

PASC Meeting ~~Agenda~~Minutes

February 4, 2015
10:00 AM – 12:00 PM
UC Council Room

1. Call to Order 10:03
2. Approval of the Agenda – Add report for the Security Committee, Change Shared Governance Chair from Michael to Matt Brinton, Agenda approved after changes were made.
3. Approval of Minutes – Change under dessert bake off, #11. This should fall under Social Recognition Committee, approved with this change.
4. Welcome - no guests
5. Chair Report
 - a. Reminder – All PASC events should be posted to the UNC Calendar and sent to Robin to be posted on the PASC website
 - b. CSC-PASC forum, January 29th

There was not a good turn-out for PASC, Debbie suggested a PASC only forum/meeting so that we can share PASC related information. Debbie did a description of what the forums are, at the first forum we had good turn-out. Discussion: We would like to have a more robust discussion of what PASC does and information that we have. Advertising flyers come from CETL, should we ask for information through emails that we already send and share information that we have, rather than have a forum? We need to do multiple approach. Lots of people don't read the CETL emails. Also there has been a problem sending emails in a timely manner due to holdups with the listserv. We need open access to be able to communicate with our members. Can our members sign up for a specific social media? We may need to fill out a form to use accounts (IT) (we already did this); Facebook, twitter, email. The Communication committee takes this responsibility. Maybe start an 'Ask PASC' campaign to drive information needs. We can look at having forums that are more connected to specific issues/topics?
6. Discussion Items
 - a. Motion to amend Article VII, Section 1-II of the bylaws (see below image) – This amendment will move the process of elections up in the year so that announcements can be made in conjunction with the annual banquet (March). We have time to do this before the banquet, this year, according to Aimeem Rogers. Vote: anonymous 'yes' to adopt the Bylaws Amendment.
 - b. Silent Auction Items – Fundraising Committee – they are working with CSC to coordinate the auction items and people working the banquet. They currently have 4 PASC members to help with the auction but need more. They also need help to collect auction items, there is a sign-up sheet to add auction items. There is also a Google doc that is being shared with CSC. Any auction items can be sent to Rick. Office donations, UNC gear, gift cards, etc. can be donated by departments or individuals. Shelley (from CSC) added; it doesn't have to be anything fancy, whatever we might have at home, services, use your imagination. The deadline for submitting the auction items is March 20. The starting bid for the items will be 30% of market value. One donation form per donation.
 - c. Smore newsletter/flyer software – Communication Committee – Discussion of looking at a new system for the PASC- newsletter: The Foundation is looking to use a new webpage system which would include email/newsletter tools. This would be available to UNC constituents; Razors Edge (Blackboard Net Community). The idea behind this one platform is a way to manage how they reach out to the campus

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community and alumni. They will have the ability to create a newsletter template and load ~~it to in~~ an email list. They will be able to share analytics on the newsletters. Also discussed buying or using outside software for a better newsletter. We have a concern with our budget (ongoing availability of funds). All external communications will go through the Foundation in the future. It was suggested that we talk to PR about this too.

