

Professional Administrative Staff Council (PASC)

Meeting Minutes

April 2, 2014

Gunter 1120

Council Members Present: Stephanie Burchett Christopher Freeman, Sabrina Hattar, Michael Kallsen, Stuart Kemmer, Daniel Lawrence, Deborah Lewis, Abigail Pekar, Erin Rabon-Poszywak, Linda Schmid, Robin Weber, Jane Monson (Faculty Senate Representative)

Council Member Absent: Elizabeth Mahoney, Kim Paxton

Guests: Ron Eberhard and Marshall Parks

1. Call to Order - Meeting was called to order at 10:30 AM
2. Approval of Minutes – March 5, 2014 minutes were approved
3. Approval of Agenda – agenda approved
4. Parking Services – Ron Eberhard
 - a. Ron gave a brief introduction about his past experience
 - b. Ron explained that historically the revenue from parking fees was used to pay for various projects and areas around the campus, which has impacted parking services' ability to maintain the parking lots. Over the past few years the university has moved projects/services that are not part of parking services to the appropriate funding source, but the fees are still paying for the UNC Police and due to the economic state of the university it may remain there for a while.
 - c. Parking fees will not be increased next year
 - d. Council member asked about service parking places. Ron explained that they have not been decreased but have been more strategically placed. Ron said that they are looking into service parking permits for faculty/staff and that they are also working with service staff about only using service parking areas when they are working and not when they are doing personal errands, getting coffee, etc.
 - e. Council member asked who was responsible for the entrances onto the campus, i.e. 14th Ave., the city or UNC. Ron said that although UNC is responsible the city continues to maintain areas like 14th and 19th although on 19th UNC is responsible for overseeing parking.
5. Human Resources - Marshall Parks
 - a. Marshall gave an update on next year's compensation. At the last Board Meeting the Board agreed to the 3% increase and Marshall believes in all likelihood the 3% increase will be the outcome. He said the Board does not want to raise the tuition more than 4.5%.
 - b. Last year exempt employee salaries were in the 75/76% range compared to the peer institutions. Marshall thinks this year it will be closer to 85/86%. Marshall said that the university was moving to a doctoral/research peer group which is a larger group than the previous peer group and will result in less volatility.
 - c. Currently distribution of the 3% for faculty will be determined based on the 90%. The closer to 90% then less of the 3% will go toward parity and more toward distribution across the board. The farther away from the 90% then more of the 3% would go toward parity and less toward distribution across the board. Marshall thinks the same model will be used for exempt employees.

- d. Marshall informed the council that we would be contacted by Milan Larson to discuss different things about the university. Marshall suggested that this would be opportunity for the council to voice their interest in a better pay plan for exempt employees and to discuss bands, steps, etc.

6. Status of Accounts

- a. Operational Account currently has a balance of \$771
- b. Foundation Account currently has a balance of \$6,737
 - The new foundation account has been created and most of the current donors have moved their payroll deductions to the new account.

7. Grants and Scholarship Committee

- a. The committee members have discussed the disbursement of the professional development money for next year. Because of it being the first year, the committee is limiting it to conference fees, training, and certification programs. The committee will send out documentation prior to the next meeting. Feedback should be provided prior to the May meeting and the council will vote at the May meeting.

8. Banquet Update

- a. The banquet was very successful. The photo booth was a big success
- b. The banquet committee has not had a wrap-up meeting yet.
- c. The Silent Auction raised \$2000.00 – this year PASC had a more active part but unfortunately it was not made clear how the money would be disbursed prior to the event. In the past because CSC did all the work they were given the money. Next year the distribution will be different. Decorations, meals for the employee of the year guests come out of the \$2000.00 and the rest goes into the CSC account.
- d. Next year there will be a joint banquet committee

9. Upcoming Events

- a. Administrative Assistant Appreciation Day – PASC will be selling Eileen's cookies as a fundraiser. Information needs to be sent to Stephanie to include in the newsletter by the end of the week.
- b. Elections – There were 19 people nominated and the nomination acceptance emails have been sent out. Ballots will be sent out April 14th with a deadline of April 28th. The election committee will meet on April 30th to count the ballots.

10. Chair/Vice Chair for 2014-15

- a. Due to Daniel's responsibility he will not have the time to do the duties of the Chair in 2014-15. He will continue to serve on PASC. The council appreciated that he recognized the situation and brought it forward so that a plan could be formulated.
- b. Chris said that the by-laws are clear that the chair needs to be someone who is in the second year of their term. He asked any council members in their 2nd year who are interested to contact him this week. The council would vote in May.
- c. There was a suggestion that next year the council consider changing the term limit to three years. The rationale is that at the first meeting a new council member needs to decide if they will serve as vice-chair in their first year and then chair their second year without really knowing what that all entails. It may be better to have 3 year terms so that the first year members can serve on sub-committees, etc. and then in the second year be a vice-chair and chair in the third year.

11. Committee Reports

- a. Committees gave updates

12. Meeting Adjourned

- a. Meeting was adjourned at 12:15 PM

Respectfully Submitted,
Deborah Lewis