



Professional Administrative Staff Council (PASC)

Meeting Minutes
September 3, 2013
Gunter 1120

Council Members Present: Deborah Borelli, Stephanie Burchett, Christopher Freeman, Stuart Kemmer, Elizabeth Mahoney, Kim Paxton, Erin Rabon-Poszywak, Robin Weber, Aaron Ontiveros (Student Senate representative) and Jared Harley (CSC representative)

Council Members Absent: Loree Crow, Sabrina Hattar, Michael Kallsen, Daniel Lawrence, Linda Schmid

1. Call to Order - Meeting was called to order at 10:30 AM
2. Introductions – Aaron Ontiveros will be the Student Senate representative for the 2013-14 academic year.
3. Approval of Minutes – August 7, 2013 minutes were approved with a minor change
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 \$9838
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. Polo Shirts
 - a. Stephanie was able to locate free Polo shirts for the council members. Via email exchanges designs were discussed and finalized.
 - b. Council members voted on going through with the order – approved
 - c. A size chart will be sent out via email with a deadline to order a polo shirt
 - d. Nametags will still be made for council members
9. Community Fest
 - a. A Community Fest email was sent out sign up as a volunteer. Community Fest is September 28th

10. CSC Collaboration

- a. Adopt a Spot – new location is by Kepner, corner of 8th and 17th
 - It was suggested the Community Service Chairs of CSC and PASC connect
- b. Helping Hands – will need to start planning the marketing to in place by the holidays
- c. Discussion about CSC request to access the PASC SharePoint
 - Members thought this would be ok with the exception of the election and employee of year folders

11. Scholarships

- a. Scholarship Recipients for Fall 2013 are James Cottrell, Jay Dinges, Kim Paxton and LaNae Phillips
- b. A handout on proposed scholarship models were provided to council members
 - Council members choose Option 2 as the model to use going forward

12. Marketing Strategy

- a. PASC will be collaborating with CETL on staff forums to educate the university community about what PASC is and what we can do for our members. The first one is scheduled for Dec. 5th
 - CETL would like to get permission to have access to the Exempt listserv in order to publicize these forums. Chris and Stephanie will talk to Gary D.

13. Social Events

- a. Halloween Potluck at the UC
- b. Thanksgiving social in conjunction with dining services
- c. During staff appreciation week in the fall do the candy grams
- d. Discussion about having bi-monthly forums in Holmes private dining room.

14. Meeting Adjourned

- a. Meeting was adjourned at 12:00 PM

Respectfully Submitted,
Deborah Borelli