STAFF ADVISORY COUNCIL  
Approved Minutes  
April 1, 2011

Attended: Marylou Bagus, Sandi Burdi, Scott Christensen, Adrian Cisneros, Wendy Cornwall, Kitty Gilbert, Rick Girardi, Chris Haruta, Sara Kleinert, Andrew Padovani, Consuelo Roberts, Margaret Roberts, Jay St. Clair, Rebeca Stovall

Ex-Officio: Kim Cose, Jane Lewis, Kelli Page, Kathleen Quinn

Absent: Julie Deverell, Sally Draper, Elise Sloan, Eric Weir

Guests: Nancy Snider, Gail Stovall

I. Call To Order: Meeting was called to order at 1:05 p.m. by chair Rebeca Stovall

II. Approval of Minutes: Wendy Cornwall moved to approve the March 4, 2011 minutes; Margaret Roberts second. Motion approved and passed by unanimous vote, no nays, and no abstentions.

III. Treasurer’s Report: SAC has a balance of $4,874.67 of this amount $2,500 is committed leaving a total of $2,400. Kleinert stated she is not sure if SAC will be able to roll these funds to the next fiscal year.

IV. Chair’s Report:
   - Chair Stovall reported to SAC a meeting Executive Board had with Rich Rojo, Director of Marketing, prior to today’s SAC meeting. Rojo met with the Board to discuss the up-coming 60 Minutes segment regarding Jane Doe. He stated as of this date the University did not know when the segment would be shown, but wanted to be sure the campus community is aware of the program and to know where to go for information. Rojo gave two resources (links) that he asked the Board to share with SAC. www.pacificfacts.com and www.pacific.edu/SexualAssult

V. New and Ongoing Business:
   - Sustainability – Kelli Page, SAC representative on the Sustainability Committee, presented SAC with the draft of the University-wide Sustainability Goals. Kelli discussed the three goals and asked for feedback from SAC. A question was asked about the recycle program on campus and the recycle of toner cartridges. There is a recycle program in which departments may participate they can contact Jaiya G. Ellis Sustainability Coordinator http://www.pacific.edu/x29332.xml. Sustainability Month started mid-March to April 22nd. The entire schedule for Sustainability Month for each campus can be found on the following website: www.pacific.edu/Administration/Sustaining-our-Pacific/Sustainability-Month.html

VI. Training Corner: Kim Cose reported the combination of Business Technology Training and Development Training will be now be under Sondra Rooney. This will be effective immediately. Cose stated with combining both of these it will enhance the blended learning and there will be a stronger collaboration between the two.

VII. Human Resources: Summer hours will start Monday, May 9th through Friday, August 19th. 7:30a.m. to 4:00 p.m. Monday to Thursday and 7:00 a.m. – 1:00 p.m. on Friday (staff participating will have a half-hour lunch break). The Staff Years of Service Award lunch will be held on Wednesday, May 18th. The Cavanaugh Distinguished Service Award nomination application is now being accepted. The deadline is April 25, 2011. The award is presented to a non-exempt and an exempt employee who has made significant and meaningful contributions to Pacific. The award recognizes exceptional accomplishments, leadership, innovation and service to the University community in ways that make a substantial difference in the quality of work-life, the student learning experience and/or customer service.

VIII. Committee Reports:
   - IPC: Members of IPC can be found at http://web.pacific.edu/x14020.xml. Information about IPC, including their agendas and minutes, can be found on the Provost’s webpage http://web.pacific.edu/Administration/President-Pamela-A-Eibeck/Strategic-Planning/Planning-Committees/Institutional-Priorities-Committee/Schedule-Minutes-and-Agenda.html
   - Information Strategy & Policy Committee (ISPC) – Jaci Griffen reported the document imaging is moving ahead. There will be more information provided to ISPC at their April meeting.
   - Business Managers – Marylou Bagus – Nothing to report. Next meeting will be in April.
   - SAC Scholarship Committee – Wendy Cornwall reported the Committee awarded three scholarships in March to: Julie Deverell, Ana Argueta, and Dua Moua. The total amount awarded was $1,230.00.
   - Sustainability Committee – Kelli Page – see attachment
• **University Diversity Committee** – Marylou Bagus reported the next meeting will be held on April 14, 2011 in UC211 at 2:00 p.m.
• **University Safety & Security Advisory Committee** – Jay St. Clair – No report
• **WASC Review Committee** – Rebeca Stovall – No report

Meeting adjourned at 2:00 p.m.

