



## Professional Administrative Staff Council (PASC)

### Meeting Minutes

August 2, 2012

Gunter 1120

Council Members Present: Jessica Behunin, Christopher Freeman, Denise Connell (CSC Representative), Erin Rabon-Poszywak, Tiffany Pendleton, Kelly Jacobson, Jaime Ingrisano, Kim Paxton, Kristen Brown, Kathy Heise

Council Members Absent: Deborah Borelli,

1. Call to Order  
Meeting was called to order at 11:05 AM.
2. Approval of Minutes  
Minutes from the July 12<sup>th</sup> meeting were approved by the committee.
3. Jessica announced that there is a vacancy on the PASC council and asked people to send nominations/recommendations to her.
4. Committee Reports
  - Executive Committee – No report
  - Fundraising - Have not met yet, but are considering selling Eileen's cookies throughout the year. It was discussed that we could shoot for days like Secretary's Day, Boss's Day, Valentines Day, RA Appreciation Day, Student Employee Appreciation, Christmas, etc. We discussed the ability to order these online.
  - Professional/Personal Development – No report
  - Recognition and Social Events – Have not met
  - Community Outreach/Service – No report
  - Grants and Scholarships – No report
  - Communication
    - They have not met officially but are working on getting a current list of all exempt employees so it can be divided and assigned to council members.
    - Website updates are being worked on and a sharepoint site has been set up for council members to access information.
  - Student Senate – No report
  - Classified Staff Council –
    - i. Service award banquet is scheduled for March 25, 2012.
    - ii. They are doing Pizza Pals/Old Chicago fundraising.
    - iii. Decided they would use their funds to support staff travel for professional development.
    - iv. They discussed the work environment task force President Norton is revitalizing and decided who would represent them.

- v. They are looking for participants for homecoming. They are working to increase interest in a community fest event.
- vi. They set their goals for the coming year. 2 of the main goals were to improve communications and promote their logo.

- Faculty Senate –
- Their retreat is coming up. It is geared toward new senators so Kathy will not be attending.
- Kathy asked committee members to think of ways PASC can collaborate with faculty and foster that relationship.
- Board of Trustees – No report
- Alumni Association – No report, Kristen Brown will join this committee
- Campus Recreation Advisory Board – No report
- University Center Advisory Board – No report, Kristen Brown will join this committee
- Bookstore Advisory Board – No report
- Information Technology Committee – No report
- Workplace Environment Taskforce – No report, Kim Paxton will join this committee
- Salary Equity –
  - i. This is a subcommittee of Faculty Senate, Kathy will receive the information from this committee during their reports back to the Faculty Senate
- Compensation Task Force – No report
- HLC Committee – They haven't met recently, but Jessica provided a description of their purpose.
- Sustainability Committee – They are meeting today, so no report until next time.

5. Adjournment

- Meeting adjourned at 12:30 PM

6. Next Meeting

- Thursday, September 6, 2012 at 11 AM