



Professional Administrative Staff Council (PASC)

Meeting Minutes

October 7, 2009

Gunter 1120

Council Members Present: Joe Tort, Cathy Puckett, Beckie Croissant, Andy Malinski, Lee Ann Sappington, Jana Schwartz, Ryan Rose, Aimee Rogers, Ryan Shucard, and Natalie Nitkey

Council Members Absent: Tricia Tort, Gary Dutmers, Sean Broghammer, Rick Hoines-Brumback, Li Wang, Solomon LittleOwl

1) Call to Order

- J. Tort called the meeting to order at 11:06am. He welcomed Karen Jennison who is our Faculty Senate representative and Ryan Shucard and Natalie Nitkey who are our Student Senate representatives.

2) Approval of Minutes

- Deferred

3) New Business

- **Compensation and Appreciation for Professional Administrative Staff teaching FYE courses** – J. Tort shared that he has received inquiries from professional staff regarding why they are not eligible for compensation for teaching the First Year Experience (FYE 108) course while full time faculty who teach the courses receive compensation and some adjunct faculty are hired to teach up to four courses. Although both faculty and staff are eligible to teach the course the majority of the courses are taught by full-time and adjunct faculty. J. Tort explained that it is his understanding that FYE likes to have university staff teach the course as they have excess knowledge of the campus that can be shared with the freshman students however it is suspected by a member do not like staff to teach the course. Rose suggested having faculty teach the courses but have staff listed as experts to call upon as guests in the course when needed.

Puckett explained that exempt staff can only be compensated if they are teaching outside of their normal business hours (generally Monday – Friday, 8-5PM).

Schwartz shared that she spoke with Stephanie Torrez and Rob Umbaugh and they explained that faculty are paid because they are teaching above and beyond their regular teaching contract. Apparently the Provost is willing to consider allowing exempt staff to take release time or vacation time in order to teach the course. Technically this would not be additional compensation. The Provost is

concerned over the large number of Personal Service Agreements (PSAs) that are paid to staff and faculty each year. Last year the university paid out \$1.5 million in PSAs, most of which were unbudgeted funds. J. Tort suggested compensating staff in other ways such as tax breaks for teaching or non-monetary compensation.

Both Stephanie Torrez and Rob Umbaugh are interested in attending a PASC meeting.

- **Cans to Candelaria** – Cans and monetary donations need to be dropped off at Candelaria between 9am-2pm on Thursday, October 8.
- **Replacement of PASC Members** – Li Wang and Rick Hoines-Brumback are stepping down from the council so PASC is in need of two Academic Affairs representatives. Croissant will look back at last year's counts to find the next two highest scoring nominees.

4) Discussion Items

- **Standing Committee Reports**
 - **Executive Committee**- No report
 - **Bylaws**- No report
 - **Salary Equity**- No report
 - **Fundraising**- J. Tort shared PASC collected \$119.00 through the monthly Foundation donation. He will look into getting Team UNC packets to hand out at the Fall Mixer. Puckett will also get some for HR to hand out in new exempt packets. J. Tort shared that PASC has \$498 in our general working account. PASC members are willing to participate in coat checks and concessions again for fundraising.
 - **Professional Development**- PASC has two upcoming welcome lunches in October and November. Sappington encouraged PASC members to attend because it is a good opportunity to meet UNC employees. T. Tort is working on other professional development projects.
 - **Recognition and Social Events**- J. Tort suggested that PASC spotlight one professional employee each month in an electronic newsletter format. The council approved. The call for nominations will be posted in next week's newsletter. The Council will vote on nominees (electronically) and Dutmers will conduct interviews of those who are chosen. The Fall Mixer is coming up next week. Some PASC members have volunteered to help to set up and clean up.
 - **Community Outreach/Service**- Sappington requested that she join the Community Outreach/Service committee. Sappington will work with Broghammer on the Guadalupe Center as well as other outreach opportunities.
 - **Grants and Scholarships**- No report
- **Campus Committees**

- **Student Senate** – Sappington shared Student Senate’s main focus has been updating the bylaws, communicating and participating with students and reviewing the plus-minus grading system. Sappington and Shucard shared plus-minus grading issues that have been discussed in Student Senate. J. Tort suggested PASC look into a consensus on the issue but pointed out it may be hard to decide. Shucard requested that PASC encourage students to come to Student Senate with student issues.
- **SPEEC**- Malinski reported that the Fall Mixer is looking good. The event is October 14 from 1-3pm. Set up is at 10am at the Campus Recreation Center. SPEEC will do the shopping on Tuesday. Little Owl was praised for his food donation from Sam’s Club. Other costs may come up to a total of about \$20.
- **Faculty Senate**- J. Tort shared that Faculty Senate meetings have been focused on the Sexual Harassment Policy revision. Croissant is PASC’s representative on the taskforce. She reported that there have been four meetings (and thanked T. Tort for attending two of them for her) that have been focused mainly on revising the current Sexual Harassment Policy. The taskforce will continue to meet every Friday until revisions are completed. Faculty Senate will then recommend the revised policy to the Provost and President.
- **Board of Trustees**- The BOT meeting is this Friday. Puckett will be attending for Rogers.
- **Alumni Association**- No report
- **Parking Advisory Board**- The first meeting is next week.
- **Campus Recreation Advisory Board**- No report
- **University Center Advisory Board**- No report
- **Compensation**- No report
- **Bookstore Advisory**- Schwartz reported that the Bookstore conducted a survey asking faculty to rate their service. In general faculty were happy with the Bookstore. One concern was how soon books are available for purchasing but this is influenced by how early faculty are ordering books. Schwartz also reported that the Bookstore is trying to keep prices lower than competing businesses which is aided by students selling back their books each semester.
- **Information Technology Committee (ITC)** - Rose shared that Susan Simmers attended the ITC meeting to discuss reporting components in URSA (Insight). The meeting also consisted of a review of IT project lists which are available on IT’s website.
- **President’s Planning Council**- No report
- **CETL Advisory Board**- There has not been a meeting but Rose shared that since Alma Azama retired the Blackboard aspect has been transitioned to IT.
- **Workplace Environment Taskforce**- Rose shared that this group has met and divided into separate subcommittees to review faculty and staff climate surveys. Rose asked for feedback on workplace issues. He will share the climate survey with the Council.

5) **Round-A-Bout**

- **Croissant** – Croissant shared the fall newsletter with the Council. Hard copies will be available at the Fall Mixer. Electronic copies will go out on UNC Today and via the PASC Listserv next week.
- **Puckett** – Pucket reported that exempt staff and faculty will have a six percent increase in medical insurance premiums that will be absorbed by UNC. She also shared that if we have an insurance holiday it will not occur until January or February. Puckett does not anticipate an extra holiday day in January but Marshall Parks is working on next year's calendar.
- **Rose** – Rose reported that October is Cyber Security month and distributed some marketing materials to the Council.

6) **Next PASC meeting** – The next meeting is November 4 from 11:00-12:00pm.

7) **Adjournment**

- J. Tort adjourned the meeting at 12:10PM.

Respectfully submitted,

Beckie Croissant, PASC Secretary