



Professional Administrative Staff Council (PASC)

Meeting Minutes

July 3, 2013

Gunter 1120

Council Members Present: Deborah Borelli, Christopher Freeman, Sabrina Hattar, Daniel Lawrence, Elizabeth Mahoney, Erin Rabon-Poszywak, Linda Schmid, Robin Weber

Council Members Absent: Stephanie Burchett, Loree Crow, Michael Kallsen, Kim Paxton, Tiffany Pendleton

Others Present: Doug Kemmer

1. Call to Order - Meeting was called to order at 10:30 AM
2. Icebreaker – each member answered three questions about themselves
3. Election of Secretary – The floor was open for nominations. Deborah Borelli was nominated and accepted. Call for vote - Approved
4. PASC Employee Recognition Gifts Update
 - a. The cups were distributed to the PASC members
 - b. If council knows of anyone who did not receive a cup, please forward their names to Chris
 - Deena Davies and Chris Bowers names were provided at the meeting
 - c. Feedback from members was positive
5. Status of Accounts
 - a. Operational Account currently has \$19. This is the account that the cups were purchased from and where fundraiser money is deposited
 - b. Foundation Account currently has \$9705.20. This is the account used for PASC scholarships. The PASC Dependent Scholarship has not been used so that we can acquire enough money to make it endowed. The book scholarships are disbursed by semester.
6. Welcome Committee Discussion
 - a. A few semesters ago Erin started a welcome committee for the beginning of each new semester to assist students with finding rooms, providing information, etc.
 - b. Erin is looking for coordinators for the different academic buildings. If council members know of someone or would like to volunteer, please let her know. The feedback from students has been positive.
7. Goals for PASC in the 2013-14 AY
 - a. Fundraising
 - Continue doing fundraising activities that were established last year and continue to improve on them (Bosses Day – cinnamon rolls; Bake Off; Administrative Assistant's Day – Eileen's Cookies; Helping Hands)
 - Think of new fundraising activities to implement (Concession Stand)
 - b. Marketing

- Develop a marketing plan for events (Announcement at Athletic Events, Community Fest, Friends & Family Weekend)

c. Advocating

- Salary Equity Committee
- Compensation Task Force for exempt employees
- FYI Sheet for new employees for HR to provide

8. 2013-14 Council Picture

- a. Picture to be taken just before the next PASC Meeting - Members should arrive at 10:20 AM (10 minutes before meeting) for the Council picture on August 7th.

9. Meeting Adjourned

- a. Meeting was adjourned at 12:00 PM

Respectfully Submitted,
Deborah Borelli