



Professional Administrative Staff Council (PASC)

Meeting Minutes
December 3, 2008
UC Conference Room

Council Members Present: Joe Tort, Beckie Croissant, Sarah Chase, Jay Dinges, Becky Broghammer, Lori Brachtenbach, Tricia Tort, Chris Vegter, Jimmy Henderson, Stephanie Moir, Andy Malinski (SPEEC representative)

Council Members Absent: Solomon Little Owl, Aimee Rogers, Ryan Rose, Li Wang

- 1) **Call to Order**
Dinges called the meeting to order at 11:02 a.m.
- 2) **Approval of Minutes**
 - November 5 meeting minutes were approved.
- 3) **Treasurer's Report** (Vegter)
Current account balance = \$4,099.34. Vegter received a bill for \$636.93 for the banquet. PASC owes half this bill, and SPEEC will pay the remaining half. The meal tickets for the new exempt employee welcome lunch were paid through TIO, but still need to be charged to the account.
- 4) **New Business**
Solomon Little Owl's home was destroyed in a fire on Thanksgiving Day. The campus community has been collecting donations of clothing, household items, toys, gift cards, etc. for the Little Owl family. The family will be moving to an unfurnished apartment within the next few days and could use help moving.
- 5) **Standing Committee Reports**
 - **Bylaws:** J. Tort and Dinges reviewed the PASC by-laws regarding the PASC scholarship to determine how the funds may be used. It was proposed to draft a budget that can be reviewed each year during the August meeting. Council members agreed that this would be helpful in managing the budget and planning future council activities.
 - **Elections** (Chase): No report.
 - **Annual PASC/SPEEC Banquet** (Broghammer): The banquet will be March 2, 2009 at 6:00 pm in the UC ballrooms. Silent auction items are needed. Contact person for silent auction item donations is Diana Gunnells.
 - **Monthly Networking Lunches** (T. Tort): The November lunch attendance was low; the one new exempt employee hired last month did attend the lunch, which was encouraging. Tort will present tips on maintaining healthy eating habits during the next lunch in February.

- **Community Outreach/Service** (Brachtenbach): PASC will serve at the Guadalupe Center on Thursday, December 4. Staff members have volunteered to provide and prepare all the necessary food.
- **Employee of the Year** (Croissant): No report.
- **Professional Development** (Chase/Wang): No report.
- **Fundraising** (Vegter/Dinges): Two fundraising opportunities are available in December:
 - Coat check for tips at the University Center during holiday events: J. Tort will work 12/19/08. Dinges will work 12/5/08 and 12/6/08. Other volunteers are welcome to help on these dates.
 - Athletic concessions: Volunteers will be compensated with minimum wage for each hour worked. Jan Nelson will send a new list with the January and February 2009 game dates.
- **Grants/Scholarships** (Dinges): A follow-up meeting will be scheduled to continue working on the by-law review. Any members interested are welcome to attend the meeting.
- **Campus Committees**
 - **SRC** (Dinges): The last SRC meeting for the Fall 2008 semester is 12/3/08.
 - **Faculty Senate** (J. Tort): No report.
 - **SPEEC** (Malinski): The new SPEEC cookbook has been printed and is available for sale. Cost is \$10 each. There will not be a brown-bag lunch in December. Brown-bag lunches will resume in January. The new SPEEC newsletter is debuting this month. Scholarship applications for classified staff are now available.
 - **Board of Trustees** (Rogers): Next BOT meeting is December 12.
 - **Alumni Association** (Little Owl): No report.
 - **Parking Advisory Board** (Wang): The board is expected to convene before winter break.
 - **Campus Recreation Advisory Board** (Rose): No report.
 - **UC Advisory Board** (Chase): No report.
 - **Compensation Committee** (Wang): No report.
 - **Bookstore Advisory** (Little Owl): No report.
 - **Information Technology Committee** (J. Tort): Employee responses to the ITC annual survey were reviewed at the November 5 meeting. ITC's tactical goals for 2009/2010 will be discussed at the next meeting.
 - **President's Planning Council** (Dinges): No report.
 - **CETL Advisory Board** (Croissant): No report.

6) **Next PASC meeting**

- Wednesday, January 28 at 11:00 a.m. in UC Conference Room.

7) **Adjournment**

- Dinges adjourned the meeting at 11:45 a.m.

Respectfully Submitted,

Sarah Chase, PASC Secretary