



**Professional Administrative Staff Council (PASC)  
July 7, 2010 Meeting**

**Meeting Minutes  
July 7, 2010  
Gunter 1120**

**Council Members Present:** JJ Auker, Frances Braafhart, Kelley Christman, Gary Dutmers, Cathy Puckett, Lee Ann Sappington, Julie Tacker, Joe Tort, John Weiser,  
**Council Members Absent:** Susan Stopher, Karen Jennison, Gina Lichte, Ryan Shucard

**1) Call to Order**

- Sappington called the meeting to order at 11:02AM.

**2) Approval of Minutes**

- The minutes from May 19 were approved. The minutes from June 9<sup>th</sup> were updated and approved.

**3) New Business**

- **PASC/SPEEC Executive Councils-** A meeting is scheduled with SPEEC Executive Council on Thursday, July 8<sup>th</sup>, to discuss collaboration on events for 2010-11 and also to build relationship between PASC and SPEEC. Lee Ann thanked Joe Tort for suggesting this meeting. Lee Ann asked for any items to take forward to the meeting. Some suggestions:
  1. Year end event – Will discuss a combined event. PASC did not participate this year in the combined PASC/SPEEC fall event. Lee Ann and Gary would like to see if PASC can hold separate event even if SPEEC will not change the format of their event. Good participation and response to the PASC event held late afternoon. April appears to be a good month. SPEEC holds their event in February.
  2. Fall welcome mixer
  3. Homecoming/build a float for the parade- collaborate with SPEEC. Combined effort might help with participation as it is difficult to get volunteers to help with parade floats.
  4. Community Service – PASC & SPEEC
    - Gina is working with SPEEC representative on combined events for 2010. An announcement will be placed in UNC Today requesting volunteers to help students move into their dorms in August. Contact Gina if interested.

Any other new business. None.

**4) Committee Reports - Frances will send out an email to the following campus committees to notify them of the PASC representative for 2010-11.**

- **Executive Committee-** The Executive committee will meet with SPEEC Executive Council on Thursday, July 8, 2010 at 9 am.
- **Communications** – Dutmers is working on gaining access to the PASC website. Gary will ask Beckie Croissant to post minutes until access is given. Gary suggested that

photos be taken of the new Executive committee or the entire committee to post to the site. Gary will bring a camera to the next meeting and take pictures.

- Lee Ann updated the committee regarding the PASC listserv. She is working with Sam Penn to get the listserv up and running so she can send out communications to the committee. It was decided that the listserv will be maintained by the Chair of PASC.
- **Bylaws**- no report.
- **Fundraising**- Tort would like to invite someone from the Foundation to come and talk about collaborating on events; in particular Casino night.
- **Professional Development** – no report.
- **Recognition and Social Events**- no report
- **Community Outreach/Service** – Gina is seeking volunteers from PASC to help students move into their dorms in August. Contact Gina if interested.

Auker met last Thursday with Homecoming Committee to talk about Homecoming.

Auker suggested Community involvement and also for PASC and SPEEC to work together on a float for the parade. Homecoming is October 2nd – this year's theme: **"Bringing Education to Life."** For help with funds, groups can apply for funds through Student Activities. Need to apply. – I think this is only for students, but I will check.

Auker also shared information about a cross promotion with Alumni at Oktoberfest. Downtown Development will begin work /planning of Oktoberfest and UNC will be sponsoring a booth. Volunteers are needed. Marketing will also have a booth.

Other community services items: Fall Bizarre and project with the School District to "Build a Bear." Volunteers are needed to put packages together with decorating items. The next meeting is July 19. Jaqueline will have more information about volunteers then.

- **Grants and Scholarships** – The committee met with Nancy Gray to work on guidelines for scholarships offered by PASC in 2010. PASC would like to offer 2 \$1,500 scholarships to either professional staff or staff dependents and several \$100 book scholarships for employees. The \$1,500 scholarship will be awarded next fall 2011. The books scholarships will be awarded as follows: 4 in the fall, 4 in the spring and 2 in the summer. Kelley will have forms with guidelines ready for the next meeting. Application deadlines will be 2 weeks before the term begins, beginning spring 2011.
- **Fundraising** - Dutmers reported that PASC currently has \$6,143 in the Foundation fund. The 2<sup>nd</sup> account has \$686. This is the fund that was used to mail boxes to soldiers in Iraq last Christmas.
- **Student Senate** – not report
- **SPEEC**- Tort informed the group that SPEEC's retreat is scheduled for next Thursday.
- **Faculty Senate**- no report
- **Board of Trustees**- Sappington informed the group about **Senate Bill 3** – 5 year projection needed if we want to raise tuition 9%. UNC would like to leave options open with the flexibility to raise the rate if enrollment is down. It is speculated that UG Resident will be raised by 9% and UG Non-Resident will be raised significantly more. Undergraduate, Graduate and Extended Studies have developed models to predict what enrollments will look like.