- www.smores.com/educators

Field Code Changed

- d. Adopt a Spot – A description of adopt a spot was provided for new members, we are responsible for taking care of it along with CSC. Our spot is right in front of MCB. Plants are ~~br~~rought in ~~April/May~~ March by facilities, staff is needed to plant, weed, etc. Question: Community Service Outreach committee – should they have done this? Elizabeth will work with each committee to determine what the responsibilities are and provide clarification. Discussion: We can request flowers and mulch but need to do this right away (by Feb 6). We should get the word out for the rest of exempt staff to see if they would like to help. We need to be sure that we support what the Community Service Outreach committee is currently doing and put this information on the website. Also keep in mind how what we do helps with student recruitment/retention. What is already happening on campus that we can support and provide the biggest impact. ‘Pay it forward’ and ‘~~B~~ear Pantry’ accomplish these goals. Send sign up genius to all staff not just council to participate in the ‘Adopt a Spot’.
- e. Shared Governance document – Matt Brinton – ~~this is a~~ presentation of the draft proposal, ~~this group would meet on alternate weeks from the council.~~ Most constituent universities have something like this and it is successful. MSU Denver has a president’s cabinet ~~with representatives from the different governance bodies (similar to Shared Governance)~~, it is used to ~~inform of~~ provide information and receive feedback on campus decisions ~~and discuss with each constituent group in the campus.~~ We are using this model and sharing it with the other groups on our campus. The draft document will be sent to the council to read and ask questions. Thanks to Matt who put this document together, and to the committee who ~~did lots of research on~~ other universities ~~about and~~ how they do ~~this shared governance.~~
- f. Exempt Employee Classification/Compensation process – Marshall Parks – A bid for this service was put out during the holidays. The decision was made to use Fox Lawson & Assoc. to do the review and study. It will take about 10 months to complete. Phase 1-5 (see document below) outlines each part of the process. A group of 20 exempt employees will sit down and discuss with the vendor what the climate here is and what we are trying to do and the strategy. They have worked with about 180 other institutions, many do not even have job descriptions, whereas we do. Phase 3 is going to be the hardest part. The timeline and strategies were discussed with the vendor, they will be on campus about 5 days. ~~Informational m~~ Meetings will be held in ~~across campus~~ Kepner for staff to ~~learn and demonstrate~~ what will happen and what to expect. Information sessions will be scheduled over the next few weeks. There will be an outline of a minimum and maximum range for the bands. ~~Anyone below the minimum. There will be a strategy developed to address those salaries of anyone below the minimum. The vendor said we are very special in that. We have a lot of~~ job descriptions, ~~lots of titles, and directors with no employees, etc.~~ They will try to develop consistency with titles, descriptions, etc. We are looking forward to a good system that makes sense. This vendor has experience in higher ed. Decisions will be based on budget and job function, the system will value the things that we value at UNC. ~~There may be~~ 9 bands, called responsibility bands ~~with and will be broken down into sub groups within those bands. The system will not be done for the distribution for this year in time for the 2015 FY, but will be in place for next year. It will not be the same as the CSC system.~~
- Home purchasing program: is there any more information? Marshall stated we are nowhere right now. The program is not ready yet, maybe by April 1st. It may be a down payment assistance amount \$2000-8000 depending on the area. The University district is where most of the homes are. There may also be a very low or no interest loan for home renovations. The city wants to rebuild the community. There is fine tuning still to be done; how long one has to stay in home, administration by city, outside company to manage due to overwhelming response. Maybe will be able to send out a map so staff can see what is available. Criteria is that you work at UNC. Funding is coming from UNC discretionary funds.
- g. Security committee: Three initiatives going on: screen lock passwords are going to be corrected (independent PCs), will be communicating this next week, exemptions will be notified. Processing power with PC’s is changing (hacking), so password lengths need to change. This will be communicated over the next few weeks. The change

will not be radical, passwords will change by 3 characters (gradually), it is recommended to use a pass phrase. Time will be lengthened to keep same password/phrase; 12 character passphrase will be changed every 6 mos. There will be the option to users to use longer pass phrases and keep it longer than 6 months. The goal is to move to less painful password system with a second piece of authenticating information if needed for sensitive data. It will take a couple of months to implement. IT needs staff to pilot the authentication piece; people who use sensitive data, databases, etc. IMT will be on standby to help with any updates. Areas with exemptions will be looked at individually.

7. Status of Accounts

- a. Operational – \$1329.95
- b. Foundation – old; \$1229.97, new; \$10553.11

8. Committee Members and Campus Committee Liaisons

PASC Committees Reports

- **Executive:** Lewis, Mahoney, Brinton, [Rogers](#)
- **Communications:** Weber, Burchett, Rudolph, Gomez, [Gismot](#) – check on January newsletter to make sure it got sent out.
- **Fundraising:** Brinton, Mahoney, Hoines-Brumback, **Orozco**
- **Professional Development:** Doyle, Lewis, Weber – Professional Development training coming up this spring
- **Recognition & Social Events:** Hoffner, Stewart, **Mahoney**, Lawrence – Dessert Bake off on Monday, sign up genius going out. Annual banquet; working on gifts for yearly award employees, deadlines for the awards gifts coming soon, add list to website.
- **Community Outreach/Service:** Rudolph, Lewis, Garcia ~~4250~~ – [MarchApril](#) is the Bear Pantry drive, this needs to be put in newsletter. Adopt a spot should be put in newsletter as a volunteer opportunity for this spring.
- **Grants & Scholarships:** Gomez, Doyle, **Schmid**, Garcia – books scholarship recipients have been selected. Professional Development process is in place with a \$250 award. Awardees should be added to the website.
- **Shared Governance:** Lewis, Kallsen, [Brinton](#), Hoines-Brumback, Mahoney

