

Professional Administrative Staff Council (PASC)

Meeting Minutes

March 7, 2013

Gunter 1120

Council Members Present: Jessica Behunin, Deborah Borelli, Christopher Freeman, Kathy Heise, Jaime Ingrisano, Michael Kallsen, Kim Paxton, Tiffany Pendleton, Erin Rabon-Poszywak

Council Members Absent: Kristin Brown, Loree Crow, Kelly Jacobson, and Evan Welsh

1. Call to Order - Meeting was called to order at 11:00 AM
2. Approval of the Minutes – February 7, 2013 meeting minutes approved
3. Bears Dessert Competition Update
 - a. Raised \$140.00 total after expenses \$50.00 was netted
 - b. Suggestions for next year
 - Have bite size portions
 - Spread tables out more
 - Have a table with samples from all entries as well as tables for the individual entries
 - Organize by category
 - Each dessert gets a number not a person
 - c. The day/time was good and there were a lot of student entries as well as students attending as tasters
4. Finance Update
 - a. Another Operational account will be set up for PASC that fundraising money will be put into
 - This will make it easier to buy something and then get reimbursed
 - The money raised from the cinnamon rolls will be put into this account along with the dessert competition money.
 - P-Cards cannot be used for purchasing items
5. Eileen's Cookies Fundraiser
 - a. Sell 6 cookies for \$3.00
 - b. Discussion about baking ourselves or pre-baked by Eileen's
 - The committee agreed it would be best to have Eileen's bake them for consistency and packaging
 - c. Order request will begin at the beginning of April for Administrative Assistants Day
 - d. Sell at the UC during finals week
 - Options to have 2 or 6 cookie packages or make your own cookie package?
6. Banquet – March 25th
 - a. Still need volunteers to help with setup, take down, etc.
 - b. CSC gives a gift to its members during employee week
 - c. Discussion about giving gifts to PASC members
 - Gift card to the Coffee Corner for a drink
 - Pens like CETL has
 - Other swag suggestions?
 - d. PASC table to promote Helping hands, nomination forms, etc.
7. Kelly Jacobson has resigned from the council
8. Thank you cards for foundation contributors to the PASC scholarship
9. Compensation Discussion
 - a. Feedback about the compensation document that was sent out by PASC

- b. Council members agreed that the compensation document needs to be distributed annually
 - A request will need to be made to HR for the document annually
 - c. Council members agreed that a PASC representative needs to continue on the Salary Equity Committee
10. Meeting Adjourned
- a. Meeting was adjourned at 12:30 PM

Respectfully Submitted,
Deborah Borelli