



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

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

Council Members Present: JJ Auker, Frances Braafhart, Kelley Christman, Gary Dutmers, Gina Lichte, Cathy Puckett, Lee Ann Sappington, Joe Tort, John Weiser, Sean Broghammer, Kara Berg, SPEEC

Council Members Absent: Ryan Shucard, Julie Tacker, Karen Jennison, Jana Schwartz, Susan Stopher

1) Call to Order

- Meeting called to order at 11:05 by Lee Ann.

2) Approval of Minutes

- Motion to approve the minutes from August 8. Motion seconded; minutes were approved.
Treasurer report: Scholarship Fund - \$6,362.84; operating fund - \$686.06
(Period ending 7/31/2010)

3) New Business

- **Purpose of PASC**

There was discussion about shared governance and what that means to PASC members. Lee Ann researched the bylaws and said that the bylaws are clear; PASC is a social service governance body. How do we bring forward a better campus community and be that voice to be heard by bringing both groups together?

- We could play a bigger role in shared governance and build our power base. Gary suggested adopting resolutions on issues that PASC would like to address. (Gary provided an example of student senate) Might not have impact but may be seen by administration and our constituents that we are defending their interests. Talked about issues such as:
 1. Work Environment
 2. Salary Equity
- Administration might be looking for help in being a sounding board and input into the decision process. SPEEC and PASC could be part of that process.

- **PASC Representatives**

There was discussion about how to get information out to our constituents. Cathy commented that we as a group need to connect with our constituents and let them know we are here to represent their concerns. But the question was “How do we do this?”

- It was suggested that PASC members introduce themselves to our constituents with a meet and greet with small groups or communicate via email to address their concerns and issues.
 - Lee Ann talked about assigning a PASC representative by building. Lee Ann can run a report of all exempt employees on campus. There are approximately 380 – 400 exempt employees, each PASC member would be assigned approximately 25 exempt employees. Some members volunteered to represent the following areas:
 - Gary requested Alumni and Athletics be assigned to him.
 - Cathy Pucket: assigned Gray Hall and Kepner Hall.
 - Gina: assigned Michener, and will split Candelaria with Jana Schwartz.
 - Kelley: Admissions, Financial Aid; EMSA
 - Lee Ann: McKee and Ross Hall
 - Sean or Joe will take the UC.
 - Do we structure the next election by the number of reps we need by building or by unit?
 - SPEEC elects by building. Kara informed the group that SPEEC pulled a list of classified employees and each SPEEC rep received a number of employees to contact via email and provide news updates. It worked well.
- **Welcome Letter**

Lee Ann shared the “Welcome Letter” for new Exempt employees. It was suggested that a list of current and upcoming events be added to the bottom of the letter. Gary volunteered to make revisions/corrections to the welcome letter and distribute via the Exempt listserv. Send any comments/suggestions to Lee Ann.

4) **Committee Reports**

- **Executive Committee-** has not met yet
- **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.
- **Bylaws-** no changes.
 - **Fundraising-** JJ reported that the committee is beginning the planning of Casino Night scheduled for October.
- **Professional Development** – Jana reported that first event is scheduled for September 16 – Guest will be Marshall Parks, Director of Human Resources.
- **Recognition and Social Events-** no report.
- **Community Outreach/Service** – Saturday, September 11 – Day of Service - community wide event in collaboration with the City of Greeley. Information will be sent out via the listserv.
- **Grants and Scholarships** – no report

- **Communication** - JJ reported that the PASC website has been updated. Gary will assist with website navigation and will provide an analysis of visits to the site.
- An end of semester newsletter will be developed. All PASC materials will be archived at the end of the year.

5) **Campus Committees**

- **Student Senate** – pre meeting last week (meet & greet). Meeting tonight 9/1 @ UC Council room.
- **SPEEC**- Tort informed that SPEEC met on 9/1 and the following were discussed:
 - Marshal Parks was the guest
 - State of the University Address – President Norton to address campus community on September 21st.
 - Work Environment Task Force- will bring discussion forward about administration funding staff appreciation events.
 - The SPEEC Social Event Committee talked about the planning of the banquet and fall event. Also discussed the October staff event.
 - Homecoming and how SPEEC would participate.
 - Talked about an after work get together of both campus groups. Groups could meet at a local establishment. Joe will organize the event for next Friday. Joe will send out invitation to both campus groups.
- **Faculty Senate**- Sean reported that the retreat on 8/20 was a good retreat. Provost and President gave presentation. Next meeting this Monday, September 6. Announced the State of the University event. RSVP is required.
- **Board of Trustees**- has not met. The retreat is scheduled for September – will a PASC rep attend?
- **Alumni Association**- Gary provided an update. Alumni Association is concentrating short term mentorship for undergraduates (Alumni in Residence). The intent is to have UG connect with Alumni in their field/program of interest. Aligning their structure with UNC. Staff is not staff of UNC. 5 or 6
 - **VP of Dev and Alumni Relations** – A search had been in progress for the VP of Development and Alumni Relations position. A candidate has been offered the position, but their name is being withheld until he/she notifies their current employer. This person has considerable experience in alumni relations and development. Dick Monfort & Bob Tointon all pleased with the candidate.
- **Parking Advisory Board**-Has not met, but Cathy provided the following: There will be discussion the purpose of this board and whether to continue with this committee. Ron Eberhard is the new Parking Manager. A new Police Chief has been named and Dennis Pumphrey, who served as Interim Police Chief and Director of Parking Services, will return to his role as Police Administrator I.

