



**Professional Administrative Staff Council (PASC)  
August 4, 2010 Meeting**

**Meeting Minutes  
August 4, 2010  
Gunter 1120**

**Council Members Present:** JJ Auken, Frances Braafhart, Gary Dutmers, Karen Jennison, Gina Lichte, , Lee Ann Sappington, Susan Stopher, Jana Schwartz, , Joe Tort, John Weiser,

**Council Members Absent:** Kelley Christman, Cathy Puckett, Ryan Shucard, Julie Tacker, Sean Broghammer

**1) Call to Order**

- Sappington called the meeting to order at 11:10AM.

**2) Approval of Minutes**

- The minutes from July 7 were approved with a correction to Jaqueline Auken's name on the member list.

**3) New Business**

- Lee Ann distributed a Year End Award Event cost sheet for both Classified and Exempt. There was discussion about the different scenarios (cost of each group; PASC/SPEEC) paying for the event.

Michael Stadler/SPEEC and Lee Ann/PASC, met with Michelle Quinn to discuss the employee recognition events and funding by administration for the events. Michelle asked that the issue should not be brought forward by PASC but should instead be brought forward by the Workplace Environment Task Force. The institution should do more to recognize employees, but the question was more "how to" and how to bring the issue forward.

Michelle asked that we define the purpose/role of PASC:

- Shared Governance
- Social
- Service

Lee Ann posed the question: What do you think "shared governance" is? She will check the PASC bylaws, but asked that we all think about this for the next meeting. Forward your comments to Frances and she will compile a list for the September meeting.

- **Joint Meeting of SPEEC/PASC – Followup**  
 Lee Ann and Michael commented that it was a good meeting with good conversation. Both groups have similar goals with their constituents:
  - If the employee recognition event is paid for by administration, both groups felt that constituents would attend an evening event.
  - There should be more collaboration between both groups.
  - Improve working relations between the 2 groups. Important to have a united front.

#### **SPEEC Banquet**

The banquet is set for April 11, 2011. SPEEC will not change the date as this is their 40<sup>th</sup> year of the event. Because the banquet is being held at a much later date, it may be possible that SPEEC and PASC can combine their employee recognition events. Michael indicated that SPEEC will not begin their planning until November. There is time for PASC to decide whether we will combine events.

JJ will take the employee recognition issue forward to the Workplace Environment Task Force. Michael volunteered to speak with Marshall Parks who was the contact for this group last year. We need to know how we are going to proceed to inform our groups.

#### **Email Update**

Lee Ann has access to the PASC listserv. Gary Dutmers will speak with Sam Penn to obtain access for Lee Ann to the Emp-Exempt listserv which will reach ALL Exempt employees not just those employees who subscribed to the PASC listserv.

#### **4) Committee Reports**

- **Executive Committee-** no report
- **Communications** – JJ will bring her camera to the next meeting to take a photo of the committee. There was not a full committee at the August meeting.
  - Lee Ann will work on and bring the “Welcome” letter
  - Gary is working on the PASC Newsletter.
- **Bylaws-** no report.
- **Fundraising-** the group met on August 3<sup>rd</sup>. Fundraising ideas included:
  - Softball Tournament
  - Bowling Tournament-this would be family focused
  - Golf Tournament – Summer event – May 2011
  - Fall 2010 – Casino Night – October 2010
  - Develop a postcard to send via email to prospective donors (use the Exempt Employee listserv.
- **Professional Development** – Jana reported that the first professional development event will be in September. Trisha Tort will continue to assist with the planning of events.
- **Recognition and Social Events-** no report

- **Community Outreach/Service** – Gina reported that the 1<sup>st</sup> community outreach event is serving at the Guadalupe Center on 8/4/2010. Move-In Day is August 19<sup>th</sup> – volunteers will help students move into their dorms.
- **Grants and Scholarships** – no report
  - Gary Dutmers (Treasurer) reported that PASC currently has \$6,248.84 in the scholarship fund. The 2<sup>nd</sup> account has \$686-no change.

5) **Campus Committees**

- **Student Senate** – have not met – no report
- **SPEEC**- Employee recognition banquet – April 11, 2011. SPEEC will also host a welcome event on October 29.
- **Faculty Senate**- no report
- **Board of Trustees**- Retreat to be scheduled
- **Alumni Association**- no report
- **Parking Advisory Board**- no report
- **Campus Recreation Advisory Board**- no report
- **University Center Advisory Board** – no report
- **Bookstore Advisory**- no report
- **Information Technology Committee (ITC)** – no report
- **Salary Compensation** – no report
- **CETL Advisory Board**- no report
- **Workplace Environment Taskforce**- no report

6) **Round-A-Bout** – no updates

7) **Next PASC meeting** – The next PASC meeting will be Wednesday, September 1, 11:00 – 12:30 PM in Gunter 1120.

8) **Adjournment**

- Motion to adjourn. Meeting adjourned at 12:20 p.m.

Respectfully submitted,  
 Frances Braafhart, PASC Secretary