



Professional Administrative Staff Council (PASC)

Meeting Minutes
February 3, 2010
Gunter 1120

Council Members Present: Joe Tort, Tricia Tort, Beckie Croissant, Lee Ann Sappington, Aimee Rogers, Susan Stopher, Gina Lichte, Sean Broghammer, Solomon LittleOwl, Jana Schwartz, Karen Jennison, and Andy Malinski

Council Members Absent: Gary Dutmers, Cathy Puckett, Ryan Rose and Ryan Shucard

1) Call to Order

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

2) Approval of Minutes

- The minutes from January 6 will be approved through email.

3) New Business

- **Safe Zone Training by Tony Smith** – Tony Smith was scheduled to attend today's meeting to discuss Safe Zone training but is unable to attend due to a family emergency. This training will be rescheduled.

4) Discussion Items

- **Standing Committee Reports**

- **Executive Committee-** J. Tort shared the Executive Committee met last week. They decided to postpone the scholarship funding until next year due to lack of funds and needing to determine a plan for announcing the scholarship. The Executive Committee decided to move up the elections so that new PASC members can attend a transitional meeting in April and begin attending regularly scheduled meetings in May. During the May meeting PASC will discuss planning for the 2010-2011 year (scholarship fund, fundraising events, recognition functions, etc.). Croissant will send out a call for PASC members nominations to the entire campus within the next few days. J. Tort reported that he would accept a nomination if anyone wanted to re-nominate him for two more years.
- **Bylaws-** Will be working on changing some wording in the bylaws to clear up some confusions.
- **Salary Equity-** No report.
- **Fundraising-** G. Dutmers was not able to attend today's meeting but reported by email that PASC's foundation account through January is \$5,524.94. PASC is receiving \$114.00 a month from employee contributions. PASC's operating account is \$846.43. This reflects

deposits from December's concessions but not January's. The \$200.00 for Operation Shoebox has not been withdrawn from the account yet.

- **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 next luncheon is February 16. T. Tort reported January's luncheon went well.
 - **Recognition and Social Events**-PASC's Recognition Event is scheduled for April 12 in the UC Panorama Room from 3:30-5:00PM. LittleOwl reported that the committee is working on creating certificates and awards for Employee of the Year (EOY) nominations and milestone recipients. Randy Haack will cover the cost of the awards and possibly the food. EOY nominations are due to Cathy Puckett by February 8. The EOY will receive a plaque.
 - **Community Outreach/Service** – Sappington shared that PASC will be providing and serving a meal at the Guadalupe Center tomorrow evening. We have five servers. Sappington is still looking into the recycling program. She suggested PASC getting involved in Relay for Life by encouraging participation across campus and recognizing teams from UNC. Sappington will acquire more information on the event and looking into partnering with SPEEC.
 - **Grants and Scholarships** – No report
- **Campus Committees**
 - **Student Senate** – Sappington shared that Student Senate is focused on fundraising. Sappington will be on Student Radio in a few weeks. She will notify her fellow PASC members when she will be on so we can listen.
 - **SPEEC**- Tobias Guzman attended the last SPEEC meeting to discuss recruitment and retention. Raul Cardenas will attend their next meeting. SPEEC's Annual Banquet is February 22. RSVPs are due Monday. Ticket costs depend on meal choice which varies between \$17 and \$21.
 - **Faculty Senate**- J. Tort reported the new PhD program Doctor in Nursing Practice was discussed as well as a discussion on adding representatives to Graduate Council in order for each college to have two reps. Faculty Senate has invested in Survey Monkey technology so they will be doing elections via that program. The UNC Foundation will merge with the university.
 - **Board of Trustees**- C. Puckett was unable to attend today's meeting but sent the following report via email. The President and the Board discussed the "cliff" that appears nearing sooner than later. The administration is working on reducing expenses, while still investing in revenue generating ventures. On the plus side, if the weather holds, there may be a utility savings and enrollment – both undergraduate and graduate – are up and expected to increase for fall if the current interest hits pan out. CSU is expecting flat enrollment. VP Leonhardt reviewed the new branding and the Board liked it. There is a new board member – Ms. St.

Cyr - , as one retired. I presented information regarding our community service with Operation Shoebox work and Guadeloupe Center, and invited the board members to attend our PASC recognition awards on the 12th and made sure to thank the administration for their support by providing the awards.

- **Alumni Association-** LittleOwl is waiting to hear from Mike Johnson as to changes that will occur with the Alumni Association once the Foundation merges with the university. Chuck Leonhardt will remain the President of the Foundation. Fundraising for the Alumni Association is still being discussed. All Alumni Board members and committee boards are being dissolved so that the university has all decision making power.
- **Parking Advisory Board-** No report
- **Campus Recreation Advisory Board-** No report
- **University Center Advisory Board-** Schwartz attended the meeting in Croissant's place. A convenience store will go into the UC in the old FedEx location. The UC personnel are currently collecting feedback on store product and hours of operation.
- **Compensation-** No report.
- **Bookstore Advisory-** No report.
- **Information Technology Committee (ITC) –** No report
- **President's Planning Council-** No report.
- **CETL Advisory Board-** No report.
- **Workplace Environment Taskforce-** Rose was unable to attend today's meeting but shared the following information regarding 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. They have a meeting scheduled for next week.

5) Round-A-Bout

- Rogers received a mailed copy of the Mirror addressed to "Aimee Rogers, PASC" and inquired if anyone else on the council had received a copy but no one had.

6) Next PASC meeting – The next meeting is Wednesday, March 3 from 11:00-12:00pm in Gunter 1120.

7) Adjournment

- J. Tort adjourned the meeting at 11:45AM.

Respectfully submitted - Beckie Croissant, PASC Secretary