



Professional Administrative Staff Council (PASC)

Meeting Minutes December 2, 2009 Gunter 1120

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

Council Members Absent: Andy Malinski and Jana Schwartz

1) Call to Order

- J. Tort called the meeting to order at 11:05AM.

2) Approval of Minutes

- The minutes from October 7 and November 4 were unanimously approved.

3) New Business

- **Michael Johnson** – LittleOwl invited Michael Johnson from the Alumni Association to talk about changes at the UNC Foundation. Johnson shared that UNC is in a comprehensive campaign that runs from July 2007 through June 2014. We are in the “quiet stage” of the campaign and have raised about \$18 million to date. The “leadership phase” will begin in 2012 with an ending date of 2014 and an ultimate goal of \$80 million. Not only does the campaign increase funding for the university it also works as a marketing tool to promote UNC.

Johnson shared there has been a lot of turnover in the Foundation over the last three years (23 individuals have left out of an organization of 26). Currently the Foundation is searching for a President, Assistant Director, and two Development Officers. Chuck Leonhardt, the AVP of Marketing and University Relations, is serving as the Interim President.

Johnson apologized that the Foundation has not been proactive in “telling their story”. He volunteered to meet with offices to talk about the Foundation and giving opportunities. He can be contacted at michael.johnson@unco.edu.

- **Welcome new members** – J. Tort welcomed Gina Lichte from ASA and Susan Stopher from EMSA to the council. Lichte and Stopher choose which standing and campus committees they would like to serve on. Lichte will serve on the community Outreach/Service standing committee and be PASC’s liaison on the

Information Technology Committee. Stopher will serve on the Professional Development standing committee.

- **Operation Shoebox** – Sappington organized the Operation Shoebox event. She shared that Frances Braafhart's nephew is in Iraq so we will send him and his platoon of 25 the items we have collected. We will continue collecting items through Friday, December 4. Sappington will request volunteers to help box up items late next week. Sappington asked that this be an annual event. She thanked Dutmers for sending out the announcement on a regular basis through UNC.
- **Volunteers to work concessions over holiday break** – J. Tort reported that PASC has the opportunity to work concessions at basketball games in December and January. PASC members will each earn \$7.28 per hour for the December games and \$7.25 per hour for the January game and we can put a tip jar. The profits will be deposited into PASC's general spending account. The dates open to PASC are December 15 5-10pm (women's b-ball), December 17 5-10pm (women's b-ball), December 21 7-10pm (men's b-ball) and January 7 5-10pm (men's b-ball). We need 5-6 people each day. Once approved, Tort will request folks to staff the event.

4) Discussion Items

- **Standing Committee Reports**
 - **Executive Committee**-The Executive Committee met last month to discuss a few items. Croissant will be doing a spotlight for January on a UNC employee. Planning for 2010-2011 will be in the spring rather than in summer. The council discussed changing the bylaws to a three year term but decided to instead encourage renewal of current members.
 - **Bylaws**- No report
 - **Salary Equity**- No report
 - **Fundraising**- Dutmers reported Andrew Dane discouraged PASC from doing a printed solicitation letter and encouraged electronic instead. He supports our efforts and is willing to review the letter prior to it being sent out the UNC employees. The letter will go out after the first of the year. The PASC endowment account is close to \$5,000.
 - **Professional Development**- The last luncheon titled Tech Talk by Ryan Rose we very successful with around 25 attendees. T. Tort thanked Rose for doing the presentation. Ideas for future presentations should be sent to T. Tort. Croissant suggested listing agenda items in future announcements.
 - **Recognition and Social Events**-The Annual PASC Recognition Event will be on Thursday, April 12 from 3:30-5:00PM in the Panorama Room at the UC. Puckett is the contact to add or subtract individuals receiving recognition. Dutmers and his fellow Recognition committee members will discuss menu items.

- **Community Outreach/Service-** PASC will be serving at the Guadalupe Center in February. Sappington requested ideas for January outreach projects.
- **Grants and Scholarships-** No report.
- **Campus Committees**
 - **Student Senate** – Student Senate has been focusing on their end of the year reports for SFAT. Their new funding will begin in January. Sappington commended the Senate for their efforts. Please keep the Student Senate informed of campus happenings by informing Sappington. Sappington will announce the need for student assistance at commencement as well as the Integrated Marketing Launch Party which is scheduled for January 14 from 4:00-5:30PM at the UC. The new slogan is “UNC: Bringing Education to Life”.
 - **SPEEC-** Broghammer shared that President Norton attended the last SPEEC meeting to discuss similar efforts that she discussed with PASC last month.
 - **Faculty Senate-** J. Tort reported that Faculty Senate is concerned about hiring practices for faculty and getting faculty to participate in Faculty Senate. Croissant shared that the Sexual Harassment Policy Review Taskforce is moving forward. The President attended one of their meetings and gave the taskforce more duties on top of revising the sexual harassment policy with a deadline of early January for draft proposals.
 - **Board of Trustees-** No report. The BOT’s next meeting is Friday, December 11.
 - **Alumni Association-** See Michael Johnson’s report under New Business
 - **Parking Advisory Board-** Puckett shared that the PAB is looking at revenues and practices. They are moving towards discounted motorcycle tag for employees who already have an automobile permit.
 - **Campus Recreation Advisory Board-** Rose shared that the meeting discussed the campus bike program, faculty and staff incentives, and the \$170,000 lighting project.
 - **University Center Advisory Board-** J. Tort attended the meeting for Croissant. They announced a lot of changes and refurbishments over the next year including putting a convenience store in the current Kinkos/Fed Ex location, compartmentalizing the space by the Fireside Lounge into smaller rooms, and building onto the UC. The ultimate plan is to make the UC the crown jewel and rebuild Bishop-Lehr.
 - **Compensation-** No report.
 - **Bookstore Advisory-** No report.
 - **Information Technology Committee (ITC)** – Rose announced the student technology fee was discussed in the ITC as well as the overall IT budget and how the budget has been affected by the tech fee. This Friday’s meeting will cover the Blackboard 9.1 upgrade for Fall 2010.
 - **President’s Planning Council-** No report.
 - **CETL Advisory Board-** No report.

- **Workplace Environment Taskforce-** Rose shared the taskforce has met three times in the last month. They have revised the charge given by the President. The next meeting will be December 16 to finalize the new charge and determine key deliverables to the campus. Ideas, thoughts, and comments should be addressed to Rose.

5) Round-A-Bout

- **T. Tort** – The UNC Campus Recreation Center will offer payroll deduction for swimming lessons, massages, private lessons, and personal training, and will allow for installment billing for larger purchases. A formal announcement through UNC Today. There will be more faculty and staff wellness programs and workshops in the spring. You do not have to be a member to participate.
- **Puckett** - PERA has been discussing switching the majority of the cost of PERA retirement to employees rather than the employer.

6) Next PASC meeting – The next meeting is Wednesday, January 6 from 11:00-12:00pm in Gunter 1120.

7) Adjournment

- J. Tort adjourned the meeting at 12:20PM.

Respectfully submitted,
Beckie Croissant, PASC Secretary