

Professional Administrative Staff Council (PASC)

Meeting Minutes

October 4, 2012

McKee 0137

Council Members Present: Jessica Behunin, Deborah Borelli, Kristen Brown, Loree Crow, Christopher Freeman, Kathy Heise, Jamie Ingrisano, Tiffany Pendleton, Erin Rabon-Poszywak, Evan Welch, and Denise Connell (CSC Representative)

Council Members Absent: Lorie Crow, Kelly Jacobson, Michael Kallsen, Kim Paxton, and John Pherson

Guests: Michelle Behr, David Kendrick and Tabby Harraff

1. Call to Order - Meeting was called to order at 11:10 AM
2. Approval of the Minutes – September 6, 2012 meeting minutes approved
3. Higher Learning Commission (HLC) Presentation – Michelle Behr (2 handouts)
 - a. HLC accreditation visit is important for financial aid, transfer and degree recognition and required for grants
 - b. HLC self-study is a series of standards and criteria outlined by the commission, along with the UNC mission and its interpretation by the university. The President Norton is also using this opportunity to ask institutional question(s).
 - c. HLC provides requirements that all institutions must have for accreditation and the Federal Government has charged the commission to make sure institutions are in federal compliance for federal funds. The expectation of the commission is that there is an awareness across the university and that there is a university community involvement in the process.
 - d. Question: With the state providing less funding, will that impact state oversight? Answer: Probably not
 - e. Question: What is being done to insure that conversations that matter and university community involvement are occurring? Answer: There was a broad call for volunteers to serve on the various criterion committees, there are staff and faculty on all committees, there will be focus meetings and the criterion committees have been charged with doing outreach across the campus.
 - f. Question: What is the future process for HLC visits? Answer: depending on the outcome of this visit there will be points in time that the university would need to provide information. Ideally there would be a mid-point (5-Year) report which would roll-up to the 10 year full accreditation visit.
4. Center for the Enhancement of Teaching and Learning (CETL) presentation – David Kendrick and Tabby Harraf (2 handouts)
 - a. Kendrick explained the purpose of the CETL
 - b. Harraf presented information concerning Skillsoft – It is free to UNC employees and contains training courses/webinars, etc. on software, human resources, leadership, etc.
 - c. Question: How often are courses updated? Answer: They are updated frequently and if there are areas that employees would like they can email Tabby to request it be added
 - d. Question: Is this available to student employees? Answer: UNC generated information can be used by student employees and specific courses can be assigned to student employees. The student employee name would need to be sent to Tabby along with the courses.
5. Reminders
 - a. Homecoming is this week. Friday afternoon the staff councils float will be decorated at Parsons Hall. The parade is Saturday morning
6. Committee Reports
 - a. Executive Committee –

- Collaboration with other councils is continuing. The CSC was very receptive to PASC helping in the Adopt-A-Spot.
- Discussion about sending the reports electronically to allow more discussion time at the meetings and to be able to get more traction on ideas that have been discussed. Members agreed
- Discussion about having workshops/discussions for PASC members (similar to what we did last year with Marshall) some of the ideas were:
 - Discussion about the number of course credits employees can take
 - Discussion about establishing sabbaticals for PASC members
 - Workshop on benefits, to clarify what they are, how to get them etc.
 - Workshops on the top 3 categories identified by the PASC membership
 - Discussion about the 90% salary cap of peers
- b. Treasurer Report: There is currently \$7,931.00 available.
- c. Fundraising – Behunin and Rabon-Poszywak:
 - Still working on the Eileen’s cookie sales
 - Need clarification on how the funds can be used
 - Focusing on Bosses Day
 - Contacted nurseries about flowers
 - Johnson’s Corner has donated 3 dozen cinnamon rolls
- d. Professional Development – Borelli and Kallsen:
 - Ideas that were discussed were
 - Credit workshop
 - Home buying/selling
 - Finding a real estate agent
 - Members suggested how to buy a car used/new
 - How to be young in Greeley – targeted toward new hires
 - Improving the new Employee Orientation
 - Create a monthly orientation for new hires
 - Help establish dept/college training for new hires
 - Work on creating an electronic work flow for new hire documentation
- e. Recognition & Social Events – Behunin, Freeman and Ingrisano:
 - Discussion about gatherings where we promote PASC
 - Crabtree, bowling, etc.
 - Employee of the term/month
 - E-Cards
 - Members suggested recognizing staff when we see them doing something
 - Members were challenged to recognize a staff member and report back at the next PASC meeting
- f. Community Outreach/Service – Behunin and Crow: No Report
- g. Grants & Scholarships – Freeman and Radon-Poszwak:
 - Schedule book scholarship advertisement with applications due January 4th
- h. Alumni Association – Pendleton: no report
- i. Communication – Behunin and Borelli:
- j. Board of Trustees – Behunin and Freeman: no report, Freeman will send out a report electronically
- k. Student Senate – Borelli:
 - Student Senate meetings now occur every other week with sub-committees meeting on non-student senate meetings. Student Senate currently has three sub-committees, Bear Bus, Restructuring, and LEAF.
 - Borelli is on the Bear Bus sub-committee the contract is in place for this year
 - Going out to bid for next year
 - Finding a way to track ridership in order to validate charges
 - Vouchers have been discussed
 - Member suggested using smart phones for verification
- l. Faculty Senate – Heise:

- The Provost is doing a strategic planning presentation to the Faculty Senate. Should PASC invite her to make the presentation to PASC?
 - Academic Policy Committee is reviewing grade change policy and want any feedback to sent to Joy Landeira ASAP
- m. Classified Staff Council – Radon-Poszywak:
- On October 9th and 16th volunteers are needed to wrap presents for Santa Cops
 - CSC said that if PASC wanted to advertise anything in the CSC newsletter that they would be happy to help out
- n. Parking Advisory Board – Freeman: no report
- o. Campus Recreation Advisory Board –Crow: no report
- p. University Center Advisory Board – Crow: no report
- q. Bookstore Advisory Board – Crow: no report
- r. Information Technology Committee –Borelli: Will send report out electronically
- s. Workplace Environment Taskforce –Crow: no report
- t. Sustainability Committee– Jacobson: No Report

7. Meeting Adjourned

Respectfully Submitted,
Deborah Borelli