



**Professional Administrative Staff Council (PASC)
December 1, 2010 Meeting**

**Meeting Minutes
December 1, 2010
Gunter 1120**

Council Members Present: Jessica Behunin, Kara Berg, Sean Broghammer, Kelley Christman, Gary Dutmers, Mindy Marshall, Lee Ann Sappington, Julie Tacker, Joe Tort, John Weiser

Council Members Absent: Jacqueline Auker, Frances Braafhart, Karen Jennison, Gina Lichte, Jana Schwartz, Ryan Shucard

1) Call to Order

- Sappington called the meeting to order at 11:00 a.m.

2) Approval of Minutes

- Motion to approve November 3 minutes. Motion was seconded and approved.

3) Treasurer's Report

- The scholarship fund is at \$6739.96. Operating fund is at \$538.86 following a payment of \$145.15 for the Ice Cream Social.

4) New Business

- **Introduction of New Member** – Jessica Behunin was welcomed to PASC, and will be completing the remainder of Cathy Puckett's term on the council.
- **Committee Assignments** – discussion was held regarding committee vacancies as a result of change in PASC membership. There was a brief overview of responsibilities and time commitment on the vacant committees. The following additions were made:
 - **Bylaws** – Jessica Behunin
 - **Fundraising** – Mindy Marshall
 - **Recognition & Social Events** – Sean Broghammer
 - **Parking Advisory Board** – Julie Tacker
 - **Campus Recreation Advisory Board** – Joe Tort
 - **Information Technology Committee** – Jessica Behunin
- **Employee Book Scholarships for Spring 2011** – The group had initially planned on offering four book scholarships to PASC employees during the Spring 2011 term. There was a brief discussion about the scholarship information, and the council decided to move forward with the initial plan. Lee Ann Sappington and Kelley Christman will move this forward.

5) Committee Reports

- **Executive Committee**- Sappington, Dutmers, Braafhart, Tacker – no report
- **Bylaws** – Behunin- no report
- **Fundraising**- Tort, Marshall– The committee is looking into the possibility of working concessions over the winter break, as well as continuing to work out the logistics of organizing a bowling fundraiser. There was extended discussion about PASC involvement in the silent auction at the employee appreciation banquet. SPEEC is wanting to use the money raised during the silent auction to pay for guest dinners at the banquet, and after a poll it was determined that PASC is not interested in paying for guests (2 votes for, 7 against). However, it was also determined that PASC is still interested in helping solicit donations of auction items with the

understanding that SPEEC would keep the money raised at the event. Kara Berg will carry this information forward to the SPEEC fundraising committee.

- **Professional Development-** Schwartz - no report
- **Recognition and Social Events-** Dutmers, Broghammer – no report
- **Community Outreach/Service-** Lichte, Braafhart, Tacker – considering the possibility of sponsoring a family at the Transitional House for the Holidays. Julie will gather additional information about this and send to the group for consideration. There is also the possibility of serving dinner at the Guadalupe Shelter in February, additional information to follow.
- **Grants and Scholarships-** Christman, Sappington – no report
- **Communication** – Auker, Dutmers – there has not been time to get the website updated and the picture added, however, at this time with the amount of turnover on the council it was decided to forgo adding the group picture to the website. Gary and JJ will work on updating the website over the break.

5) Campus Committees

- **Student Senate-** Wieser
 - Greek life was added into the student fee allocation process.
 - Winter Welcome Week will be a much larger event this year than it has been in the past.
 - Changed the bylaws to relax the rules for clubs to apply for funding.
 - Noted that the bikes purchased as a part of the Quality of Life initiative have arrived on campus.
 - Student involvement on campus is up at this time.
- **SPEEC-** Tort –
 - There was a question about whether PASC is going to participate in Operation Shoe Box again this year. PASC wants to participate again but will look to collaborate with the Veteran's Services office on campus and launch the project in the Spring.
 - SPEEC is looking to change their bylaws in order to allow them to change their name to the Classified Staff Council.
 - There is a proposal to close the University for the week between Christmas and New Years next year. This would be partially covered by 4 holiday days; however the fifth day would need to be covered as a forced vacation day or possibly an administrative leave day.
- **Faculty Senate** -Broghammer
 - Updating bylaws to come in line with the change in reporting structure at the University.
- **Board of Trustees-** Sappington-no report
- **Alumni Association-** Dutmers – no report
- **Parking Advisory Board-** Tacker – no report
- **Campus Recreation Advisory Board-** Tort – no report
- **University Center Advisory Board-** Christman- no report
- **Bookstore Advisory-** Schwartz- no report
- **Information Technology Committee (ITC)-** Behunin-no report
- **CETL Advisory Board-** Braafhart-no report
- **Workplace Environment Taskforce-** Auker, Sappington-this group is continuing to explore employee recognition options for the future by comparing what is done at peer institutions. A proposal will be put forward for consideration in February.
- **Salary Equity** – Broghammer – this group is done meeting for the semester but they did put forward a proposal increasing the compensation plan for Emeritus Faculty to raise the amount to the level offered by Extended Studies.
- **Homecoming** – Auker – no report

7) Informational Items

- The annual Holiday Dinner is taking place tonight at Holmes and Tobey-Kendall.

8) Adjourn

Motion to adjourn, seconded. Meeting adjourned at 12:08.

Respectfully submitted,

Kelley Christman