**Next SAC meeting will be on Friday, May 13, 2011 – DUC 211A&B, 10:30AM – 11:30AM**
I. Call To Order: Meeting was called to order at 1:05 p.m. by chair Rebeca Stovall

II. Welcome to SAC: Malik Rahman, Chief Information Officer was unable to attend today’s meeting. Chair Stovall said he will try to make the April SAC meeting. The Chair reported that Richard Rojo, Associate Vice President Marketing, was not able to attend today’s meeting. She stated Rojo wanted to present information about the 60 Minute program in connection with the incident involving the 3 male students and female student. The program will be airing sometime in the month of March. He wanted to share with SAC who to contact and where to go to get more information.

III. Approval of Minutes: Motion: Wendy Cornwall moved to approve the February 4, 2011 minutes; Chris Haruta second. Motion approved and passed by unanimous vote, no nays, and no abstentions.

IV. Treasurer’s Report: SAC has a balance of $4,874.67 in the primary budget.

V. Chair’s Report:
   - Stovall explained the purpose and structure of the Staff Salary Compensation Task Force Committee. The purpose of the Committee is to look at specific tasks i.e. reclassification process, salary compensation. It will be tasks identified by SAC through the staff survey. The structure of the Committee will be small chaired by Rebeca Stovall with staff members Katrina Jaggers, Wendy Cornwall, Eric Weir. Stovall stated if there was anyone else interested to please contact her at rstovall@pacific.edu. The Task Force Committee will meet four times directing their meeting to very specific items and will report back to SAC with information they have come up with.
   - Stovall reported on the Jr. Achievement Day in which staff volunteered to sponsor a high school student who followed them for half-a-day in their work area. She stated it was a great success and she hopes that SAC continues with this program in the future.

VI. New and Ongoing Business:
   - Community Outreach Committee – SAC representatives Scott Christensen and Eric Weir will be serving as staff representatives on this committee. The committee is chaired by Kaye Mooney, Coordinator, Career Resource Center.
   - Proposed Spending: Chair Stovall requested a motion to approve the purchase of shirts for SAC representatives and three vests for SAC Executive Board. She asked SAC to approve the decision on the color and style by the Executive Board. Stovall opened the floor for discussion. It was felt by some that the SAC funds be used for staff and stated they did not see the value of advertising SAC by the wearing of a shirt/vest. Others felt the wearing of an SAC shirt/vest by representatives is a good investment and it puts SAC out in front of the campus community, makes SAC visible and brings questions as to what is SAC. The initial investment cost of the shirts/vests will not exceed $700. Chair Stovall stated the purchase of shirts for new SAC representatives will be minimal compared to the initial expense. The question was called for the motion and vote. Motion: Jay St. Clair moved the approval to purchase of shirts for the SAC representatives and the purchase of three vest for the SAC Executive Board. To allow the Executive Board to make the decision as to color and style of shirts/vests. The costs of the shirts/vests are not to exceed $700. Motion passed with 6 ayes, 4 nays, no abstentions.
   - McGeorge School of Law April Meeting: The proposed April SAC meeting at McGeorge School of Law was presented to SAC by Chair Stovall. Stovall stated if it was agreed by SAC the April meeting would be held in Stockton on April 1, 2011. The SAC Retreat normally held on the Stockton Campus would be held at McGeorge in June, 2011. Motion: Wendy Stovall moved; Sally Draper second to
have the SAC April 1, 2011 meeting on the Stockton Campus. Motion was unanimously approved, no nays, no abstentions.

Motion: Sally Draper moved; Wendy Cornwall second to hold the SAC Retreat at McGeorge School of Law in June, 2011. Motion passed unanimously, no nays, no abstentions.

- SAC Up-Coming Meeting Change: The May 6, 2011 meeting needs to be moved to the following week – Friday, May 13, 2011. There will be a time change due to summer hours – 10:30AM – 11:30AM. Motion: Wendy Cornwall moved; Andrew Padovani second to move the May 6, 2011 SAC meeting to May 13, 2011 with the meeting starting at 10:30AM – 11:30AM. Motion was unanimously approved, no nays, no abstentions.

