



**Professional Administrative Staff Council (PASC)
November 3, 2010 Meeting**

**Meeting Minutes
November 3, 2010
Gunter 1120**

Council Members Present: Jaqueline Auken, Kara Berg, Frances Braafhart, Gary Dutmers, Gina Lichte, Mindy Marshall, Lee Ann Sappington, Jana Schwartz, Julie Tacker, John Weiser

Council Members Absent: Sean Broghammer, Ryan Shucard, Joe Tort

Guests: Michelle Quinn, Senior Vice President for Finance & Administration, CFO
Marshall Parks, Director Human Resources

1) Call to Order

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

2) Approval of Minutes

- Motion to approve October 6 minutes. Motion was seconded and approved.

3) New Business

Treasurer Report – Dutmers

- The scholarship fund is at \$6,601. Operating fund has \$686.01 minus \$147.15 for the Ice Cream Social.

Guests: Michelle Quinn and Marshall Parks

Michelle Quinn and Marshall Parks were invited to PASC to talk about shared leadership vs. shared governance and the purpose/role of PASC.

Lee Ann asked VP Quinn if she could explain the difference between shared governance and shared leadership. Michelle explained that the shared leadership idea came from the President and her State of the University Address. Michelle provided the following:

- Shared Governance: speaks to a more formal and organized back and forth process.
- Shared Leadership: everyone works together at the same time toward a goal.

Michelle opened up her discussion by asking PASC members why they joined PASC and what were their expectations? Shared governance and shared leadership; what do they mean to you?

Comments:

- Shared leadership is sharing and can provide common good. Governance is more policy related.
- Sappington: No expectations when she was agreed to serve on PASC and no idea what the group was about. Lee Ann reiterated to the group that when she and Michael Stadler attended the BOT retreat, there were no introductions of PASC representatives. Is the role of PASC to be part of leadership and have exchanges, or do we just serve on committees and help with employee recognition? Do we function as a professional social advocacy group? As we represent the professional administrative staff on campus, it would be helpful to know what role we play on issues such as the President's cost savings initiative. Do we put something together as PASC? If so, Lee Ann expressed that this would be a shared leadership role to her.
- Dutmers: Gary said he joined to play a much larger role in shared governance. Fundraising appears to be the bigger role of PASC to him and he feels that should not be the case.

- Puckett: PASC is an opportunity for us to represent other professional staff and be that voice for other on campus. We bring one voice forward as a group and bring it forward as a representative. There is more flexibility with shared leadership and groups can collaborate and feel free to share and work together.
- Marshall Parks: Shared governance is a more formal structure. Shared leadership is where we are heading as an institution

The voice and representative piece of PASC was created by employees. The initial push of this group was more social, common interests, fundraising for scholarships, etc. Marshall feels the value and role of this group is to be the voice of employees.

There are 2 components to PASC: shared leadership and the social component. It is okay to have two components to this group. A positive role of this group is the professional development opportunities offered to the campus.

Coordination of Events

- There was discussion about the coordination of events on campus so there is no duplication. Although there are differences in goals and priorities of PASC and SPEEC, there are similarities with regard to sponsored events and volunteer opportunities.

Michele Quinn commented that we can all be part of the campus community rather than separate groups. Marshall added that coordination of events would be good. Put opportunities out there as a campus rather than just a PASC event.

Everyone thanked Michelle Quinn and Marshall Parks for attending the PASC meeting and Gary thanked Michelle for paying for the employee recognition banquet. Michelle commented that the University is paying for the banquet, she is an advocate.

Lee Ann will lead more discussion about Michelle Quinn's and Marshall Park's visit next month.

Cathy Puckett announced that she is leaving the University and has been hired as HR Director at Commonwealth University. Lee Ann will ask Jessica Behunin to join PASC.

4) Committee Reports

- **Executive Committee-** Sappington, Dutmers, Braafhart, Tacker – no report
- **Bylaws** – Puckett- no report
- **Fundraising-** Tort, Stopher – Since Susan resigned, should Mindy replace her on this committee? The committee is working on 3 fundraising events: bowling, trip to Central City and a Gold Bowling and a Golf Tournament. The bus to Blackhawk is not happening.
- Professional Development- Schwartz no report
- **Recognition and Social Events-** Dutmers, Puckett
 - SPEEC is going to pay for the award recipient's guest at the awards banquet. Funds provided by the University will pay for employees attending the banquet

Should PASC use funds to pay for guests to the banquet or use funds for professional development? Can we provide items for silent auction? Budget for the banquet is \$10,000 but this pays only for employee attendance to the banquet.

- **Community Outreach/Service-** Lichte, Braafhart, Tacker – no report
- **Grants and Scholarships-** Christman, Sappington
Paperwork was submitted to the Foundation to make changes to the PASC fund.
- **Communication** – Auker, Dutmers
 - JJ will be posting the group photo of PASC. Mindy was invited to go to Publications to have her photo taken.

5) Campus Committees

- **Student Senate- Wieser**
 - SRC changed some bylaws.
 - UNC student radio is going very well.
 - Marketing for campus events.
 - Michelle Quinn talked to SRC about the 5 year plan.
 - Students concerned about watering on campus. Spoke with Kirk Leichter about conservation techniques.
 - Opera Theater Society will do singing grams for \$5.
- **SPEEC- Berg:** There were approximately 130 people who attended the Ice Cream Social.
- **Faculty Senate -Broghammer**
 - Library – presentation on Open Source Publishing. Resolution for UNC to join. If UNC joins, this could increase UNC’s visibility.
 - A resolution was passed that would not connect a student’s grade to their ability to raise funds (in connection with grant award funding).
 - Salary Equity Committee – The Provost did not approve pay for faculty equity.
 - Changes to the Policy & Regulations to include the term “Chair” into the faculty section.
- **Board of Trustees- Sappington-no report**
- **Alumni Association- Dutmers**
Northern vision received by mail.
- **Parking Advisory Board- Puckett – no report**
- **Campus Recreation Advisory Board- Stopher – no report**
- **University Center Advisory Board- Christman- no report**
- **Bookstore Advisory- Schwartz- no report**
- **Information Technology Committee (ITC)- Lichte-no report**
- **CETL Advisory Board- Braafhart-no report**
- **Workplace Environment Taskforce- Auken, Sappington-no report**

7) Informational Items

- Mindy Marshall is the newest member to PASC replacing Susan Stopher who resigned.

8) Adjourn

Motion to adjourn, seconded. 12:35.

Respectfully submitted,

Frances Braafhart, PASC Secretary