



Professional Administrative Staff Council (PASC)

Meeting Minutes
October 4, 2013
Gunter 2600

Council members present: Burchett, Freeman, Hattar, Kallsen, Kemmer, Mahoney, Paxton, Poszywak, Schmid, Weber

Council members absent: Borelli, Crow, Lawrence

Others Present: Aaron Ontiveros (Student Senate), Jane Monson (Faculty Senate), Julie Tacker (HR), Marshall Parks (HR)

Exempt Employee Guest: Abigail Pekar, Matthew Brinton

1. Meeting was called to order at 10:36am. Chris asked council members to review the September meeting minutes and email any changes to Deborah Borelli.
2. Julie Tacker joined the meeting to notify the council that Human Resources will be conducting a dependent audit for Anthem Health Insurance. Employees with dependents covered by UNC insurance will be required to provide documentation for eligibility purposes. A handout was provided with accepted documentation and timeline of important dates.
3. Marshall Parks updated the council on health insurance changes. UNC exempt employees will have a 5.5% increase in premiums. Approximate increase of \$5 per month for individuals and \$10-\$12 per month on family plans. There will be no changes to coverage or co-pays. Dental remains the same. There is a new incentive program that encourages employees to “shop for discount services” by offering lower co-pay options for less expensive services.
4. Marshall will share a compensation update at our November meeting.
5. Marshall reported that the Employee Flood Relief Fund has about \$5100 available for 10-12 UNC employees with significant loss. The Dean of Students Office will distribute funds available for students.
6. Marshall reported that the Compensation Task Force is currently on hold. The task force will help HR establish a point system for positions on campus for compensation comparison purposes. This process will be time consuming for UNC employees which is why HR is considering hiring a consulting firm to do the work which will ultimately be more cost effective for the university.
7. Operational account has a balance of \$19, Foundation account has \$9903.71.
8. Thank you to Stephanie Burchett for ordering our PASC shirts. She expects delivery around October 11th.
9. Sabrina needed a final decision on which design to use for our PASC nametags. As a council, we decided to trust Sabrina’s decision on the design. She will bring them to our November meeting.
10. Cinnamon roll orders are now being accepted to celebrate Bosses Day and Staff Appreciation. Johnson’s Corner will donate the first 36; each additional roll will cost PASC \$1.50. We are charging \$4 per cinnamon roll this year. Erin, Chris, Robin, Deborah, Sabrina and Michael volunteered to help with

delivery on October 16th. Kim and Elizabeth are also available for delivery times that work with their schedule.

11. Our collaboration with CSC on Adopt-a-Spot needs more PASC volunteers.
12. Fall Social Events: PASC and CSC are sponsoring the “Spooktacular Employee Celebration and Costume Contest” on Halloween. Free bear-itos or cinnamon rolls are available, RSVP’s are required. Sabrina and Elizabeth will be judges for the costume contest.
13. Kim Paxton gave an update on what she had to do to receive the PASC book scholarship this semester. Financial Aid now requires recipients to return an acceptance letter to the Financial Aid Office (OFA) and write a “Thank You” letter to the donor. The letter that Kim received from the Office of Financial Aid said that the recipient must be a full-time student, even though our book scholarship does not require full-time enrollment. This letter is standard and will not be modified for our recipients. Linda Schmid will add a statement to our notification email that explains these changes/OFA requirements.
14. Committee Updates
 - a. Fundraising: upcoming events – Santa/popcorn sales, Eileen’s Cookies, Dessert Bake-Off
 - b. Professional Development: no update
 - c. Recognition/Social Events: Daniel has drafted a welcome letter to be added to new UNC employee welcome packets. The council brainstormed other ideas to personally welcome new employees to campus. Committee is still considering other events to get exempt staff together.
15. Community Service: Erin and Kim met and decided that outreach would focus on the UNC community this Fall. They asked the council for their preference on how we want to provide outreach, by volunteering time or monetarily to a cause. An idea for Fall would be to continue to sponsor 2-3 families affected by the flood over the Thanksgiving and Christmas holidays.
16. Sabrina requested to be removed from the Communication sub-committee.
17. The PASC newsletter will be emailed on October 2nd to exempt staff.
18. Meeting adjourned at 12:03pm.

Respectfully submitted,

Erin Poszywak