



**Professional Administrative Staff Council (PASC)  
March 2, 2011 Meeting**

**Meeting Minutes  
March 2, 2011  
Gunter 1120**

**Council Members Present:** Jacqueline Auker, Jessica Behunin, Kara Berg, Frances Braafhart, Sean Broghammer, Kelley Christman, Gary Dutmers, Gina Lichte, Mindy Marshall, Lee Ann Sappington, Jana Schwartz, Julie Tacker, Joe Tort, John Weiser

**Council Members Absent:** Karen Jennison, Ryan Shucard

**Guests:** President Kay Norton, Gloria Reynolds, Assistant to the President  
Marshall Parks, Executive Director, Human Resources

**1) Call to Order**

- Sappington called the meeting to order at 11:05 a.m.

**2) Treasurer's Report**

- As of 3/1/2011:  
Operating Account: \$444.03  
Scholarship Account: \$6,728.86 (includes \$400 in book scholarships disbursed)

**3) Approval of Minutes**

- February 9 and January 5 minutes were approved.

**4) President Norton – Follow up on Campus Wide Talk of February 2, 2011**

Lee Ann welcomed President Norton to PASC and thanked her for taking the time to attend our meeting. Lee Ann asked everyone to introduce themselves and let President Norton what office/area they represent.

President Norton said she was here as a follow up of her meeting on the Planning of the University in her campus wide talk of February 2, 2011. The February meeting was a follow-up to November 2010 campus-wide Non Process – Process at which time the President asked for suggestions/ideas from the campus community regarding sustainable cost savings and how the University can organize and operate.

The University Planning process began in 2007 with the Academic Plan. The Academic Plan is the foundation of which we have laid our efforts. In the fall of 2009, 23 strategy sessions were organized to gather strategy efforts. A task force was not convened, not because we did not want to, but because we wanted the vision first, not the organization to fulfill the vision. The President met with 13 different constituency groups. In Fall 2010, we sought a shared vision for teaching and learning which comes from the Academic Plan. We have to learn how to make choices for the good of the whole and to fulfill our mission and make decisions daily and for the long term. The President said there is a gap between vision and implementation. We need to prompt more people to think about how we make these decisions; we need to get more people involved in the process.

**Purpose of Non-Process Process:**

- UNC has had a 3 year break from the economic downturn. Stimulus is going away and the funding cliff is coming. We have focused on increased revenue but controlling costs is the bigger issue.
- 5 million sustainable savings – on-going things we are not going to do anymore.
- How can we do better, or not at all and at same time make UNC a better place to work?

Some cost savings suggestions were specific and President Norton used some of those suggestions in her speech 3 weeks ago. The President will be giving more and more direction as we go along, but emphasized that practices may change over time but our rules will not change. We cannot accomplish our vision if we are all acting as individual units. It's about working together collaboratively.

There was discussion regarding the freeze on non faculty positions. President Norton spoke on the restructuring of staff and the freeze on all non faculty positions. There were concerns about the increase in non faculty staffing. The decision to freeze all non faculty positions was based on the need to invest and increase revenue and student enrollment. The President indicated that the purpose of the freeze is to give us time to think about what we need to do. The purpose of the freeze is to give us time and encourage people to think and provide their ideas.

#### **Questions from President Norton to Members of PASC (In relation to restructuring and cost savings):**

1. How do we inject a “we” to our day to day responsibilities?
2. What kind of leadership do you look forward to? How should things be organized (referencing organizational charts)

#### **Responses from PASC Members Regarding Restructuring and Cost Savings:**

- Lee Ann said she thinks globally about who we represent and as PASC, we come together to think about who we represent. Lee Ann also commented that it is not about eliminating jobs but make things more efficient. JJ also commented that we need more lines of open communication among departments. In her new role in Enrollment Management, everyone is pitching together rather than one department working on a project, there is collaboration. Knowing what our resources are on campus, help us to be able to work together. Julie agreed with this comment. She added that classified and non classified employees need to share collectively how they feel. We need to restructure and work smarter; streamline our own departments. Every department can take responsibility to look for even small cost savings. Gary commented that confusion adds to the tension. We need to address from the top down; we have to be operational as a team. There needs to be a connection with the campus that these are University priorities and facilitate by working together. Our allegiance is not to one office or the other, but to the University. Maximize your ability to be productive.

