meeting at 4:40 pm.

Respectfully Submitted,

Sarah Chase, PASC Secretary