- SAC Elections: Margaret Roberts, SAC Chair-Elect, is preparing the list for the election of SAC representatives to replace those whose term ends at the end of May, 2011.

VII. Training Corner: Kim Cose – Staff training opportunities check out the courses for staff available at http://go.pacific.edu/training or online signups through insidePacific.

- Kim and Kathleen Quinn are working on a project to combine classes they teach i.e. Business Writing Class. Quinn will present her class and then Cose will back it up with technology. They are both working on a variety of topics.
- Cose reported that invitations will soon be going out to eight staff to participate as a member to serve on the Staff Learning and Development Board. The invitations will be across all three campuses and departments.
- There will be a MBTI (Myers-Briggs Type Indicator) Assessment Team Building the next level What Factor. It will be in Stockton on March 17, 2011 and in Sacramento on March 16, 2011.

VIII. Human Resources: Sally Coleman announced a Save the Date for the Staff Appreciation Award Luncheon on Wednesday, May 18, 2011 – location Knoles Lawn. More information will soon be going out to the campus community. The Silver Tiger Dinner (25 years of service) will have their inductee ceremony on Thursday, April 7, 2011 in the Donald and Karen DeRosa University Center Ballroom.

IX. Committee Reports:

- Business Managers – Marylou Bagus: No meeting in February.
- Institutional Priorities Committee (IPC) – Kelli Page: IPC Update to Staff Advisory Council 3/4/11
  Update from February meetings:
  IPC hosted two Community Forums (February 17 and 18) concerning the FY12 budget. The preliminary FY12 budget was presented during these open forums. On March 1st, IPC presented final budget FY12 recommendations to President Eibeck.
  IPC’s next meeting will be March 22, 2011.
- Information Strategy and Policy Committee (ISPC) – Jaci Griffen: ISPC has been meeting to prioritize budget requests for presentation at the at the December IPC meeting. The priorities numbered from 1 to 7 are:
  1. Essential to Maintain Existing Operations
  2. Video Conferencing
  3. Classroom Technology
  4. Document Management
  5. Security
  6. Disaster Recovery
  7. Web Support
  A new CIO, Rahman Malik, has been hired and will begin February 1, 2011. The December meeting has been cancelled. For information on agenda and minutes, the website can be visited at: http://www.pacific.edu/Administration/President-Pamela-A-Eibeck/Strategic-Planning/Planning-Committees/Information-Strategy-and-Policy-Committee.html
- SAC Scholarship Committee – Wendy Cornwall: The Committee will be meeting in March after the March 4th SAC meeting.
- Sustainability Committee – Kelli Page: Sustainability Committee Update to Staff Advisory Council 3/4/11
Update from February 2011 meeting:
Please visit the University’s sustainability website called “Sustaining Our Pacific”. It has events, news and announcements for all 3 campuses. If you have any suggestions for enhancing the website please let Kelli know.

- March 20-April 22 will be Sustainability Month. Watch the website and eNews for upcoming events and activities.
- Join the Stockton campus recycling movement by using a blue recycle bin at your desk. To receive a bin you must sign a pledge to personally take your recycle bin out to a green tote in your area of campus. Interested…contact Sustainability Coordinator Jaiya Ellis at jellis@pacific.edu
- There is now a Sustainability List Serve where you can be the first to hear about events and programs. Sign up at: https://lists.pacific.edu/sympa/subscribe/sustainability
- A draft of the Sustainability Committee’s Strategic Action plan / Goals will be submitted to President Eibeck and the cabinet, as well as SAC and Academic Council, for their comments before it is presented to the University Community.
- Sustainability Committee’s next meeting will be March 30, 2011.

- University Diversity Committee – Marylou Bagus:
  - Campus Climate
    - Completing Level 1 Climate Study with CIRP information for WASC accreditation
    - Developing infrastructure for Safe Zone Program
      - If you/ your department would be interested, please contact Dr. Kristina Dulcey-Wang (kwang@pacific.edu)
    - Bias Response Team formation & training is upcoming
  - Curriculum Development
    - Currently developing an assessment program of the Diversity Requirement
    - Course Development Seminar this summer for faculty to adjust existing (preferred) or create new courses to meet the requirement
  - Faculty & Staff Recruitment & Retention
    - HR has reviewed the set of guidelines for hiring & suggested having two sets of guidelines
      - One for national searched (Director-level & higher)
      - One for non-exempt positions
      - Also, will start working with search firms in the future
      - Next step it to work with faculty on their guidelines
  - Multicultural Programming
    - VISIONS Social Justice training is available, contact Multicultural Affairs (multiculturalcenter@pacific.edu)
    - MLK Luncheon was well attended - +100 people
  - Student Recruitment & Retention
    - Did not meet
  - Alumni & Community Outreach
    - New Assistant Director of Clubs & Regional Programs – Marshea Pratt
  - Miscellaneous
    - All sub-committees are open, if anyone is your department/constituency would like to participate, please let me know and I can help get them connected

