



PASC Business Meeting Minutes

July 17, 2019

10: 30am - 12:00pm

Campus Commons 2300

1. **Meeting Called to Order** – Started conversations at 10:40am
2. **Approval of the Minutes** – Approved
3. **Approval of the Agenda**
 - a. Added business items: HR policies/procedures/practices
 - i. Salary banding not being enforced, not visible on the HR website anymore
 1. Plan of Action: Memo/Letter from PASC to HR (and President and Provost) as a means to audit HR – **Meagan will take lead and post a draft of memo on Teams for PASC to review**
 - a. AA/EO is not upheld in all search committees
 - b. Revisit inclusive hiring practices and review standard hiring practices
 - c. Climate of campus
 - d. 60 day hold
 - e. Repost “Administrative Compensation Outcomes 2016-2017” back on HR website, or post current – **Meagan has already posted this document on Teams**
4. **Campus Liaison (Summary Reports)**
 - a. Board of Trustees: **Kelly**
 - b. Student Senate: **Mueller**
 - c. Campus Recreation Advisory Board: **Kelly**
 - d. CSC: **Mathes**
 - e. Faculty Senate/Salary Equity: **Heise**
 - f. Information Management & Technology: **Pohja**
 - i. **Liaison Selection**
 - g. **Ad Hoc Committees (Summary Reports)**
 - i. Organizational Structure Steering Committee: **Grimes**
5. **Go over Teams, Sharepoint, and Website**
 - a. Teams
 - i. Feel free to navigate through Files, Channels, Sharepoint, and Chat functions
 1. Committees can decide how they want to use their Committee channel – Add and organize how you would like

2. Forms, articles, links, etc. brought up for discussion during PASC meetings, please add to Files tab for group viewing
 3. For messaging relevant to all members, feel free to use the Chat function. However, you are encouraged to use the specific channels to maintain communication within your committees
 - b. Sharepoint: Can access through our Teams page by clicking the world web icon in the top right corner of the Sharepoint tab
 - i. Minutes can be found on Sharepoint
 - ii. Committee chairs, feel free to
 - c. Website
 - i. Minutes will be posted on the website by Communications committee
 - ii. Can access Newsletter and social medias
 - iii. If you can think of any resources that would be relevant to staff, please share with the Communications committee to post on our website
- 6. Committee Brainstorming**
- a. Communications & Outreach
 - i. Meagan will post notes on Teams
 - b. Fundraising & Events
 - i. 1st Wednesday of every month get-togethers “Happy Hour Hump Day”
 - ii. Mac and cheese cookoff in November
 - iii. CSC: Coordinate event, PASC: Auction
 1. Rebecca will look into options for online payments for potential online auction rather than silent auction
 - c. Engagement & Advocacy
 - i. Subcommittees
 - ii. Whole committee initiatives
 1. Meet with HR (Policies, What is their role, What is our role)
 2. Pro Devo (Communicating opportunities, Required and Optional)
 3. Inclusive Hiring & Exit Interviews
 4. Postcards
 - iii. Look at past data from PASC Qualtrics survey
 - d. Grants & Scholarships
 - i. No present committees, Update TBA
- 7. Next Business Meeting** – August 21, 2019 10:30am-12pm Campus Commons 2204
- 8. Adjourn 12:06pm**

Council Members Present: Tyler Weaver, Rebecca Thompson, Kristina Burton, Morgan Bradford, Kelsey Crane, Elizabeth Adams, Pepper Mueller, Melissa Hoffman, Meagan Crews, Shawna Watson

Council Members Absent: Whitney Dyer, Lisa Grimes, Cathy Heise, Yvette Lucero-Nguyen, Kyle Mathes, Chad Pohja, Brandy Tackett, Hannah Swick, Meagan Miller, Bryson Kelly