



Professional Administrative Staff Council (PASC)

Meeting Minutes September 10, 2008 UC Conference Room

Council Members Present: Joe Tort, Aimee Rogers, Beckie Croissant, Li Wang, Jay Dinges, Chris Vegter, Ryan Rose, Tricia Tort, Solomon Little Owl

Council Members Absent: Sarah Chase, Jimmy Henderson, Stephanie Moir, Becky Broghammer, Lori Brachtenbach

- 1) **Call to Order**
Dinges called the meeting to order at 11:00am.
- 2) **Approval of Minutes**
August 13 meeting minutes were approved.
- 3) **Treasurer's Report** (Vegter)
No report
- 4) **New Business**
 - Homecoming
 - Dinges reported that Broghammer registered PASC to participate in homecoming. PASC members interested will design a banner and organize other faculty and staff members to walk in the parade. Dinges and Rogers volunteered to assist Broghammer.
 - Colorado Combined Campaign
 - Dinges and Brachtenbach are working with Linda Ketels on getting information out about the campaign. Information will be sent out electronically but hard copies are available upon request.
 - Dinges encouraged PASC members to participate in the Chili Cook-off on Tuesday, November 18 11:00am-1:00pm at the UC. The cost to attend is \$3.00.
 - Philanthropy – Cattle Baron's Ball
 - Dinges spoke about the Cattle Baron's Ball which is a regional fundraiser for the American Cancer Society.
 - Dinges asked for volunteers to help with valet parking Thursday, September 11 from 5:00-9:00pm and with serving, catering or bartending on Saturday,

September 13 from 4:00-10:00pm. Both events will be held at the Poudre River Ranch. Interested persons should contact Dinges.

5) Discussion Items

- Committee Reports
 - Web/Communications Committee (Croissant): A draft template of the PASC newsletter was shared. A link to CETL workshops will be made available on the PASC homepage.
 - Monthly Networking/Welcome Lunches (T. Tort): A welcome lunch for new exempt employees will be scheduled for early October. Possible presentation topics include wellness or HR benefits.
 - Community Outreach (Brachtenbach): Dinges shared that Brachtenbach has contacted SPEEC regarding PASC serving meals at the Guadalupe Center.
 - Professional Development (Chase/Wang): Wang was asked to work with Chase to create an email asking for feedback from exempt staff and faculty regarding what type of professional development programs they would like PASC to offer this year. The request will be sent out on the PASC Listserv and posted on the website. Rose will forward emails about upcoming professional development workshops to Dinges. The committee decided to look into offering another Pete Morrell workshop this year but offering something different next year.
 - Fundraising Committee (Vegter): Dinges reported that Jan Nelson, head of concessions, has agreed to allow PASC members to work concessions for \$7.50 an hour during UNC games this year. Jan will forward dates and times of games to Dinges. The first available game is the football game on September 27 from 12:00-5:00pm. Contact Dinges to volunteer to work at this game.
 - Student Representative Council (Dinges): Dinges reported that a special election for the student trustee is happening this semester. SRC's election process and the student trustee's G.P.A. requirement are being reviewed prior to the election.
 - Faculty Senate (J. Tort): Faculty Senate is setting up a scholarship program. Norman Percy (current faculty senator) is matching any \$500 gift given by a faculty senator. The Provost is looking at classroom scheduling procedures. Retention at UNC would be pretty good if it weren't for students in undecided or "pre" major categories. A motion was approved to do a yearly evaluation of administrators. The plus/minus grading system is being reviewed because of reports of inconsistencies.
 - Alumni Association (Little Owl): The first meeting is Friday, September 19. Dinges will attend for Little Owl.
 - Salary Equity (Wang): Dinges will contact Nancy Gray regarding getting a list of meeting dates for Wang.
 - Information Technology Committee (J. Tort): The meeting included updates on summer projects. The Bear Drive, a web based system that allows the sharing of files between units or individuals through an internet storage system, was implemented over the summer. The system allows users to

control who files are shared with. CETL will be having trainings. The Bear Mail system was updated. The new system has a user friendly interface and all students will have to use this system because it can no longer be forwarded to person email addresses. This will allow for better communication between UNC and students. Students will be receiving a weekly around campus newsletter titled Around Campus, which is similar to UNC Today. Events which are put on the UNC calendar will be included in the email students receive. IT reported that all laptops should be encrypted for security purposes. Bear Logic will encrypt laptops for free. The University Internet Multimedia Usage Procedures were distributed at the ITC. IT is asking for feedback. Rose will forward to PASC committee members for review.

6) Informational Items

- Vegter reminded the committee that faculty and staff appreciation days are today and tomorrow at the UC.
- J. Tort announced the study abroad program will be meeting next week.
- The committee discussed using the PASC scholarship funds towards faculty and staff professional development or continuing education instead of for students. This will be discussed at future meetings.
- The committee discussed speaking with Marshall Parks about increasing the amount of credit hours a UNC employee can take each year at no charge.
- Rose reported that the Emergency Notification System was tested yesterday and went smoothly. He announced that September is campus safety month and October is cyber security awareness month. Information will be posted on the PASC website.
- Dinges announced that Tobias Guzman was named the Assistant Vice President of Enrollment Management and Student Access. He will oversee the offices of the Registrar, Financial Aid, Admissions, Housing and Residence Life, Dining Services and the Campus Recreation Center.
- Dinges reported that Subway should open in November, and Einstein Bagels will open during the Spring semester.

7) Next PASC meeting

- Wednesday, October 8, 11:00-12:00pm in UC Conference Room.

8) Adjournment

- Dinges adjourned the meeting at 11:58am.

Respectfully Submitted,

Beckie Croissant on behalf of Sarah Chase, PASC Secretary