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Campus Committee Representatives Reports

- **Student Senate:** Lewis
- **CSC:** Mahoney
- **Board of Trustees:** Lewis, Mahoney, Brinton
- **Alumni Association:** Mahoney, Orozco
- **Salary Equity Committee:** Kallsen, Lawrence, Gomez
- **Bookstore, University Center, Campus Recreation Advisory Boards:** Lawrence, Hoffner, Stewart, Brinton
- **Sustainability Committee:** Weber, Doyle – need to get the word out better
- **CETL:** Rudolph, Doyle
- **Information Technology Committee:** Weber, Lewis

9. Roundtable – student looking for empty tissue boxes for Valentine’s Day, bring to CHE.

10. Adjourn

PASC Bylaw Amendment
January 7, 2015

Subject: Election of Council Representatives
Proposed by: Matthew Brinton, PASC Treasurer

I move that we amend ARTICLE VII, SECTION 1-II of the Professional Administrative Staff Council bylaws to read:

Section 1
Pre-Election Procedures
(changes have been bolded and underlined)

- II. *The Secretary will convene the Elections Committee on or before **February 10th** in order to:*
- a. *Review election procedures and determine vacancies.*
 - b. *Determine specific dates for nominations and elections. Nominations will be open for a two-week period in **February**; elections will be open for a two-week period in **March**.*
 - c. *Prepare nominations forms and election ballots.*
 - d. *Notify all professional administrative employees of the University by **February 15** as to the deadlines for the next election and procedures for the nomination of members to fill Council vacancies.*

Rationale

Moving the elections to earlier in the year will provide an opportunity for newly elected PASC members to be recognized at the annual employee banquet.

Submitted for PASC consideration, January 7, 2015.



Matthew C. Brinton
PASC Treasurer

SECTION II: WORK PLAN

The phases and tasks associated with conducting a compensation study are described below.

Phase I: Compensation Strategy – We will assist you developing a consistent and integrated classification and pay strategy to achieve your objectives and provide you the level of flexibility necessary to address the reality of the work to be produced and the budget available to manage workforce issues. We will discuss employee communications needs associated with the study, stakeholder involvement and the schedule for conducting the study will also be confirmed during this phase.

Phase II: Job Understanding – Using a combination of current information, our experience, interviews at the University, we will review job descriptions, the pay plan(s) and salary history in order to understand the current situation, potential pay issues, discuss peer group characteristics, and related matters. If necessary, we can use job questionnaires if the current job descriptions are inadequate or there is a need for title consolidation. If a job questionnaire is used, this will require follow-up interviews and new job descriptions.

Phase I Deliverables include:

Updated compensation strategy
Employee communication strategy
Timing & approach for the study

Phase III: Job Evaluation – Using the up-to-date job information or new job descriptions, we will evaluate each job for internal equity using our proprietary job evaluation system called the Decision Band™ Method, (DBM). DBM is a simple, logical and transparent system that has been used in a variety of organizations, including higher education, for decades. A short description is attached to this document.

Phase IV: Market Analysis Study and Implementation – The market analysis part of the study will begin by verifying a list of benchmark (peer) organizations and job titles and disciplines on which to collect comparable market data. We will discuss the need for augmenting the data from colleges and universities through the CUPA-HR database and the use of existing databases for private sector data comparisons where the job match is appropriate. This may include the use of the Mercer, Towers Watson, ERI and other local area surveys that we have available in our library (over 300 survey sources available). We will verify and analyze the salary and benefits data collected, along with relevant compensation data from our database. The result will be a comparison of the market to each benchmark job, a recommended new or updated pay structure consistent with the compensation strategy and placement of each job in the correct pay grade. Implementation recommendations based on grade placement and employee pay history, transition costs, and pay administration guidelines will also be provided.

Market data will be normalized to account for local area economics and the labor market conditions to the extent possible and guided by professional standards.

Phase V: Final Report – The processes, procedures, findings and recommendations will be documented in a final written report. Following your review, we will present the report to the