- University Safety & Security Advisory Committee – Jay St. Clair: The Committee did not meet this month. They have gone to a quarterly format.
- WASC Review Committee – Rebeca Stovall: Nothing to report.
X. **What's On Your Mind:** Sally Coleman shared with SAC thoughts about a possible “Take Your Child to Work Day” and a staff art exhibit to showcase staff accomplishments such as jewelry making, painting, hand crafts etc. This would be an opportunity for staff to show their talent. A suggestion was made that possibly this could be incorporated in to Pacific Family Fun Day.

XI. **Topics For:** Two sheets were passed among the representatives for their input.

1. **Topics For: What’s On Your Mind Gatherings** – Stovall presented to the representatives to possibly have either once a month or once every three months a brown bag “What’s On Your Mind Gathering” for SAC to meet with staff at various locations across the 3 campuses. She asked for suggestions for topics.

2. **Topics For President Eibeck’s Staff Address** – Stovall reminded the representatives when the Executive Board met with President Eibeck they had a discussion with her about having a town-hall meeting between the Eibeck and the staff community. The President asked the Board to please present her with some possible ideas for the address. A sheet was then passed around for possible ideas.

Meeting adjourned at 2:05 p.m.

Next SAC meeting will be on Friday, April 1, 2011 – DUC 211A&B, 1:00PM – 2:00PM
STAFF ADVISORY COUNCIL
Approved Minutes
February 4, 2011

Attended: Marylou Bagus, Sandi Burdi, Scott Christensen, Adrian Cisneros, Wendy Cornwall, Julie Deverell, Sally Draper, Kitty Gilbert, Rick Girardi, Sara Kleinert, Andrew Padovani, Consuelo Roberts, Margaret Roberts, Elise Sloan, Jay St. Clair, Rebeca Stovall, Eric Weir

Ex-Officio: Kim Cose, Sally Coleman (for Jane Lewis), Kathleen Quinn

Absent: Gloria Alcazar, Chris Haruta

Guests: Karen Mendoza, Nancy Snider

I. Call To Order: Meeting was called to order at 1:05 p.m. by chair Rebeca Stovall

II. Approval of Minutes: Wendy Cornwall moved to approve the December 3, 2010 minutes; Marylou Bagus second. Motion approved and passed by unanimous vote, no nays, and no abstentions.

III. Treasurer’s Report: SAC has a balance of $5,800 from this $2,500 was moved to savings for this year’s scholarship contribution. The total in scholarship fund is $4,617.00.

IV. Chair’s Report:
   - Stovall introduced Sandi Burdi, McGeorge School of Law. Sandi is the non-exempt representative. She works in the library at McGeorge.
   - Stovall reported on the Executive Board (Sara Kleinert, Kitty Gilbert) meeting with Patrick Cavanaugh, Vice President for Business & Finance, and Jane Lewis, Assistant Vice President Human Resources. The discussion centered on Mr. Cavanaugh’s salary/compensation presentation at last month’s SAC meeting. Stovall stated the Board discussed with Cavanaugh and Lewis the need for clarity on this subject. The other topic centered on communication which the Board felt has been lacking between SAC-Human Resources-Administration. This was taken very seriously by Cavanaugh and Lewis who agreed with Board members a need to address this situation. He was very open and interested that there is no confusion anymore and strongly suggested a task committee to look at ways to open up communication with staff-SAC-Human Resources-Administration. Stovall reported the topic of SAC Scholarship was not able to be addressed fully. SAC will be getting more data on scholarships to Mr. Cavanaugh.

