



## **Professional Administrative Staff Council (PASC)**

**Meeting Minutes**  
**May 20, 2009**  
**UC Conference Room**

**Council Members Present:** Tricia Tort, Joe Tort, Sarah Chase, Beckie Croissant, Lori Brachtenbach, Jay Dinges, Aimee Rogers, Ryan Rose, Li Wang, Andy Malinski

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

**1) Call to Order**

Dinges called the meeting to order at 11:07 a.m.

**2) Approval of Minutes**

- Minutes from the March 25 and April 22 meetings will be approved at the June 17 meeting.

**3) Treasurer's Report (Vegter)**

- No report.

**4) New Business**

- New PASC members were elected. The PASC transition meeting will be held June 17.
- Pat McDonald from UNC Landscaping will attend the June 17 meeting to share information about the new Adopt a Spot program.

**5) Old Business**

- Proposal 1-09 Article VII-Elections
  - The 2<sup>nd</sup> reading of Proposal 1-09 was postponed until the June meeting.

**6) Standing Committee Reports**

- **Bylaws** (Dinges/Henderson): The 2<sup>nd</sup> reading of Proposal 1-09 will be held at the June meeting .
- **Communications/Website** (Croissant/Little Owl): The website has been updated to reflect the newly elected PASC members. Brachtenbach announced that the PASC bulletin board in Carter Hall has been updated.
- **Elections** (Chase): Six new members were elected to PASC: Sean Broghammer (Residence Life), Gary Dutmers (University Relations), Jana Schwartz (CHE), Lee Ann Sappington (OBIA), Cathy Puckett (HR), and Rick Hoines-Brumback (CIE). New members were informed of the PASC Transition Meeting on June 17.
- **Annual PASC/SPEEC Banquet** (Broghammer): No report.
- **Monthly Networking Lunches** (T. Tort): No report.

- **Community Outreach/Service** (Brachtenbach): PASC members served dinner for approximately 20 people at the Guadalupe Center May 7<sup>th</sup>. UNC personnel will continue serving at the Center during the summer.
- **Employee of the Year** (Broghammer/Croissant): No report.
- **Professional Development** (Chase/Wang): Wang asked for council members to make recommendations for new trainings that could potentially be offered through CETL. Council members suggested trainings on FERPA, InDesign, Visio, and the personal finance modules that Professor McClatchey/Monfort College of Business offer to students.
- **Fundraising** (Vegter/Dinges): No report.
- **Grants/Scholarships** (Dinges): No report.

## 7) Campus Committees

- **SRC** (Brachtenbach for Dinges): No report.
- **Faculty Senate** (J. Tort): No report.
- **SPEEC** (Malinski): The SPEEC yard sale went well. Nearly \$2,500 was raised. Five new members will join SPEEC, and the transition meeting will be held in June. Members are currently reviewing the SPEEC by-laws to determine future directions and goals for next year's council, possibly to include an increased commitment to governance and representation for classified staff.
- **Board of Trustees** (Rogers/Brachtenbach): T. Guzman presented the tiered housing price proposal to the BOT. M. Parks discussed the new voluntary separation incentive available to classified employees. Undergraduate resident tuition is set to increase 9% for AY 2009/2010. A BOT budget meeting will be held 6/2/09. The next regular BOT meeting is 6/12/09.
- **Alumni Association** (Little Owl): No report.
- **Parking Advisory Board** (Wang): No report.
- **Campus Recreation Advisory Board** (Rose): No report.
- **Work Environment Task Force Committee** (Rose): At the last WETFC meeting, members reviewed the charter as set forth by President Norton. A. Epperson and R. Rose were elected co-chairs of the committee, which will convene once during the summer. A sharepoint site has been created.
- **UC Advisory Board** (Chase): No report.
- **Compensation Committee** (Wang): No report.
- **Bookstore Advisory** (Little Owl): No report.
- **Information Technology Committee** (J. Tort): Rose reported on a new proposal that seeks to make correspondence through the "UNC ALL" email distribution list more uniform. A policy may be developed to regulate the type of email messages that go out via this list and to determine who will have approval to distribute announcements.
- **President's Planning Council** (Dinges): No report.
- **CETL Advisory Board**: Board members reviewed CETL's original charge to determine how well CETL is meeting its mission and where adjustments can be made.

## 8) Information Items/Roundabout

- Rose: A new hi-definition video conferencing system has been installed in the Carter Hall 4<sup>th</sup> floor boardroom. The new equipment provides the option to host videoconferences. Two new mobile units fitted with 40" monitors are also available for use. The boardroom and the mobile units can be reserved through the Technical Support Center with 24 hours advance notice.

- T. Tort: AEDs (automated external defibrillators) have been installed in several high-traffic buildings, including the UC, Carter, Michener Library, Kepner, and the Campus Rec Center. Tricia Tort is the contact person for AED training.
- T. Tort: The results of the National Campus Health Assessment are available. Campus groups and committees who are interested in the results of this year's assessment can contact Tricia Tort for more information.

**9) Next PASC meeting**

- June 17 at 11:00 a.m. in UC Conference Room - Transition Meeting

**10) Adjournment**

- Dinges adjourned the meeting at 11:42 a.m.

Respectfully Submitted,

Sarah Chase, PASC Secretary