



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

### **Meeting Minutes August 5, 2009 Retreat High Plains Room**

**Council Members Present:** Joe Tort, Tricia Tort, Cathy Puckett, Gary Dutmers, Sean Broghammer, Beckie Croissant, Andy Malinski, Rick Hoines-Brumback, Aimee Rogers, Ryan Rose, Lee Ann Sappington, Jana Schwartz, Solomon LittleOwl

**Council Members Absent:** Li Wang

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

- J. Tort called the meeting to order at 11:30AM and explained that this meeting would be organized differently than a regular monthly meeting because it is a retreat.

#### **2) Campus Committees**

- **SRC** – No report. Has not met yet.
- **SPEEC** – Broghammer attended the SPEEC retreat. Malinski shared that SPEEC would like PASC to be involved financially with upcoming events. The Fall Mixer is scheduled for October 14 from 1-3PM at the Campus Recreation Center. Light refreshments will be served to faculty and staff. SPEEC is asking PASC to contribute \$400. The Annual Awards Banquet/Silent Auction is scheduled for February 22 from 6-9PM at the UC. The amount PASC would contribute will not be determined until closer to the event. The Council suggested changing the banquet to be held during the day (3-5PM) with reception food being served from 3-4PM and the awards from 4-5PM. The free cost to participants and the time may increase participation. The Annual Ice Cream Social is scheduled for April 28 from 1-3PM at the UC. SPEEC is asking PASC to contribute \$500. Catering informed SPEEC that they do not have to use Catering Services for events. SPEEC fundraisers include frozen food sales, candy sales, the silent auction and possibly a “Meet Santa” even in December. SPEEC uses their profits to cover their portion of the events. PASC uses fundraising profits for professional development and scholarships.
- **Faculty Senate** – J. Tort shared that Faculty Senate held a special meeting to discuss the Fulkerson issue. They released a statement to the campus that they will be meeting as a group to review campus policies on sexual harassment for faculty and students.
- **Board of Trustees** – The next meeting is August 14.
- **Alumni Association** – Little Owl informed the group that Jerry Dewitt was fired and that the Alumni Association will be reorganizing.
- **Parking Advisory Board** – Puckett shared that Parking Services plans to extend parking enforcement of lots to the residence halls and add additional funding for lot maintenance. Parking Services is looking at offering parking spaces at Butler-Hancock reserved for fuel efficient cars but first must define fuel efficiency. Employees who purchase a regular priced parking pass for a car can purchase a motorcycle pass for just \$65. It will be the same pass and will lock onto their motorcycle. Daily permits are increasing however departments can purchase daily permits for the original cost for up to a year. The Boomerang will continue to be available but hours will be shorter.
- **Campus Recreation Center Advisory Board** – No report. Has not met yet.
- **University Center Advisory Board** – No report. Has not met yet.
- **Compensation Committee** – No report. Has not met yet.

- **Faculty Salary equity Committee** – This is committee through Faculty Senate. Broghammer will attend the meetings.
- **Bookstore Advisory Board** – No report. Has not met yet.
- **IT Standards Committee** - No report. Has not met yet.
- **President's Planning Council** - No report. Has not met yet.
- **Center for Enhancement of Teaching and Learning** - No report. Has not met yet.
- **Workforce Environment Taskforce** - No report. Has not met yet. Will meet in September.

### 3) New Business

- **Monthly Meetings** – PASC's monthly meetings will continue to be the first Wednesday of each month from 11-12PM in Gunter 1120.
- **Bylaws** – Council reviewed bylaw changes and recommended the following changes; add chair elect position. J. Tort and Puckett will update bylaws and send to the Council for approval.
- **2009-2010 Goals** – The Council decided the goals for the upcoming year are to reach endowment status (\$10,000), increase scholarship and professional development and to increase community service.

### 4) Standing Committee Reports

- **Bylaws** – J. Tort and Puckett will update bylaws and send to the Council for approval.
- **Communications** – Croissant shared the website has been updated and asked the Council to inform her of informational items to post on the site. Croissant added over 100 exempt employees to the PASC listserv. Croissant will send all Council members the PASC listserv distribution list.
  - Dutmers requested that PASC include faculty and classified in communications/announcements.
  - J. Tort suggested creating a survey requesting feedback from exempt employees. It was decided that response is better from a paper survey rather than an online survey.
  - Broghammer suggested increasing marketing of PASC. Puckett suggested marketing to new exempt employees. Sappington requested that the newsletter be sent out quarterly and in paper format. Little Owl suggested sending out a welcome back to school letter. The Council offered other ideas including sending out post cards with information on the front and back, include information about PASC in new employee packets, improve the PASC display and move it to a more visual location (like outside of HR), add J. Tort's campus box on the website, and create a PASC Facebook page.
  - The Council suggested PASC be involved in volunteer opportunities and announce the opportunities to exempt employees and invite them to join us. United Way is looking for volunteers on September 11-12 for "Day of Sharing". Solomon suggested inviting people to PASC meetings via the listserv. [www.1800volunteer.org](http://www.1800volunteer.org) is a site that lists volunteer opportunities around Greeley.
  - The Council discussed Sappington's idea of announcing our volunteer goal of 3,000 hours from September 1 through May 1 to UNC employees and keep track on our website.
- **Fundraising** – The Council discussed fundraising opportunities to raise money for scholarships. PASC receives monthly donations through Team UNC. If we encourage more participation by asking everyone to donate five dollars a month to PASC so they we can reach our endowment goal and personnel will benefit from PASC employee scholarships and professional development opportunities. J. Tort will look into PASC being involved in concessions this year.

- **Grants and Scholarships** – Solomon suggested getting a list of current employees taking courses and send them information about PASC’s scholarship.
- **Monthly Networking Lunches** – T. Tort asked for suggestions of topics for monthly networking lunches. The Council proposed guest speakers and/or experts on intercultural communications, Faculty in Residence program, multicultural center representatives, employee benefits (increase in the allotted credit hour allocation for employees), Tom Smith regarding the University College, Krystal Dilka regarding Banner training, and IT’s “Tech Talk”.

5) **Next PASC meeting**

- J. Tort will schedule the monthly meetings. The Executive Council will meet in the next few days to discuss a plan of action.

9) **Adjournment**

- J. Tort adjourned the meeting at 1:50PM.

Respectfully Submitted,  
Beckie Croissant, PASC Secretary