



Professional Administrative Staff Council (PASC)

Meeting Minutes

July 18, 2008

UC – Spruce C

Council Members Present: Scott Schuttenberg, Michele Tyson, Tricia Tort, Becky Broghammer, Joe Tort, Solomon Little Owl, Aimee Rogers, Beckie Croissant, Sarah Chase, Li Wang, Jimmy Henderson, Stephanie Moir, Jay Dinges

Council Members Absent: Ryan Rose, Chris Vegter, Lori Brachtenbach

1) Call to Order

Schuttenberg called the meeting to order at 3:30 pm.

2) Guest Speaker: Andrew Dame - UNC Foundation

- An anonymous donor has made a commitment that will enhance UNC faculty and staff gifts. The UNC Foundation will contribute \$.50 for every \$1.00 received from current UNC faculty and staff between August 1, 2008 and October 31, 2008.
- The Foundation's goal this year is to increase participation by 10% during AY 2008/2009.
- The silent phase of the UNC Capital Campaign is underway, with a goal of raising \$75 million-\$80 million over the next 7 years.
- The most recent balance for the PASC Foundation account is \$4,078.19, which includes the Team UNC match dollars.
- Donations to PASC jumped from \$800 to \$1,800 during AY 2007/2008.
- Dame requested a PASC contact person to discuss PASC's participation in Team UNC. It was determined that Vegter (newly elected treasurer) will be the Foundation contact person.
- PASC will share our list of exempt employees with Dame.

3) Approval of Minutes

The June 20, 2008 meeting minutes were approved.

4) Treasurer's Report (Dinges)

- As of May 31, 2008, the PASC Foundation account balance was \$3,102.70. The \$500 payment to SPEEC for the Ice Cream Social hadn't posted yet.
- UNC Account balance was \$1,143.50

- There are a few people who used to donate to PASC who have retired, or who are no longer employed by UNC. PASC members agreed that we should contact these people personally to ask if they would still be interested in donating a 1x annual donation.
- Team UNC contributions for AY 2008/2009 may be lower because the Foundation match is only for a 3 month time period.
- Schuttenberg suggested that PASC members reconsider the PASC dependent scholarship and the professional development funds since the dependent tuition was reinstated.

5) **PASC Officer Elections**

- Chair/Co-Chair: Dinges and Rogers were elected unanimously.
Duties:
 - a. Schedule, call, and preside over all meetings of PASC.
 - b. Prepare meeting agendas.
 - c. Appoint committees of PASC.
 - d. Announce the names of the university committees, organizations, and programs. PASC members self select appointment for one year for each university committee, organization and program.
 - e. Preside over the election of the officers of PASC.
 - f. Ensure that the constitution, bylaws, and procedures of PASC are followed.
 - g. Perform other duties as customarily pertain to the office of chair including, but not limited to, attending regular meetings of the President's Planning Council and the Board of Trustees.
 - h. Conduct the June transition meeting that concludes with the election of new officers.
- Vice Chair/Treasurer: Vegter was elected unanimously.
Duties:
 - a. Conduct Council business in the absence of the chair.
 - b. Provide monthly updates of the PASC account
 - c. Supervise fund raising projects
 - d. Serve as the alternate for the Chair at regular meetings of the President's Planning Council and the Board of Trustees.
- Secretary: Chase was elected unanimously.
Duties:
 - a. Keep a record of the proceedings of all meetings.
 - b. Submit minutes within ten (10) calendar days following each meeting to the Council.
 - c. Conduct Council business in the absence of the chair and vice chair.
 - d. Convene the Elections Committee before March 1 and supervise elections of PASC members.

6) **Committee Representatives**

It was decided that the following council members will represent PASC on campus committees:

Bylaws: Dinges and Henderson
 Communications/Website: Croissant and Little Owl
 Elections: Chase, Dinges, and Rogers
 Annual PASC/SPEEC Banquet: Broghammer
 Monthly Networking/Welcome Lunches: T. Tort
 Community Outreach/Service: Brachtenbach
 Employee of the Year: Croissant
 Professional Development: Chase
 Fundraising: Vegter
 Grants and Scholarships: Dinges and Rogers

The following council members will serve as PASC liaisons:

SRC: Dinges w/ J. Tort as alternate
 SPEEC: Moir w/ Dinges as alternate
 Faculty Senate: J. Tort w/ Little Owl as alternate
 Board of Trustees: Rogers w/ Rose as alternate
 Alumni Association: Little Owl
 Parking Advisory Board: Wang
 Campus Recreation Advisory Board: Rose
 University Center Advisory Board: Chase w/ Croissant as alternate
 Salary Equity: Wang (Will also ask Gray and Lamborn to continue)
 Bookstore Advisory: Little Owl
 Information Technology Committee (ITC): J. Tort
 President's Planning Council: Dinges
 CETL Advisory Board: Croissant

7) **Discussion Items**

- AY 2008/2009 meetings will be held Wednesdays at 3:00 pm

8) **Round-A-Bout**

- Tyson will pass the Chair items along to Dinges and Rogers.
- Chase will email Dinges the 2008 PASC Elections documents to be included in the PASC USB archive.
- Dinges encouraged all council members to consider donating to PASC through the Team UNC monthly payroll deduction program. He reminded council members that the goal is for the PASC Foundation account to become endowed (raise \$10,000 by 2010). A link to Team UNC can be found on the UNC Foundation website: <http://www.uncalumni.org/Foundation/>
- Dinges and council members thanked Tyson and Schuttenberg for their commitment and service to the council during the 2007/2008 year.

9) **Next PASC meeting:**

Dinges will set next meeting time and location and email council members.

10) Adjournment

Schuttenberg adjourned the meeting at 4:23 p.m.

Respectfully Submitted,

Sarah Chase, PASC Secretary