



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

### **Meeting Minutes**

**March 3, 2010**

**Gunter 1120**

**Council Members Present:** Joe Tort, Tricia Tort, Beckie Croissant, Aimee Rogers, Gary Dutmers, Ryan Rose, Cathy Puckett, Gina Lichte, Karen Jennison, and Andy Malinski

**Council Members Absent:** Ryan Shucard, Susan Stopher, Sean Broghammer, Solomon LittleOwl, Jana Schwartz, and Lee Ann Sappington

#### **1) Call to Order**

- J. Tort called the meeting to order at 11:06AM.

#### **2) Approval of Minutes**

- The minutes from February 3 will be approved as submitted.

#### **3) Discussion Items**

- **Standing Committee Reports**

- **Executive Committee-** Croissant reported on the status of the elections. There were twenty-two people nominated. Nominees have until March 12 to accept or decline the nomination. Formal voting will take place from March 15 through March 29.
- **Bylaws-** No report.
- **Salary Equity-** No report.
- **Fundraising-** Dutmers reported the scholarship account is just under \$5,700. PASC continues to receive \$114.00 a month from employee contributions. Dutmers recommended sending thank you notes to monthly donors. The Council agreed to send out thank you notes every January to monthly donors but in April to cover this past year. Croissant will start the process. PASC's operating account is \$1017.51. The \$200.00 for Operation Shoebox has not yet been withdrawn from the account.
- **Professional Development** – T. Tort and Schwartz have organized all of the spring welcome luncheons. The luncheons will be announced over the PASC listserv and UNC Today. The February luncheon was full. J. Tort reported the information on cultural competence was very relevant and a full course is being designed around the subject. PASC will continue to cover the cost of new employees.
- **Recognition and Social Events-**PASC's Recognition Event is scheduled for April 12 in the UC Panorama Room from 3:30-5:00PM. Dutmers shared the milestone gifts for 5, 15, 20 and 25 years of service as well as the folks who will be recognized (see **handout**). Plaque will have names

and years of service on them. SPEEC offered the same gifts. President Norton will give a welcome. Raul Cardenas and Michelle Quinn will attend and help with recognitions. Due to the increased nominations for Employee of the Year Dutmers has increased the food count. Puckett reported there were 13 EOY nominations. They created a scoring sheet to evaluate the following criteria; job performance, university performance, community service, other outstanding achievement, and direct impact to UNC's mission. Puckett shared there are some outstanding nominees this year.

- **Community Outreach/Service** – Rose shared that PASC served a meal at the Guadalupe Center. Little Owl was thanked for providing the meat. Shred Fest is a new project being sponsored by IT. It is a method to safely dispose of documents containing secure information. IT is looking to coordinate this event with Earth Day.
- **Grants and Scholarships** – No report
- **Campus Committees**
  - **Student Senate** – J. Tort reported that he and Sappington will be talking on Student Radio on Sunday, March 14 at 7PM. Other PASC members are encouraged to attend.
  - **SPEEC**- Malinski reported that the SPEEC's Annual Banquet was February 22. It turned out very nice and Malinski commended Kim Black for her work. SPEEC continues to sell candy bars and will have a food selling fundraiser later this spring. Malinski shared that the fundraising is to support SPEEC events and scholarship. Their next few meetings will focus on bylaws and constitution revisions.
  - **Faculty Senate**- Croissant reported that the Sexual Harassment Policy Taskforce is finalizing their draft policy. Karen Jennison reported there is a general faculty meeting on Thursday.
  - **Board of Trustees**- The next BOT meeting is next Friday. Puckett will attend for Rogers.
  - **Alumni Association**- LittleOwl reported the Alumni Association will physically move from the UNC Foundation to Carter and Kepner Halls. They will be "the bank" of the University. As of July 1 a majority of Foundation employees will fall under the University. UNC is hosting a send off for the men's basketball game this weekend at the UC.
  - **Parking Advisory Board**- No report
  - **Campus Recreation Advisory Board**- Rose shared CRAB is considering a Quality of Life Initiative that will be funded by student fees. The cost is a \$6 per credit hour up to 10 credit hours per semester increase and will cover equipment checkout, campus bike program, outdoor pursuits/weekend adventures, purchasing a CRC van. Other areas involved in the initiative are the Counseling Center, Boomerang, SFAP, and PVA. Faculty and staff will be able to pay an annual fee to rent equipment.

- **University Center Advisory Board-** Croissant reported the UC will get a convenience store where FedEx used to be. It will be opened late fall or early next spring. Students are being surveyed for feedback on items to offer and store hours. The Pano will be getting new carpet this spring. UNC personnel are reminded to purchase event tickets ahead of time because events are selling out. UCAB encouraged PASC members to thanks the UNC movers when having events in the UC.
- **Bookstore Advisory-** No report.
- **Information Technology Committee (ITC)** – Rose shared the meeting consisted of discussions on the annual questionnaire, Help Desk, data storage migrant process (updating home drive to a bigger capacity), and remote access to campus.
- **President’s Planning Council-** No report.
- **CETL Advisory Board-** No report.
- **Workplace Environment Taskforce-** Rose reported they revised and approved the President’s charge. The Taskforce is to (1) develop communication guidelines and formal documentation for all UNC faculty and staff to reference as a resource, (2) develop leadership guidelines for supervisors and managers for all professional groups, (3) develop a methodology for benchmarking work environment data for all categories of university employees, (4) develop programs that allow for interaction among all professional groups, and (5) develop relationships that will allow the university community to connect with the area(s) around campus and external entities. Course of action and work will take place this spring. Formal recommendations will go to the President by end of June. Rose plans to expand subgroups to tackle the four areas and ask nonmembers to assist.

**5) Round-A-Bout**

- Rogers reported the deadline for summer work study applications has passed.

**6) Next PASC meeting** – The next meeting is Wednesday, April 7 from 11:00-12:00pm in Gunter 1120. New Council members will be invited to attend this meeting.

**7) Adjournment**

- J. Tort adjourned the meeting at 11:53AM.

Respectfully submitted,  
Beckie Croissant, PASC Secretary