

## PASC Meeting Agenda

September 2, 2015

10:00 AM – 12:00 PM

University Center, Council Room

1. Call to Order - 10:05am
  - a. See attendance/visitors to the meeting
2. Approval of the Agenda –
  - a. One change: moving #4 to #11
  - b. Michael Kallsen, seconded by Chris Gomez
3. Approval of Minutes
  - a. July: Matthew Langford, seconded by Nate Gismot
  - b. August: Matt Langford, seconded by Rick Hoines-Brumback
4. Welcome Guests
  - a. President Norton- PASC proposed Shared Governance document and development of President Advisory Committee (PAC) conversation
    - Introductions
    - Michael Kallsen overviewed Shared Governance project
      - Want to have a voice on campus and also to help campus be connected with executive team
    - President Norton shared her response:
      - Agreed that communication essential and challenging
      - Explained her broad view of shared governance in structure and throughout campus
        - a. The formality of our request does not align with decision-making processes at UNC and has not worked in the past
      - Shared her recommendation to have a member of her executive team present at each PASC meeting based on what's happening at the time
    - Members of PASC, CSC, and Student Government shared opinions of feeling unable to support decisions or answer questions because of lack of information (e.g. Campus Commons)
      - Would the executive team be open to feedback at our meetings?
        - a. President Norton answers yes, states feedback would be encouraged
    - President Norton encourages each staff member to ask their department about involvement and information about what's happening on campus.
    - Executive staff will propose a framework after State of the University Address and PASC/CSC/Student Senate can brainstorm content or topics.
  - b. Christina Nichols Alumni Association promoting Team UNC
    - Time of year to think about giving back to UNC, and the Team UNC group will be more aggressive this year with campaigning
    - Consider increasing gift to UNC and if you don't give, please do.
      - 800 funds that are options for donations.
        - a. New funds can be created with a designated use to be used in the specific fiscal year or can be an endowed fund with a minimum of \$25,000.
      - Cash will be matched during the campaign dollar for dollar up to \$20,000.
        - a. If staff give to Campus Commons specifically during the campaign, gifts will be matched 2:1.

- PASC is an option to donate to.
- c. Marshall Parks- HR update
  - American Heart Association will partner with UNC to provide 15 minute Hands Only CPR Class on September 30<sup>th</sup> in University Center on a grant from Anthem
  - CHEIBA meeting will happen this month to make premium decisions.
    - If we do nothing, 8% increase in premiums; considering instead tiers, high deductible plans, etc.
      - a. Family coverage will be impacted; out of pocket costs will likely be impacted, etc.
    - Changes WILL happen this year, though we have not had changes in 3 years. Premium holiday may or not occur this year.
  - Anthem providing lifetime fraud protection due to data breach (increased from 3 years); sign up on the Anthem website
  - Banding Project Update
    - See attached document for timeline
    - Current step: reviewing draft classification structure to ensure accuracy
      - a. Meetings will be offered in September to review findings
    - Changes will be implemented in July 2016
- d. Scot Stockwell- Small Business Jamboree hosted by CSC
  - Fall Jamboree: November 18, 2015 9am-3pm UC Lower Level
  - UNC employees who own small businesses featured; watching for conflict with competing UNC offices or services
  - Long-term Goals (See Powerpoint for more details)
    - Want it to happen biannually, once per semester before graduation
    - Endorsements wanted from CSC, PASC, MCB, East Colorado Small Business Development Center, UNC
  - Potentially extend into current students in the future

## 5. Discussion Items

- Guests to invite to PASC meetings – tabled until October meeting
  - Diversity Council – Update on what’s happening
  - IM&T – Campus technology initiatives and other items that we still have questions about
  - Emergency Management Programs – What should we know as campus staff
  - Campus Commons Update – When would Robbyn be available to share information. Keeping information in our newsletter around Campus Commons
  - I@UNC – What initiatives connect with exempt staff, and if they were/weren’t funded how can we make sure that we are keeping them on the table.
  - University Relations New CMS – Website Management Training
  - Diversity Training – Open to all exempt staff
  - How do we make these open to all exempt staff?
- CETL- PASC professional development opportunities
- Qualtrics survey to Exempt staff
  - Many committees have drafted questions for the Qualtrics
  - Robin to compile the survey; questions to be submitted to her by next meeting

## 6. Status of Accounts- Chris Gomez

- Operational - \$2,520.49
- Foundation - \$10,896.14; \$364.97

## 7. Action Items

- Newsletter submission deadline 20<sup>th</sup> of the month to Ben Rudolph

## 8. PASC Committees Reports-

- Executive Committee
  - Bear Buddies
- Communications
  - Publishing next week with the update from President Norton
  - Social media is being emphasized

- Brainstorm having an “ask an administrator” feature
- Special Events/Fundraising
  - Next meeting September 21<sup>st</sup>
  - Chili Cookoff – November 11
  - Brainstorming new fundraiser ideas
- Community Engagement and Recognition
  - Helping Hands coming next – Chili Cookoff
  - Employees of the Quarter vs. Of the Year
- Grants and Scholarships
  - PASC Book Scholarships decided on August 25<sup>th</sup>
    - 4 Recipients for \$100 each
    - Forced to select UNC students due to account restrictions; going forward, can select students anywhere
    - Recipients, JJ Auken, Megan Bissell, Chelsea Coalwell, Toni Tassoni
  - Professional Development Grants
    - 2 applicants, both awarded: Mallory Jordan, Angie Makomenaw
- Bylaw Committee
  - Updates approved; constitution and bylaws were sent to Exempt listserv for approval
    - Final results TBD

9. **Campus Committee Representatives Reports- Please contact the Committee if you are serving on it.**

Board of Trustees, Bookstore, Salary Equity, Faculty Senate, IM&T, CETL, Student Senate, CSC, Sustainability, University Center, Campus Recreation Committee

10. PASC member vacancy discussion-1 year term

- a. Michael Kallsen leaving UNC for position for Northern Arizona University; last day September 11th
- b. Aimee Rogers nominate- election
  - Voted In

11. Anything Else?

12. Adjourn

Attendance:

PASC:

Elizabeth Mahoney, Chair  
 Savana Stewart - Orientation  
 Michael Kallsen – SAAS  
 Matthew Doyle – Dining Services  
 Rick Hoines-Brumback – CIE  
 Aimee Rogers – Extended Campus  
 Melissa Hoffner – Tutoring  
 Ben Rudolph – University Relations  
 Chris Gomez – University Relations  
 Daniel Lawrence – Campus Rec  
 Nate Gismot – Development  
 Kim Betz – Housing & Residential Education  
 Matt Langford – IM&T  
 Robin Weber – CETL  
 Hayley Hull – Admissions  
 Eva Rodriguez – Cesar Chavez Cultural Center

Chris Garcia – Alumni Relations

Visitors:

President Kay Norton  
 Gloria Reynolds – President’s Office  
 Bereket Abera – Student Senate President (Student)  
 Marlene Schuman, Chair CSC  
 Scot Stockwell, Vice Chair of CSC  
 Sergio Rosales - Financial Aid  
 Marshall Parks – HR  
 Debbie Lewis – HSS  
 Christina Nichols – Development  
 Chris Cobb – Career Services  
 Renee Welch – Career Services  
 Cassie Shearholdt – MCB  
 Diane Kull – Career Services  
 Jael Esquibel – Career Services  
 James Harris – NHS (Student)

