



PASC Transition Meeting Minutes

June 12, 2019

9 a.m. - 12:00 p.m.

Holmes Dining Hall

- 1. Meeting Called to Order – 9:12 a.m.**
- 2. Approval of the Agenda – Approved**
- 3. Introduction and Skittles Ice Breaker**
- 4. “Wisdom to Share and My Favorites Sheet”**
 - a. Fill out on paper or electronically and send to B. Kelly by end of next week
 - b. These will be posted to Teams to assist all PASC to get to know one another as well as guide the direction of the council and to be used in communications (potentially)
- 5. 2019-20 Committee Updates**
 - a. Instead of each member being on one committee with liaison/ad hoc assignments extra, a liaison or ad hoc assignment can substitute for committee membership
 - b. Some adjustments have been made to committee names/purposes.
 - c. Liaison Assignments
 - i. Board of Trustees – B. Kelly
 - ii. Campus Recreation Advisory Board – B. Kelly
 - iii. Classified Staff Council – K. Mathes
 - iv. Student Senate – P. Mueller
 1. B. Kelly will confirm
 - v. Faculty Senate/Salary Equity – C. Heise
 - vi. IM&T – C. Pohja
 - vii. Organizational Structure Steering Committee (temporary ad hoc) – L. Grimes
 - d. Committee descriptions – B. Kelly
 - i. Communications and Outreach (3 members)
 1. Added “outreach” element
 2. In charge of marketing and communications via print/web, website, newsletter, social media, etc.
 - ii. Fundraising and Events (4 members)
 1. Slight revision of name
 2. Organizes events and fundraising opportunities and manages Homebuyer’s workshop (C. Pohja)
 - iii. Engagement and Advocacy (4 members)
 1. Revision of Community Engagement and Recognition committee to reflect purpose of advocacy and professional development.
 2. Manages outreach to new employees and recognition efforts, pursues professional development opportunities, and focuses on advocacy and campus climate initiatives for staff.
 - iv. Grants and Scholarships (3 members)
 1. Awards book scholarships and professional development grants for exempt employees.
 - e. Committee Assignments (sign-up sheet) and Chair Selection

- i. Communications and Outreach: **M. Crews (chair)**, S. Watson, *one opening*
- ii. Fundraising and Events: **M. Hoffman (chair)**, E. Adams, K. Crane, C. Pohja
- iii. Engagement and Advocacy: **M. Bradford (chair)**, L. Grimes, Y. Lucero-Nguyen, *one opening*
- iv. Grants and Scholarships: **M. Miller (chair)**, Whitney Dyer, Y. Lucero-Nguyen, B. Tackett
 - 1. Y. Lucero-Nguyen serves non-voting role as Treasurer
- f. B. Kelly will confirm assignments for absent members (M. Miller, P. Mueller, R. Thompson, and T. Weaver)

6. Business Meeting and Guest Speaker schedules

- a. Business Meetings will remain on 3rd Wednesday of each month, from 10:30-12. Location TBD (Campus Commons possible). B. Kelly will send out meeting invitations.
- b. Guest Speakers will be on as-needed basis rather than monthly. With many transitions and more transparency from administration already, Guests should be selected when a true need for staff input and/or communication is needed.

7. Goal Setting

- a. B. Kelly attending BOT meeting June 14 – would like to present PASC goals for upcoming year
- b. Mission of PASC: represent and advocate for employees
 - i. Particularly during current time of transition
 - ii. “The Professional Administrative Staff Council (PASC) was established in 1986 to advise the University on matters relevant to its constituents and to participate in University governance. It is the mission of the Council to advocate for and to provide a systematic means for professional staff to communicate with the various elements of the University community, as well as with other professional administrative staff.”
- c. SESS / Huron’s Organizational Design Project
 - i. L. Grimes part of Organizational Structure Steering Committee
 - ii. Discussion of purpose/goals of this project and changes affecting employees
 - 1. Each governance group should have a voice in changes based on this data
 - 2. More clarification needed on supervisor opportunity to revise responses
 - 3. Information sessions next week –PASC members encouraged to attend
- d. PASC survey possibility
 - i. Ask constituents what sort of services/support/advocacy they would like to see from PASC
 - ii. Vacancy impact discussion: How can we advocate for staff doing multiple job duties to get fair treatment and compensation?

8. Committee Brainstorming – tabled for July meeting

9. Next Business Meeting – July 17, 10:30-12, Campus Commons 2200

10. Adjourn 10:28

Council Members Present: Elizabeth Adams, Morgan Bradford, Kelsey Crane, Meagan Crews, Whitney Dyer, Lisa Grimes, Cathy Heise, Melissa Hoffman, Bryson Kelly, Yvette Lucero-Nguyen, Kyle Mathes, Chad Pohja, Brandy Tackett, Hannah Swick, Shawna Watson

Council Members Absent: Meagan Miller, Pepper Mueller, Rebecca Thompson, Tyler Weaver