



Professional Administrative Staff Council (PASC)

Meeting Minutes

August 13, 2008

UC Conference Room

Council Members Present: Joe Tort, Aimee Rogers, Beckie Croissant, Sarah Chase, Li Wang, Jimmy Henderson, Stephanie Moir, Jay Dinges, Chris Vegter

Council Members Absent: Ryan Rose, Becky Broghammer, Lori Brachtenbach, Tricia Tort, Solomon Little Owl

1) Call to Order

Dinges called the meeting to order at 3:07 pm.

2) Approval of Minutes

- May 6 meeting minutes were amended to state that the PASC Scholarship was not awarded in Spring 2008. The selected recipient (Samantha Black) will not be attending UNC.
- July 18 meeting minutes were approved.

3) Guest Speaker: Dr. David Kendrick (CETL)

- CETL will be offering August Intensive workshops for Microsoft products.
- The 2008 Morrell workshop on Effective Personal Management was very successful. CETL would like to offer a Morrell training to Deans/Directors this year and would be interested in collaborating with PASC if PASC decides to offer a Morrell workshop again this year.
- CETL offers full staff training for campus programs and departments.
- CETL would also be interested in collaborating on other professional development opportunities throughout the year.

4) Treasurer's Report (Vegter)

- PASC Account: Beginning of year balance = \$2,360.01
- PASC Account: End of year balance = \$4,068.23. This balance does not reflect a \$500 payment for the Ice Cream Social.
- Employee contributions to PASC: 15 employees contributed to PASC (including 1 person who no longer works at UNC). We should encourage more people to contribute to PASC scholarship.
- PASC goal is to have the Foundation account endowed (\$10,000 by 2010).

5) **New Business**

- **Employee Development**
 - We should try to obtain a copy of the waiting list of exempt staff who'd expressed a desire to participate in the January Morrell training. David Kendrick has a list of about 12 people.
 - PASC members discussed the idea of offering another Morrell training this year for professional exempt staff, and the possibility of collaborating with CETL.
 - Other employee development options related to technology include offering webinars, campus packs, wikis, blogs, and podcasts.
 - Vegter reported that UNC IT has just implemented BearDrive, which offers a secure web-based place for file sharing.
 - Dinges suggested that we post a question on the PASC listserv asking what types of professional development opportunities our exempt staff would like to have offered. Croissant agreed to post the question to the PASC listserv.
 - Budget for this year's professional development is approximately \$500.

6) **Discussion Items**

- **New Meeting Time**
 - The new meeting time will be Wednesdays from 11:00 a.m. – noon. Dinges will check with those members who were absent. If it is amenable to everyone, he will send out a new meeting announcement with the update.
- **Committee Report Format**
 - Council members decided to share committee reports during meetings rather than submitting them as part of the meeting agenda.
- **Newsletter**
 - Croissant suggested creating a brief PASC newsletter once per semester to share information and PASC happenings. Croissant will put together the newsletter, and will ask Dinges and Little Owl for assistance.
- **Committee Reports**
 - Web/Communications Committee(Croissant): The PASC website has been updated and campus committees have been contacted with the names of their new liaisons.
 - Fundraising Committee (Vegter): Council members expressed interest in working concessions during athletic events to raise money. Dinges will check into the specifics. Henderson suggested that we consider organizing a Frisbee golf tournament fundraiser on campus.
 - Board of Trustees (Rogers): The BOT discussed how to increase enrollment and student retention.

7) Informational Items

- Chase reported that Becky Freer has joined the McNair Scholars Program as the new Instructor/Counselor.

8) Next PASC meeting

- Wednesday, September 10 in UC Conference Room. Dinges will send a meeting reminder with the time.

9) Adjournment

Dinges adjourned the meeting at 3:56 p.m.

Respectfully Submitted,

Sarah Chase, PASC Secretary