



Professional Administrative Staff Council (PASC)

Meeting Minutes
November 5, 2008
UC Conference Room

Council Members Present: Joe Tort, Aimee Rogers, Beckie Croissant, Sarah Chase, Jay Dinges, Becky Broghammer, Lori Brachtenbach, Tricia Tort, Ryan Rose, Li Wang, Andy Malinski (SPEEC representative)

Council Members Absent: Chris Vegter, Jimmy Henderson, Stephanie Moir, Solomon Little Owl

- 1) **Call to Order**
Dinges called the meeting to order at 11:05 a.m.
- 2) **Approval of Minutes**
 - October 8 meeting minutes were approved as amended.
- 3) **Treasurer's Report** (Dinges)
Current Foundation account balance = \$3,904.84. This amount does not reflect expenses for the PASC/SPEEC banquet.
- 4) **New Business**
 - **Work Environment Task Force:** Marshall Parks (HR) has requested a couple of PASC members to serve on the newly created Work Environment Task Force. Rose and Schuttenberg will represent PASC.
 - **Meeting guests:** There are UNC employees who would be interested in attending upcoming PASC meetings. Croissant will add an announcement to the PASC newsletter reminding exempt staff that meetings are open for any exempt staff member to attend.
- 5) **Discussion Items**
 - **Standing Committee Reports**
 - **Bylaws:** J. Tort will review PASC by-laws regarding the PASC scholarship to determine how the funds are used. Tort and Dinges will meet to discuss the current use of the funds and to determine if the funds should continue to be used for an exempt employee dependent scholarship, or if the council should reconsider how we use those funds.

- **Elections:** Chase reported that PASC elections will take place during Spring 2009. Chase will forward Croissant an announcement about Spring elections to include in PASC newsletter.
- **Annual PASC/SPEEC Banquet:** Broghammer reported that the banquet date has been set for March 2, 2009 during the evening. She will share more information about the event as it becomes available. The banquet will feature a UNC theme. Silent auction items are needed. PASC's portion of the cost will probably be about \$200 this year.
 - **PASC/SPEEC Fall Mixer:** There were many positive comments about the PASC/SPEEC on Halloween. An estimated 150 people attended the mixer. Many dressed up for the costume contest. Thanks go to the following people/organizations which donated items for the silent auction: Regan Pfeiffer, College of PVA, and Starbucks.
- **Monthly Networking Lunches:** T. Tort reported that turnout for the October lunch was low, but attendees appreciated hearing from Marshall Parks. All exempt employees will be invited to the November lunch, which will be held Friday, November 21 @ Holmes Dining Hall. Tort will present tips on maintaining healthy eating habits during the holiday season.
- **Community Outreach/Service:** Brachtenbach reported that PASC will serve at the Guadalupe Center on Thursday, December 4. She will put out a call for volunteers within the next few weeks.
- **Employee of the Year:** Croissant will send out call for nominations for Employee of the Year in early December. Deadline for nomination materials will be in late January. The winner will be announced at the PASC/SPEEC Banquet on March 2nd. Croissant will post the call for nominations in UNC Today, the Everyone listserv, the PASC listserv, and it will be posted on the Ursa homepage.
- **Professional Development (Chase):** Discussion at the September PASC meeting indicated that those who attended the 2008 Morrell training found the information helpful, but somewhat outdated. Dinges obtained a list of exempt employees who were interested in attending the Morrell training last year, but who had to be placed on a waiting list. Council members agreed that it would be useful to encourage staff to attend CETL workshop on electronic time organization (such as "Taking Back Your Life with Outlook." PASC members will need to determine what type of training UNC employees would like to see offered. PASC should partner with CETL to provide training appropriate and relevant to employees' needs. Rose reported that a new Skillsoft training tab will be added to Ursa within the next 30-60 days.
- **Fundraising:** Dinges contacted Jan Nelson (concessions coordinator) to inquire about working the basketball concessions during home games. Dinges will send out a list of the dates for volunteers to sign up when he hears back from Nelson.
- **Grants/Scholarships:** J. Tort and Dinges will review PASC by-laws to reconsider the PASC scholarship monies and how those can be best utilized.
- **Campus Committees**
 - **SRC (Dinges):** The student organization fee funding grievance process was discussed. The new faculty representative to SRC will be Traci Sedinger.

- **Faculty Senate** (J. Tort): At the next Faculty Senate meeting, Tort will extend an invitation to Faculty Senate to have a faculty representative attend PASC meetings if anyone is interested.
- **SPEEC** (Malinski): Good feedback was received regarding the PASC/SPEEC mixer. Some indicated that it would be nice to implement the mixer as an annual tradition at UNC. The next SPEEC meeting will be Thursday, November 13. SPEEC is continuing to collect recipes for the SPEEC cookbook, which Malinski is compiling.
- **Board of Trustees** (Rogers): No report. Next BOT meeting is December 12.
- **Alumni Association** (Little Owl): No report.
- **Parking Advisory Board** (Wang): No report.
- **Campus Recreation Advisory Board** (Rose): No report.
- **UC Advisory Board** (Chase): No report. Bob Vincent (student trustee) is planning to set the next UC Advisory Board meeting soon.
- **Compensation Committee** (Wang): No report.
- **Bookstore Advisory** (Little Owl): No report.
- **Information Technology Committee** (J. Tort): Next meeting is November 5. Employee responses to the ITC survey will be discussed.
- **President's Planning Council** (Dinges): No report.
- **CETL Advisory Board** (Croissant): No report.

5) Informational Items/Round-A-Bout

- Rose asked if there would be interest in trying to coordinate a UNC staff shuttle to the UNC/CSU basketball game on November 17 in Fort Collins. Council members agreed that it would be fun and there may be adequate interest.
- Broghammer reported that summer conferences are booked for 2009. Nearly all dates are filled.
- T. Tort reported that the Campus Recreation Center staff will begin offering CPR, AED, and First Aid trainings to campus departments in order for staff to obtain needed certifications.
- Wang reported that a new instructional designer is being hired for CETL, with hopes of having the position filled by December or January.
- Dinges will send thank yous to staff who donate to PASC through Team UNC.

6) Next PASC meeting

- Wednesday, December 3 at 11:00 a.m. in UC Conference Room.

7) Adjournment

- Dinges adjourned the meeting at 12:08 p.m.

Respectfully Submitted,

Sarah Chase, PASC Secretary