Bear Bus – There was discussion about the “Bear Bus.” The bus serves students only at this time and has a much improved longer route from 9-1 am service; Wednesday, Friday and Saturday night service as well. The Bear Bus is funded totally by student fees. Because the bus is funded by student fees, staff is unable

to ride for free.

- **Campus Recreation Advisory Board-** no report
- **University Center Advisory Board** – not met
- **Bookstore Advisory-** not met.
- **Information Technology Committee (ITC)** – not met. Gina unable to sit on this committee due to conflict. Cathy Puckett volunteered to sit on this committee – 1st meeting - Monday 9/13 1:30 p.m
- **CETL Advisory Board-** has not met
- **Workplace Environment Taskforce-** According to the taskforce, 2 PASC members are needed to sit on this committee. JJ and Lee Ann will be the PASC reps. Purpose of the taskforce:
 - Develop communication guidelines and formal documentation for all UNC faculty and staff to reference as a resource.
 - Develop leadership guidelines for supervisors and managers for all professional groups.
 - Develop methodology – work environment
 - Develop programs that allow for interaction among all professional groups (This where any recommendations regarding the employee recognition events (such as the banquet) would be addressed.
 - Develop relationships that will allow community to relate to others on campus.
- **Salary Compensation** – Will meet on September 20th for a short meeting.

6) **Round-A-Bout** –

We did not have enough members this week for a photo session. Lee Ann will schedule a photo shoot and forward to all PASC members.

JJ met with SPEEC regarding the Homecoming Float. Michael Stadler is providing a flat bed truck for Homecoming (October 2nd). SPEEC/PASC will decorate the float the day before: October 1st. JJ will get more info and forward.

JJ provided a mock up of the T-shirt for PASC volunteers to wear during Homecoming and other volunteer events. T-shirts will be purchased and used by both SPEEC and PASC and they will say “Staff Councils.”

Kara, SPEEC rep to PASC, informed the committee that SPEEC uses T-shirts as a marketing tool and provides a shirt to new employees. It was discussed whether PASC would like to offer a shirt to each member. Because of cost and budget it was decided that shirts would not be distributed to new exempt employees; however shirts will be given to all PASC members. Please send your shirt size of SML to Lee Ann.

Gina mentioned that orientations went very well this semester that were organized by Academic Support and Advising.

Sean – Undergraduates moved in early this year. Residence Halls are at 98.5% capacity and there were a high number of no shows. There was a low enrollment rate for

freshmen. Transfer student numbers look good. Sean said there were a lot of student and staff volunteers to help during move in day.

Kara - Accounting survived fiscal year end. Auditors arrived Tuesday and will be here 1 month. Staff had been through FY cycle, so that was helpful in the successful close of 2009-10.

John – Dining Services is extending meal plans to graduate and teaching assistants. Dining Services will keep the Graduate School Office in the loop about graduate students on meal plans.

Gary- The “New UNC Online Calendar” is up and running. Gary welcomes any comments or suggestions. He mentioned that custom feed from the new online calendar will work with programs across campus. If interested, please let Gary know. CETL, PVA use a custom feed to their online calendar. The new calendar is very powerful as far as the many functions it can provide.

JJ- working on next phase of “Bringing Education to Life” campaign. New signage and signs are up across campus. UNC has 15 to 30 second TV spots and not just Channel 9. Marketing and Publications is currently working on several projects and a couple more photos shoots.

Kelley –A search is currently underway for the Registrar and Assistant Registrar positions. Add/drop deadline was last week.

Lee Ann – Janene Roys comes to OBIA from the Registrar’s Office.

Frances – Graduate School news is that enrollment is up for 2010-11. It was a very busy summer as summer enrollment was up as well.

7) **Next PASC meeting** – The next PASC meeting will be Wednesday, October 6th, 11:00 – 12:30 PM in Gunter 1120.

8) **Adjournment**

- Motion to adjourn. Meeting adjourned at 12:30 p.m.

Respectfully submitted,

Frances Braafhart, PASC Secretary