The Performance contract- this is an evaluation of UNC's performance by CCHE. Discussions are ongoing as to what will go into the contract.

Plagiarism – if paper is produced for one instructor and then turned in for another course- still considered plagiarism. Faculty Senate determined that a student must get pre-approval to use prior work for another class paper.

Committee Chairs are to forward a report from the campus committee they represent, to Braafhart prior to the monthly PASC meeting. Braafhart will compile all reports into one document for Sappington to send out with agenda.

- **Alumni Association-** no report
- **Parking Advisory Board-** Cathy informed that the committee has not met.
- **Campus Recreation Advisory Board-** no report
- **University Center Advisory Board –** no report
- **Bookstore Advisory-** no report
- **Information Technology Committee (ITC) –** no report
- **Salary Equity-** no report
- **CETL Advisory Board-** no report
- **Workplace Environment Taskforce-** no report

5) **Round-A-Bout**

**Braafhart** - provided a Graduate School update. Enrollment was up for 2009-10 which has increased activity in the Graduate School. It has been a busy year. Gearing up for Fall 2010 and TA/GA/RA contracting.

**Christman-** Registrar's Office news - Judy Layton retired on the 30<sup>th</sup> of June. Kelley is assuming some registration duties and will be moving into her new office (Judy's office).

**Tacker** – Payroll news - gearing up for fall contracts. No raises again in 2010-11.

**Tort**– Student Abroad - unveiling a variety of exchange partners – Portugal, Prague, Tokyo, Italy. These are mainly undergraduate exchange opportunities. There will be more Graduate opportunities for summer study abroad. Unveil in the fall

**Puckett** – PERA switch came through. Check payroll advice for July 31; you will see a 2% decrease. Payroll can assist if staff would like some help in knowing what their bottom line will be.

Independent Contracts – beginning in January, people contracted will have to contribute to PERA (if retiree). Not known yet how the 2% will be collected. PERA retirees will also be affected and pay the 2%. This will go into the PERA General Fund to strengthen PERA, not individual accounts. It has been a plus when hiring retirees, but departments will now have to look at the cost of hiring retirees.

**Wieser-** UC News – Einstein's summer delivery pilot has been going well and plans are to evaluate to determine whether this program will be expanded.

The new UC Convenience Store will be opening spring semester or maybe a little before. The store will be located at the old Kinko's store area. There is a contest called "Name this Store" at [namethisstore@unco.edu](mailto:namethisstore@unco.edu). You can still send in your ideas. Some of the popular names so far: Bear Crossing and Bear Necessities. Staff will be able to use their Dining Dollars at the convenience store.

Card Readers will be added to more vending machines this year.

**Dutmers** – Marketing & Publications News – The integration of Alumni into the University is in progress. Public Relations will manage/publish the Alumni Association magazine. There are no huge changes, but the change will make publication more accessible on campus. Public Relations will work on ways to improve the delivery. The CD case calendars are popular items developed through the Alumni Association and refills may be published for 2010-11.

**Auker-** Marketing News – The “UG View book” is out to print for next Admissions marketing year. Housing/Residence Life information still in working stages. Working on Homecoming and also working on the next UNC Campaign in October. Marketing is working on billboards and TV ads. Possibly 9 News.

**Sappington** - The 2010-2010 Budget was approved at the June BOT meeting. Budgets have been loaded but they are not yet ready for viewing.

OBIA no longer exists. Budget is now a part of Finance and Budget and reports to Susan Simmers, Assistant Vice President of Finance and Budget. Lee Ann is now a part of the Office of Institutional Reporting and Analysis Services and the area reports to Paul Sharp. Krystal Wiley, University Business Trainer/Coordinator now reports to IT. There will be 2 new positions in Finance and Budget and for now, staff will be located in same area on the 3<sup>rd</sup> floor.

6) **Next PASC meeting** – The next PASC meeting will be Wednesday, August 4<sup>th</sup> from 11-12:30PM in Gunter 1120.

7) **Adjournment**

- Sappington adjourned the meeting at 12:00PM.

Respectfully submitted,

Frances Braafhart, PASC Secretary