

Professional Administrative Staff Council (PASC)

Meeting Minutes

August 7, 2013

Gunter 1120

Council Members Present: Deborah Borelli, Stephanie Burchett, Loree Crow, Christopher Freeman, Sabrina Hattar, Michael Kallsen, Stuart Kemmer, Daniel Lawrence, Elizabeth Mahoney, Erin Rabon-Poszywak, Linda Schmid, and Jared Harley (CSC representative)

Council Members Absent: Kim Paxton and Robin Weber

1. Call to Order - Meeting was called to order at 10:30 AM
2. Introductions – Jared Harley will be the CSC representative for the 2013-14 academic year.
3. Approval of Minutes – July 3, 2013 minutes were approved
4. Approval of Agenda - approved
5. Appointment of council member – The chair informed the council that Tiffany Pendleton resigned and was appointing Stuart Kemmer to finish Tiffany's term. Council approved the appointment
6. Status of Accounts
 - a. Operational Account currently has a balance of \$19
 - b. Foundation Account currently has a balance of \$9773.37
 - The chair updated the council on the progress toward endowment. After speaking with the Foundation the endowment requirement has changed from \$10,000 to \$25,000 and that once endowed there was a \$1000 disbursement restriction per fiscal year. This would mean that PASC could not do both the book scholarships and the Independent Scholarship in the same year.
 - Discussion about continuing the endowment track
 - Discussion about then Independent Scholarship
 - Discussion about adding a Professional Development Scholarship
7. Fundraising
 - a. Discussion about getting more members to contribute to the Foundation
 - Currently there are 11 people who participate in the payroll deduction through Team UNC
 - Recognize the scholarship recipients at the Employee Banquet which would dovetail in the Team UNC Foundation campaign
 - Create a marking plan where if each PASC member gave \$1 a month that would equate to approximately \$6000 a year toward the scholarships
 - Add it to the newsletter
 - Inform members that all the money goes to the scholarships
8. T-Shirts

- a. Marketing will not be providing free t-shirts as they did in the past. Sabrina has suggested and designed name tags for members, which would be more cost effective. She will email the members the design
 - b. Stephanie may be able to get free t-shirts and will let the council know after she has checked
- 9. Community Service Committee
 - a. Kim and Erin agreed to serve on the Community Service Committee
- 10. Community Fest
 - a. CSC is thinking about doing a booth and was wondering if PASC would like to collaborate
 - b. Members discussed the pros and cons. It was agreed that a booth would not be that beneficial since the audience is community members not campus members.
- 11. HLC Steering Committee
 - a. The chair asked if anyone would like to represent PASC on the HLC Steering Committee. Linda Schmidt volunteered
- 12. Adopt a Spot
 - a. The chair asked if the council wanted to collaborate with CSC on an adopt a spot. Several members expressed interest. This will be a joint project for CSC and PASC.
- 13. Fundraising
 - a. Update on concession stand for sporting events
- 14. Concessions Update
 - a. Sabrina inquired about PASC doing concession stands and was told that the concession stand was booked except for events that happen during the breaks. Sabrina asked if the council wanted to pursue this. Council agreed that it was worth pursuing. Michael said he would get a list of events occurring during breaks to Sabrina to be proactive for inquiring if PASC would be needed to work the concession stand.
- 15. Bosses Day
 - a. The Fundraising committee discussed Bosses' Day and wanted feedback from the council on doing candy grams this year and to make it more inclusive
- 16. Meeting Adjourned
 - a. Meeting was adjourned at 12:00 PM

Respectfully Submitted,
Deborah Borelli