There was discussion about utilizing CETL to open up campus conversations with staff regarding restructuring and cost savings at the university. Marshall added that in order for staff to engage in these conversations, everyone needs to feel they can participate without repercussions. President Norton said in closing that what she has been about is the process of positive culture change. She would like to move away from protectionism and fear in a bureaucratic culture. Thoughts have incredible value and everyone's dedication to this institution is valuable.

#### **Marshall Parks: PERA**

Lee Ann informed Marshall that the intent of the PERA survey was to get thoughts from the group we represent on campus about the following:

***“Should non PERA employees’ contributions to their ORP be increased and the University’s contribution decreased in order to achieve equity with PERA employees?”***

Lee Ann would like to send a recommendation to administration from PASC.

- Marshall thanked Julie Tacker on the nice job of organizing the thoughts by exempt staff regarding PERA. There was good, thoughtful discussion. He suggested that PASC formulate their recommendation within the next 2-3 weeks as discussions will continue in April by executive staff.
- Marshall said that the discussion regarding PERA will be going to executive staff and there will be discussion regarding the structure of it with regard to pay, retirement and health insurance. Compensation Committee will meet Friday, March 4 to discuss how we want to approach total compensation.
  - 4.7 million spent last year in ORPs
  - Marshall will provide a handout with additional information and statistics from his discussion today regarding PERA.

Lee Ann will schedule an hour meeting for PASC to meet to develop the PASC response on the PERA issue to forward to administration.

#### 5) **Standing Committee Reports:**

- **Executive Committee-** Sappington, Dutmers, Braafhart, Tacker
- **Bylaws** – no report
- **Fundraising-** no report
- **Professional Development-** no report
- **Recognition and Social Events** – Gary informed the committee that the recognition banquet invitations were distributed via campus mail to service milestone recipients the week of Feb. 21. The invitations to all faculty and staff will be distributed via campus mail later this week or early next week. Michael Stadler is going to print certificates of appreciation to give to all service milestone recipients. These will be in addition to the gifts that will be presented.

Gary also reported that ten nominations for Employee of the Year were received. The Executive Committee and Sean Broghammer, co-chair of the PASC Recognition and Social Events Committee, will rate the nominees using a rating system developed by Cathy Puckett last year. Gary Dutmers will provide copies of nomination materials and rating forms after the March 2 PASC meeting and the group will briefly discuss the rating process and establish a deadline for having completed rating forms to Gary for tabulation.

- **Community Outreach/Service-** Lichte, Braafhart, Tacker
- **Grants and Scholarships-** Kelly provided a scholarship report. Copies will be printed and sent to committee members.
- **Communication** – Jaqueline and Gary updated the website to reflect that Employee of the Year nominations are no longer being accepted and added information about the nomination process for open positions on the council

#### 6) **Campus Committees**

- Student Senate – John reported in February:
  - Short discussion regarding the President's Brown Bag lunch – no action taken.
  - Conference grants awarded to students = \$34,000
  - 2/9/11 – Information provided about a proposal to add a Capital Fee
  - 2/16/11- Gearing up for Student Senate elections
  - 2/23/11 – Discussed proposed tuition rates and the University's desire to publish rates sooner than in past years
  - 3/2/11 – SFAP Increase Hearings from CIE, GLBTA & IFS
  - 3/9/11 and 3/16/11 – no meetings

#### 7) **Adjourn**

- **Meeting adjourned at 1:00 p.m.**

Respectfully submitted,  
Frances Braafhart, PASC Secretary