



**Professional Administrative Staff Council (PASC)
May 4, 2011 Meeting**

**Meeting Minutes
May 4, 2011
Gunter 1120**

Council Members Present:, Jessica Behunin, Frances Braafhart, Sean Broghammer, Kelley Christman, Gary Dutmers, Kathy Heise, Michael Muskin, Erin Poszywak, Michael Stadler/SPEEC, Julie Tacker, Joe Tort, John Weiser

Council Members Absent: Jacqueline Auker, Gina Lichte, Mindy Marshall, Vicki Mossman, Jana Schwartz, Ryan Shucard

1) Call to Order

- Julie Tacker called the meeting to order. Julie welcomed all returning and new PASC members. This is Julie's first meeting as Chair of PASC. There was no meeting in April and this meeting will be very informal and a potluck.

2) Treasurer's Report

- As of 3/31/2011:
Operating Account: \$444.03
Scholarship Account: \$6,943.79. Gary informed the group that Human Resources and the WETF Committee picked up the decoration expenses from the banquet. Total expenses for the banquet - \$4,956 which was under budget.

3) Approval of Minutes

- Gary motioned to approve the minutes as written, Joe seconded. The March 2, 2011 minutes were approved as written.

4) New Business

- **Welcome New PASC Members:** Julie welcomed new members: Erin Poszywak from Academic Support & Advising; Michael Muskin, Development, Debbie Borelli, Humanities & Social Sciences, Cathy Heise, Academic Support & Advising/CHE.
- **Follow-up – Results from PASC Discussion: Employee Raises & PERA Changes:** There was follow-up discussion about the results/comments regarding employee salary raises and PERA changes. PASC had asked for comments from exempt staff on how to make this 2.5% increase in contribution more equitable across PERA and non PERA employees. From those comments, PASC developed a proposal/recommendation which was forwarded to the President.
- **Follow-up PASC/SPEEC Service Awards Banquet:** Julie informed the group that she had received good comments about the PASC/SPEEC Banquet. The banquet was a success.
- **PASC Goals and Ideas for 2011-2012:**
 - Communication across campus and to our constituents was the top goal for the coming year. Julie will obtain a new listing of exempt employees from Julie Nava in HR and she will redistribute names to committee members. Last year, this list of professional staff was divided up among 13 council members and each council member was asked to make contact with their group and let them know we are available to gather feedback or suggestions about issues. It was decided that a standard communication will be developed for each PASC member to share with their respective group.

- There was a short discussion about possibly moving the meeting date and time. It was decided that the meetings would continue to be the first Thursday of the month, from 11:12:30 p.m. beginning June 2, 2011.
- Purpose of Campus Committee Representation: What is PASC's role on campus? Why are we asked to send PASC reps to campus committees? PASC's role is to inform those we represent across campus about things going on in the campus community. We gather information from the campus committees we represent, but then we should shoot that information out to our constituents.

Julie asked all PASC members to write a description/summary of the campus committee each of us represent and forward that summary. Julie will compile these comments and distribute to the committee for review at our June meeting.

- It was suggested that PASC collaborate on bigger issues with SPEEC and perhaps Faculty Senate.
- Gary Dutmers is stepping down as Treasurer of PASC but mentioned that he would be glad to help the new treasurer with their transition. Gary explained the duties of the position and what type of access would be needed to view Insight Reports. This position would also require signature authority to sign off on expenses.

5) **Standing Committee Reports:**

- **Executive Committee**- No report
- **Bylaws** – no report
- **Fundraising**- no report
- **Professional Development**- No report – will need a new PASC rep.
- **Recognition and Social Events** –No report
- **Community Outreach/Service**- No report
- **Grants and Scholarships**- 1 book scholarship awarded for spring 2011. There will be 2 scholarships offered for summer 2011; Kelly will be posting a request for nominations in the UNC Today and by using the exempt staff listserv. Kelly explained the scholarships:
 - Book Scholarships – must be an exempt employee – award is \$100 and cannot receive 2 awards in an academic year. 10 scholarships awarded a year: 4 in the fall; 4 in the spring; 2 in the summer.
 - Dependent Scholarships – students fill out the Universal Scholarship form. 12 awarded to UG; 9 awarded to Graduate students. The Application is on the PASC website. .
- **Communication** – Gary advised the group that JJ has posted PASC information on the web in a very timely manner. JJ and Gary are in the process of developing a “News” page for the PASC website. This page will carry announcement about awards, scholarships winners, etc. They are also working on an “Online Newsletter.”

6) **Campus Committees**

- **Student Senate** – John reported that the Student Senate wrapped up their academic year last week.
 - Ballot to raise student fees failed.
 - Many bylaws changes – one that tied salary increase to room & board/tuition increases – removed the tie.
 - SFAP funded all amounts requested by student groups.
 - Short discussion regarding the President's Brown Bag lunch – no action taken.
- **SPEEC** – Results of election were distributed yesterday (May 3). Michael Stadler reported that the Council year is wrapping up and that the yard sale is scheduled for May 14th from 7-11 a.m. in the Gray Hall gym. Funds raised will be used towards the class school development fund and student activities. Next meeting is June 20th or 22nd.

Scholarship recipients will be invited to a breakfast. There were 15 dependent and 4 classified scholarships awarded.

- **Faculty Senate** – Sean reported that much of the conversation at Faculty Senate was about the budget. Jeanette VanGalder was invited to FS to talk about the Tech Freeze. New elections are coming up for Faculty Senate and other committee vacant seats.
- **Board of Trustees** – Julie reported that the next BOT meeting is Friday, May 10th. At the last meeting, there was discussion about the 13.2 -14% tuition increase. BOT members are not pleased about tuition a tuition increase to students and salary increases for employees. They do not want a tuition increase on the backs of students. Julie commented that as the economy recovers, people will begin to look elsewhere; UNC's competitiveness is dropping.
- **Alumni Association** – Your spring copy of Northern Vision should be hitting your mailboxes today.
 - Michael Muskin commented that the Alumni Mentoring Program (AMP) is in the development stage.
 - There is an event in Denver on June 2nd at the Molly Brown Center – Connecting Alumni. Career Services will also be in attendance.
 - Plans are beginning for Homecoming 2011.
 - Team UNC Annual giving program for faculty & staff underway through June 3, 2011.
- 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
- CETL Advisory Board – No report
- Workplace Environment Taskforce – Have not met
- Salary Equity – No report
- Homecoming – No report but Michael Stadler informed the group that Raul Cardenas, DOS Office, contacted Classified Staff Council to get their involvement in Homecoming. What about PASC's participation? Julie will contact Sherri Moser. It was suggested that PASC/SPEEC collaborate again on the float for the parade. The theme this year is just "Homecoming."

7) **Adjourn**

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

Respectfully submitted,
Frances Braafhart, PASC Secretary