

Professional Administrative Staff Council (PASC)

Meeting Minutes
February 5, 2014
Gunter 1120

Council Members Present: Stephanie Burchett Christopher Freeman, Sabrina Hattar, Michael Kallsen, Stuart Kemmer, Daniel Lawrence, Deborah Lewis, Elizabeth Mahoney, Kim Paxton, Erin Rabon-Poszywak, Robin Weber, Jared Harley (CSC representative), Ben Fuller (Student Senate representative)

Council Member Absent: Linda Schmid, Abigail Pekar

Guests: Matthew Brinton, Sylvia Stager

1. Call to Order - Meeting was called to order at 10:30 AM
2. Approval of Minutes – January 6, 2014 minutes were approved
3. Approval of Agenda
 - a. Amend agenda to add discussion of PASC as a policy group before 'Upcoming Events'
 - b. Amended agenda approved
4. Status of Accounts
 - a. Operational Account currently has a balance of \$617.07
 - b. Foundation Account currently has a balance of \$10,108.22
 - New foundation account will be established by the end of next week.
 - Foundation will contact current donors about new account
 - c. Matthew Brinton from the Alumni Association talked about the Alumni Employee Group that the Alumni Association is exploring and asked for feedback. PASC members thought it was a good concept. Representative Fuller suggested that the Alumni Association explore forming a student employee alumni group as well.
5. New Employee Communication Update
 - a. A document has been included in the new employee orientation packet that provides information about PASC. Positive responses have already been received from new exempt employees.
6. Exempt employee feedback
 - a. The chair provided a handout listing topics and questions from participants of the PASC/CSC Advocacy Forum.
 - Discussion about addressing these topics/questions.
 - Healthcare Benefits – there is a forum scheduled regarding this topic for the spring semester
 - Compensation – is an ongoing topic. The Director of HR did a forum in the fall semester
 - Some of the topics/questions can be addressed through the newsletter and the website
7. By-law Change

- a. The chair provided a handout with the changes proposed to the PASC by-laws, Article II, Section 3 (I) The Council will consist of **20** members, representing each of the university administrative units. Each unit will have at least **two representatives**. – discussion – call for vote – 2 abstentions – changes approved

8. PASC's Role in the Future Discussion

- a. A discussion about PASC moving from an advocacy group to a policy group. Members agreed that models of shared governance should be researched and that options should be formulated to provide to upper administration. There was also discussion about getting CSC and Student Senate involved and to get the support of Faculty Senate before presenting to the President's Council.
- b. A task force including Matt Brinton, Stuart Kemmer, Michael Kallsen and Chris Freeman was formed to begin the research on best practices at other institutions.

9. Upcoming Events

- a. Dessert Competition – February 10th – entries are down from last year. Members were asked to encourage more entrants. The deadline would be extended. The prize for the winners was shown
- b. Advocacy Forums – the next forum is February 27th. Weber pointed out that the foundation forum is currently low enrolled.
- c. Employee Recognition Banquet – March 24th – The theme is 'Stars of UNC'. Silent auction items are still needed. Andrea Hall, located at the UC, is the person to send items to. PASC Employee of the year nominations will be due February 28th and will be done via Qualtrics. Representative Harley asked if the nominations were going to be done jointly as in the past. Freeman said that the indication from the CSC president was that they were going to do the nominations using the form from past years. Representative Harley said he would get clarification from the CSC President.
- d. Elections – A timeline was proposed to the election committee and was accepted. Nominations will be accepted from March 17 to 31st; acceptance of nominations will be April 1 to 11th; elections will take place April 14 to 28th; the committee will meet to count the ballots on April 30th; and the results will be announced in the May Newsletter.

10. Committee Reports

- a. Committees gave updates

11. Meeting Adjourned

- a. Meeting was adjourned at 12:00 PM

Respectfully Submitted,
Deborah Lewis