



**Professional Administrative Staff Council (PASC)
2010-2011 Planning Meeting**

**Meeting Minutes
May 12, 2010
Gunter 1120**

Council Members Present: Joe Tort, Beckie Croissant, Lee Ann Sappington, Cathy Puckett, Solomon LittleOwl, Aimee Rogers, Susan Stopher, Gina Lichte, Ryan Rose, Tricia Tort, Jana Schwartz, Karen Jennison, Frances Braafhart, J.J. Auker, Kelley Christman, John Weiser, and Andy Malinski

Council Members Absent: Gary Dutmers, Julie Tacker, Sean Broghammer, and Ryan Shucard

1) Call to Order

- J. Tort called the meeting to order at 11:04AM.

2) Approval of Minutes

- The minutes from April 7 were approved unanimously.

3) New Business

- **Roles and Responsibilities of Committee Members** – PASC decided in order to get a jump start on planning for 2010-2011 we would have a May planning meeting with the current and new members as well as a June transition meeting. J. Tort briefly described the roles and responsibilities of committee members to the new members.
- **Lunch and Planning** – The planning meeting was run by Chair-elect Lee Ann Sappington. Last year PASC focused on service, professional development and fundraising for scholarships and PASC events. Sappington would like to continue to focus on those areas and include outside individuals to serve on PASC committees. Sappington shared a handout of PASC's goals and discussed the items with the Council. The Council broke into groups to discuss the different areas and then presented on each area.
 - **Professional Development** – T. Tort shared the history on monthly lunches. The purpose of the lunches is networking and to welcome new exempt employees. Last year the lunches incorporated professional development. T. Tort suggested PASC continue the monthly lunches but eliminated providing free lunches for new employees. She also suggested that the lunches focus on professional development and continue to be open to entire campus. The lunches have proven to be successful when they are planned ahead of time to determine topics, speakers and descriptions and include a description. Upcoming lunch suggestions:

technology, constituent relationship management program, HR update, cultural competency, student demographic information, Financial Aid, Q and A or Fireside chat with President Norton or other AVPs, millennium generation, counseling center. It was suggested to have an option on the website to complete a form requesting a discussion topic. It was also suggested to branch out to full day workshops or mini-series presentations on topics such as grant writing, graphic design/In Design, Women's Forum, new professional skill development, HR benefits paperwork, teambuilding, and leadership.

- **Campus and Community Service** – Lichte thinks PASC should organize a monthly campus and/or community service event. Ideas for monthly community service events include the Guadalupe Center (cook and serve meals), Operation Shoebox (in July), Transition House, Women 2 Women, Relay-4-Life, Senior Center, Envision, Meals on Wheels, Habitat for Humanity, Humane Society, Trash-Pick-Up (a designated day per month to clean up area around your building), Adopt-A-Spot (Pat McDonald will attend a future meeting), Fine arts project with Greeley D-6 or reading project, ice cream social (partner with fundraising and event committees), and community garden (Judy Farr Center – raise food and sell produce for a charity). She encouraged Council member to wear UNC attire when participating in events. Malinski suggested PASC include SPEEC, Faculty Senate and Student Senate on events. SPEEC's event coordinator is Cindy Budde.
- **Events for Campus** – Puckett and Solomon talked about past events: the fall mixer that was combined with SPEEC, PASC's recognition event, and SPEEC's upcoming end of year ice cream social. Puckett shared ideas for events such as piggybacking with the President's holiday dinner (advertising, welcome, PASC booth, PASC and SPEEC Chairs do a toast, thank everyone for their work at UNC), participate in homecoming week (9/27-10/2) by holding the SPEEC/PASC fall mixer during this week. The Council should make sure to invite Faculty Senate and SPEEC to participate in PASC events, when appropriate.
- **Policy** – Sappington reported that policy and communication go hand and hand so she presented on both areas. PASC needs to have interactive mediums such as Facebook, Linked In, a blog, the PASC's website, the PASC listserv, and a bi-annual newsletter for posting PASC information and promoting PASC. There should be a central PASC member who is the "information collector" who will organize the information found in the news or provided by other members and then works with the Executive Council to determine what information should be disseminated, to whom, how and when. Each standing PASC Committee should have a leader who sets regular meetings (monthly), keeps the committee moving forward, and reports back to PASC during each monthly meeting.

