



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

**Meeting Minutes**  
**November 4, 2009**  
**Gunter 1120**

**Council Members Present:** Joe Tort, Tricia Tort, Cathy Puckett, Gary Dutmers, Sean Broghammer, Beckie Croissant, Lee Ann Sappington, Jana Schwartz, Karen Jennison, Susan Stopher, Gina Lichte, Solomon LittleOwl, Ryan Shucard, and Aimee Rogers

**Council Members Absent:** Andy Malinski and Ryan Rose

**Guest:** President Kay Norton and Gloria Reynolds

- 1) **Call to Order**
  - J. Tort called the meeting to order at 11:02AM.
- 2) **Approval of Minutes**
  - October minutes were not discussed.
- 3) **Treasurer's Report** – Dutmers submitted the following report electronically:
  - As of September 31, the balance in the PASC Foundation account was \$4,995.91, which included \$129.83 contributed via payroll deductions in September. That was \$10.00 more than was contributed the previous month.
  - J. Tort recently discovered that we have a separate “operating” account that money earned from fundraising events has been put into and that is also used to pay expenses for recognition and social events. The balance as of today in that account is \$438.19, which Dutmers believes reflects PASC's \$60.00 share of the fall mixer expenses.
- 4) **President Norton** – President Norton attended today's meeting to discuss campus planning efforts. She is interested in creating a University Plan built off of the Academic Plan. She discussed a vision of UNC and that consists of two parts; (1) an overarching shared vision that is timeless and self-renewing and has the framework for making decisions and planning tasks and, (2) the implementation of those plans and goals. President Norton expects to determine UNC's goals by the end of spring. She explained that the goals will be customized and understood by the entire UNC community because a “top down” method doesn't work in a university setting. The goals will be transparent so we can avoid developing parallel goals across campus. She foresees UNC community members connecting work they are already doing and will encourage collaboration. The University will hold topic-based discussions prior to determining goals.

President Norton has been sharing the following key activities with the campus community:

- Expanding our academic programs and enrollment to fulfill our public mission in fiscally responsible and sustainable ways, which will include growth beyond traditional on-campus programs, the effective use of existing capacity, and strategic investment in program expansion
- Enhancing a research agenda that engages and enriches our faculty and students and the community around us
- Building a respectful and inclusive campus environment

- Connecting with the community around our campus in ways that benefit both the University and the community

J. Tort informed President Norton of PASC's endowment, community outreach, and professional development goals and that PASC is working with faculty and staff experts on campus for professional development collaboration. The majority of the meeting consisted of each PASC Member informing the President of what their immediate areas are working on to improve the university and recruitment and retention. The meeting concluded with a question and answer session.

5) **Discussion Items** – PASC Members were asked to submit committee reports via email.

- **Standing Committee Reports**

- **Bylaws** – no report
- **Communications/Website** – Croissant reported the website is being updated as needed.
- **Elections** – no report
- **Annual PASC/SPEEC Banquet** – no report
- **Monthly Networking/Welcome Lunches** – T. Tort shared that approximately 30 employees attended the first networking luncheon on September 21. Marshall Parks discussed recent updates regarding employee benefits, as well as professional development opportunities available to staff. The October luncheon and presentation on “Promoting Cultural Competence with Your Staff” was cancelled since a qualified speaker was not available. Jana Schwartz plans to work with Katrina Rodriguez next semester to present on this topic. PASC's last luncheon of the semester will be on Monday, November 16. Ryan Rose will provide a “Tech Talk” presentation.
- **Community Outreach/Service** – Sappington and Dutmers distributed a handout on Operation Shoebox (see **handout**).
- **Employee of the Year** – no report
- **Professional Development** – no report
- **Fundraising** – Dutmers reported that he is working on a letter asking professional staff to consider a monthly contribution via payroll deduction to the UNC Foundation to support PASC's scholarship/professional development programs. Since it will be November before it's ready to be distributed, he is tying in a “in the spirit of Thanksgiving, give year-round” theme.
- **Grants and Scholarships** – no report

- **Campus Committees**

- **Student Senate** – Sappington reported that Student Senate is working on revising their bylaws and have had several changes during the last few months. Any concerns or requests from students should be forwarded to them so they can help students when possible. Final year end reports are due from those areas that are funded by student fees. Training has occurred for the SFAP process and the calendar has been set for the SFAP process. Plus/Minus grading is still a concern and there may be resolution from the board about the changes they would like to see on the policy.
- **SPEEC** – Malinski shared that the SPEEC newsletter will be distributed by the end of this week. SPEEC awarded their Employee of the Term Award at the Fall Mixer.
- **Faculty Senate** – Croissant reported that the Sexual Harassment Taskforce is continuing to revise the university's sexual harassment policy. They intend to be finished by the end of fall semester.
- **Board of Trustees** – Puckett shared that at the last BOT meeting President Norton discussed budget concerns now and long-term. The Board reminded her that they did not want to see continued major increases in tuition. President

Norton spoke to the Equity Diversity coordinator that we are hiring. Board expressed concern that it seems that we keep talking about the same issues without resolve. BOT reviewed and approved their 3 year calendar. They heard a presentation regarding refinancing bonds by two consultants and how it would save money as well as help finance the Butler-Hancock project since the State took back some of the appropriations it had promised. Randy Haack did not have specific numbers at this point because he was waiting on further information, but this move would save the University money in the long run and position us better in the future. The BOT approved the B.S. in Nutrition degree to allow students an option to study nutrition and/or foods that are separate from the dietetic majors. They approved updated sabbatical leave consideration and agreed to an establishment of a Fund Endowment Agreement from Dr. Mary Jo Drew in Biological Sciences. They also approved the naming of the Conference Room in Disability Support Services in recognition of Doug Lidiak in recognition of his \$40,000 contribution. Tobias Guzman and Robin Wacker both addressed the final fall numbers which were good and came in as predicted. Haack announced that enrollment of first year generation students is up and those utilizing the new financial aid package structure are also up. Guzman and Wacker will now focus on retention and continuing to reach out to Denver and local communities.

- **Alumni Association** – no report
- **Parking Advisory Board** – Puckett announced that the PAB meeting has been rescheduled to November 6.
- **Campus Recreation Advisory Board** – no report
- **University Center Advisory Board** – J. Tort is attending the first meeting on November 5.
- **Compensation** – no report
- **Bookstore Advisory** – no report
- **Information Technology Committee** – no report
- **CETL Advisory Board** – no report
- **Workplace Environment Taskforce** – no report

6) **Next PASC meeting** – The next meeting is December 2 at 11:00AM.

7) **Adjournment**

- The meeting adjourned at 12:35PM.

Respectfully submitted,

Beckie Croissant  
PASC Secretary