



**Professional Administrative Staff Council (PASC)  
July 7, 2011 Meeting**

**Meeting Minutes  
July 7, 2011  
Gunter 1120**

**Council Members Present:** Cathy Heise, Michael Muskin, Julie Tacker, Nina Smith, Kathi Bland, Jessica Behunin, Kelley Christman, John Wieser, Erin Poszywak, Deborah Borelli

**Council Members Absent:** Jacqueline Auker, Vicki Mossman, Joe Tort, Frances Braafhart

**1) Call to Order**

- Julie Tacker called the meeting to order.

**2) Approval of Minutes**

- There was not a quorum at the June 2, 2011 meeting but the group did receive meeting notes. No formal approval was needed.

**3) Treasurer's Report**

- No report

**4) New Business**

- The group reviewed the list of Standing and Campus Committees that PASC is currently represented on. It was decided to remove the following committees and convene/attend on an as needed basis:
  - Bylaws
  - Parking Advisory Board
  - University Center Advisory Board
  - Bookstore Advisory Board
  - CETL Advisory Board
  - Homecoming
- New committee assignments were determined for the following remaining committees:
  - Fundraising - Muskin, Tort
  - Professional Development – Behunin, Borelli, Poszywak
  - Recognition & Social Events – Poszywak
  - Community Outreach & Service – Braafhart, Tacker, Behunin
  - Grants & Scholarships – Smith, Poszywak, Christman
  - Communication – Auker, Christman
  - Student Senate –
  - CSC – Behunin
  - Faculty Senate – Heise
  - Board of Trustees – Tacker
  - Alumni Association – Muskin
  - Campus Recreation Advisory Board – Tort
  - Information Technology Committee (ITC) – Christman
  - Workplace Environment Taskforce – Wieser, Poszywak
  - Salary Equity - Poszywak
- Julie will send out a request for interest/nominations for the members of the Executive Committee. She will also follow up with an election via email.
- The group mentioned a few items that may be on the list of the PASC Goals for the upcoming year:
  - Find creative ways to retain employees and increase morale
  - Increase communication with the PASC employees
  - Consider offering professional development opportunities more frequently
- Kathi Bland gave an update from the Classified Staff Council (CSC):
  - The CSC is having their planning meeting in July and would like a PASC representative at the meeting. Jessica will attend.
  - CSC is planning on devoting time this next year on work environment issues.

5) **Roundtable**

6) **Adjourn**

- Meeting adjourned at 12:20 p.m.

Respectfully submitted,

Kelley Christman