- **Fundraising** – The last topic is fundraising. All of the other events interact with fundraising because they all need funding of some sort. PASC has a state operating account where we can gain and spend money easily and a Foundation account that is for the PASC scholarship fund and is funded by the monthly Team UNC donations.
 - **Scholarship** – PASC’s plan is to reach endowment status (\$10,000) in the scholarship account. Currently PASC is at about \$5,800. PASC members discussed who is eligible for the scholarship funds (exempt employees and their dependents) and set a goal of revenue to raise each year. PASC will provide two annual scholarship of \$1,500 each (up to \$3,000) for dependents of professional employees as well as up to \$1,000 in book scholarships for professional employees. In order to continue to provide scholarships and strive for endowment status PASC must raise \$5,000 in 2010-2011 year towards the scholarship fund. The Council suggested including a brief explanation of what endowment status is in the annual welcome letter to exempt employees that goes out to professional employees this fall.

State account – The state account is PASC’s working account and is used to pay for events. The funds for this account are from fundraising. Last year PASC worked concessions, and checked coats as fundraising projects. This year it was suggested that the Council consider some of the following projects to raise funds: do a talent show/variety show, have a SPEEC vs. PASC softball game, do “chuck-a-puck” at an Eagles hockey game or at a UNC Club Sports hockey game, host a 5K Bear Run, sell tickets to “dunk a punk” (dunk tank), do a jail lockup where people have to pay to get co-workers and friends out of jail, a casino trip to Blackhawk. John Weiser will check on concessions and casino trips. The fundraising goal for the state account is \$2,000.

- **Professional Development** – PASC plans to use no more than \$1,000 from state account for next year’s professional development projects.
- **Events** –PASC plans to use no more than \$1,000 towards the spring recognition event, homecoming and/or a winter reception. Some or all of these events may be combined with SPEEC and Faculty Senate.

4) Discussion Items

- **Standing Committee Reports**
 - **Executive Committee**- No report.
 - **Bylaws**- No report.
 - **Salary Equity**- No report.

- **Fundraising-** The scholarship account is over \$5,800. PASC continues to receive \$114.00 a month from employee contributions. Croissant sent out thank you letters on behalf of Chair J. Tort to monthly donors. PASC's operating account is over \$1,700. Dutmers is expecting to spend about \$400 on the recognition event. The \$200.00 for Operation Shoebox has not yet been withdrawn from the account.
 - **Professional Development** – No report.
 - **Recognition and Social Events-** No report.
 - **Community Outreach/Service** – No report.
 - **Grants and Scholarships** – No report.
- **Campus Committees** – The Council members briefly shared how much time they spent on their respective committees in order for the new members to begin thinking about which committee they wish to serve on next year.
 - **Student Senate** – Meets weekly during fall and spring semesters on Wednesday evenings from 5:30-8:30pm
 - **SPEEC-** Meetings monthly. Time TBA.
 - **Faculty Senate-** Meets every other Monday during the fall and spring semesters from 4:00-5:30pm
 - **Board of Trustees-** Sappington will attend these meetings.
 - **Alumni Association-** Unknown.
 - **Parking Advisory Board-** Puckett will attend these meetings.
 - **Campus Recreation Advisory Board-** Meets once during fall and spring semesters for 1-2 hours each.
 - **University Center Advisory Board** – Meets sporadically during fall and spring semesters for 1-2 hours each.
 - **Bookstore Advisory-** Once a semester
 - **Information Technology Committee (ITC)** – Meets monthly.
 - **President's Planning Council-** Meets about twice a year during fall and spring semesters but did not meet this year.
 - **CETL Advisory Board-** Meets once or twice during fall and spring semesters for a few hours each time. Only met twice last year.
 - **Workplace Environment Taskforce-** Puckett will attend these meetings.

5) **Round-A-Bout**

T. Tort shared that the Recreation Center has free admission next week. Information will be sent out over PASC Listserv.

Puckett reported Classified employees must pick a new plan during open enrollment or they will not have medical coverage next year. Open enrollment ends May 20.

- ## 6) **Next PASC meeting** – The next meeting will be May 19 from 11-12:30pm in Gunter 1120 where we will meet with President Norton for a planning update. The next regular PASC meeting is June 9 from 11-12pm in Gunter 1120. This will be the last meeting for exiting members. The incoming Council members will do elections and determine committee membership.

7) Adjournment

- J. Tort adjourned the meeting at 1:45PM.

Respectfully submitted,
Beckie Croissant, PASC Secretary