



Professional Administrative Staff Council (PASC)

Meeting Minutes

June 20, 2008

UC – Columbine B

PASC Transition Meeting

Council Members Present: Scott Schuttenberg, Michele Tyson, Tricia Tort, Becky Broghammer, Joe Tort, Solomon Little Owl, Aimee Rogers, Beckie Croissant, Sarah Chase, Li Wang, Ryan Rose.

Council Members Absent: Chris Vegter, Jimmy Henderson, Stephanie Moir, Jay Dinges, Lori Brachtenbach,

1) Call to Order

Schuttenberg called the meeting to order at 3:05 p.m.

2) Welcome & Introductions

Schuttenberg welcomed new members. New and continuing council members introduced themselves. New council members include: Tricia Tort (Campus Rec), Joe Tort (CIE), Solomon Little Owl (NASS), Aimee Rogers (Financial Aid), Beckie Croissant (NHS Dean's Office), Li Wang (CETL), and Ryan Rose (IT).

3) Approval of Minutes

There were not enough continuing council members to approve the May meeting minutes. Minutes will be reviewed for approval at the July 18 meeting.

4) Review of PASC History and Mission (Schuttenberg)

The Professional Administrative Staff Council was established in 1986 to serve as the representative body for administrative/exempt employees at UNC. The council provides an opportunity for administrative/exempt staff to have a voice in matters relevant to the larger campus (similar to SPEEC for state employees and Faculty Senate for faculty). It also provides opportunities for collaboration across campus and community outreach. Schuttenberg reported that PASC was instrumental in helping to reinstate the tuition grant at UNC recently.

*See PASC Constitution and PASC website for further information.

5) Robert's Rules of Order/Parliamentary Procedure was reviewed.

6) **Review of PASC Committees**

- See <http://www.unco.edu/pasc/committees.htm> for all PASC committees and current representation.
- Salary Equity: Schuttenberg recommended asking Gray and Lamborn if they'd be willing to continue with the Salary Equity committee. They've made great strides in representing exempt employees on this committee.
- Recognition Event: Schuttenberg recommended continuing to collaborate with SPEEC on the annual employee recognition event. There were many positive comments about this year's event, and it was a nice way to combine efforts and collaborate between councils.
- Fundraising: The approach to fundraising changed this year. We focused less on fundraiser sales, and more on using Team UNC to raise money. It seemed like a positive change.
- Scholarships: We may need to adjust our approach to the PASC scholarship award for 2008/2009 since the Dependent Tuition Grant was reinstated. In future years, the scholarship may go toward books, fees, and housing since dependents will not need it for tuition.
- Grants: In 2007/2008, rather than awarding 1-2 small grants to individuals, we brought in Pete Morrell for \$600, and approximately 20 people were able to benefit from the workshop. Recommend considering continuing offering PASC grants on a large scale rather than on an individual basis. This will allow PASC to spread the benefits to a larger number of administrative/exempt staff.
- There were 6 people nominated for PASC who were not able to be elected. Nominees expressed an interest in serving on PASC and/or helping with PASC activities. Current council members should consider getting these people involved in PASC projects, and/or using them as resources for future events.

7) **Review of PASC Liaisons**

- See <http://www.unco.edu/pasc/Liaisons.htm> for a complete list of current PASC liaisons.
- Schuttenberg recommended working toward increased communication to the larger campus community concerning PASC events.
- Faculty Senate: Schuttenberg reported that Faculty Senate would like to see PERA reinstated as an option for faculty. There will probably be an open seat on PASC for the Faculty Senate liaison this year. Recommend encouraging that PERA be offered as an option for exempt staff, too.
- IT Standards: Continued representation on IT Standards Committee is also important. Rose reported that there is a main committee, and 2 subcommittees that PASC may be able to be involved with.
- Parking Advisory Board: Important to encourage that the Parking Advisory Board continue to meet, particularly since parking affects many exempt staff. Glenn Pumphrey is the new director of Parking Services effective June 2008.
- President's Planning Council: A concern from AY 2007/2008 was the lack of communication across campus. This is an area where PASC can really be involved in improving communication. Another important topic during 07/08 was making UNC a stronger residential campus.

- SRC: It's helpful to hear the students' perspectives on many of the policies and changes that occur on campus. Also beneficial to be involved in the SFAP process. Important to maintain good working relationship with new SRC members.
- SPEEC: Again, it is recommended that PASC continue to collaborate with SPEEC on the Employee Recognition Event.
- UC Advisory Board: Broghammer reported that this board will be a vital part of the advisory process for the UC Master Plan – particularly over the next several years.
- Rec Center Advisory Board: This board was not real active this past year, but will continue to meet 1-2 times annually during AY 2008/2009.
- CETL Advisory Board: Tyson reported that there are good opportunities for professional development through CETL.
- Additional considerations for AY 2008/2009:
 - It will be important for PASC to be represented on the Athletics Advisory Board, particularly as UNC moves forward with the renovation of Butler Hancock and new plans for Bishop-Lehr in the next 5-7 years.

8) **Goals for AY 2008/2009**

- Tyson encouraged continued collaboration between SPEEC and PASC, and recommended continuing to maintain 2 separate councils (SPEEC and PASC) rather than combining the two. This will allow each council to continue to have a voice and voting privileges on important issues. Additionally, each group has issues that affect their group specifically, and maintaining separate councils will allow both groups to continue to address their most relevant needs accordingly.
- Schuttenberg suggested working with Marshall Parks and the Salary Equity Committee to advocate for a mandated cost of living raise for exempt staff.
- Strive for strengthening communication to larger campus community concerning PASC mission and activities. Rose suggested hosting campus open forums for exempt staff to raise concerns they'd like to see addressed through PASC.
- Increase donations to the PASC Foundation account. Consider requesting a budget from Randy Haack (VP of Finance).
- Little Owl suggested that we consider surveying all exempt staff to determine the top priorities and concerns they'd like to see addressed through PASC.

9) **Review of By-Laws/Constitution** (see attachment)

- Article II (Membership): "The Council will consist of 13 members, representing each of the university administrative units [Academic Affairs; Finance & Administration; and Office of the President, University Advancement, and University Council]. Each unit will have at least one representative."
- There is no longer a specific ratio of member representation among university divisions, as long as each division is represented by at least one person. Schuttenberg suggested expanding the number of council members beyond 13 because as the number of exempt staff on campus has increased in the past several years, the PASC membership number has remained the same.

- PASC officers include chair, treasurer (vice chair), and secretary. During AY 2007/2008, Tyson and Schuttenberg served as co-chairs. This arrangement has worked very well. Both suggested that this may be a good idea to continue in future years. It also allows for expanded representation around campus.

10) Next PASC meeting: July 18, 2008 at 3:30 p.m. ~ UC, Spruce C
Schuttenberg will attend this meeting to assist with the election of officers. Committee members and liaisons will also be determined at this meeting.

11) Adjournment
Schuttenberg adjourned the meeting at 4:40 p.m.

Respectfully Submitted,

Sarah Chase, PASC Secretary