V. New and Ongoing Business:
   - Pacific Family Fun Day (PFFD) – Stovall reported a new chair for PFFD is needed and asked anyone who may be interested to please contact her. The chair for PFFD does not have to be a voted SAC member this is open to any staff member.
   - McGeorge School of Law SAC meeting: Stovall asked the McGeorge representative, Sally Draper, if McGeorge would be interested in having the April SAC meeting held there. Stovall asked if Sally would please look in to a possible guest speaker.
   - Proposed Spending: Margaret Roberts, SAC Chair-Elect, presented three items to SAC for upcoming proposed spending:
     1. Junior Achievement Day: SAC is partnering with Junior Achievement and sponsoring volunteer hosts to allow 9 local HS students to shadow Pacific employees in various departments on Friday, Feb 11. These students will have the opportunity to learn about different jobs and careers available in higher education
        Motion: Wendy Cornwall motioned to have SAC buy lunch for the 9 students and their staff partner lunch. Eric Weir second the motion. Vote was called. 17 ayes, no nays, and no abstentions. Motion passed.
     2. The second item is a tablecloth to be used by SAC for events i.e. University Health Benefits Fair, Pacific Family Fun Day etc. The tablecloth will be black with the University Seal, Stockton, Sacramento, San Francisco in Pacific orange, and will fit an 8-ft table. A quote for the cloth will be presented to SAC at the next meeting.
        Motion: Jay St Clair motioned to purchase a black tablecloth that will fit an 8-ft table with the University seal, Stockton, Sacramento, San Francisco in Pacific orange. Margaret Roberts second the motion. Eric Weir amended to the motion the cost of the table cloth not to exceed $300.00. Vote was called. 17 ayes, no nays, and no abstentions. Motion passed.
3. Roberts presented a request for polo shirts for the representatives and vests for the executive board members. The polo shirts would cost $20/per shirt and the vests would cost $35/per vest with a total cost of $700. Discussion followed Roberts’s presentation. A variety of venues to enhance the visibility of SAC were discussed.
A decision was tabled until more information could be presented to SAC.

Topics for Staff Address: When the Executive Board met with President Eibeck they had a discussion with her regarding a presentation from the President to all staff. The President asked the Board to come back with topics for a staff address. Chair Stovall asked SAC to provide suggested topics that the Board can present to the President.

VI. Training Corner: Kim Cose – Staff training opportunities check out the courses for staff available at http://go.pacific.edu/training or online signups through insidePacific.

VII. Human Resources: E-Commerce Training email that the campus received from Todd Sparrow has been clarified by Jane Lewis. The training session is a 20 minute video that is required for all staff/faculty to watch.

VIII. Committee Reports:
- Institutional Priorities Committee (IPC) – Kellie Page
IPC began hearing budget requests from Vice Presidents and Provost. We also had budget presentations from McGeorge School of Law, Dugoni School of Dentistry and the Thomas J. Long School of Pharmacy & Health Sciences. A preliminary budget will be presented at two open forums for the University community to comment on:

*February 17 from 12:00-1:00 pm in Regents Room*
*February 18 from 12:30-1:30 pm in Regents Room*
Please announce to your constituency these Community Forums concerning the FY12 Budget. Community feedback is due to IPC no later than February 25. IPC will reconvene on March 1 to make final budget recommendations.

IPC’s next meeting will be February 8, 2011.
Members of IPC can be found at http://web.pacific.edu/x14020.xml. Information about IPC, including their agendas and minutes, can be found on the Provost’s webpage http://web.pacific.edu/Administration/President-Pamela-A-Eibeck/Strategic-Planning/Planning-Committees/Institutional-Priorities-Committee/Schedule-Minutes-and-Agenda.html.

- Information Strategy & Policy Committee (ISPC) – Jaci Griffen
ISPC met on for the first time since November 18th on Thursday afternoon, February 3, 2011. We formally met the new CIO Malik Rahman. Malik emphasized his method of working is cooperation and collaboration, that he doesn’t have a magic wand to immediately fix things, but recognizes the needs.
The ISPC budget presentation was made to IPC by VP Lackey on December 7, 2010. The IPC has now voted and are in the final stages of recommendations. ISPC has been invited to and will participate in an IPC forum on February 17, 2011.
The good news is that the following projects have been funded. They are in various stages as follows:
- Document imaging – final review of 3 companies being considered
- Enhancement of video conferencing – Phase I will be rolled out this summer
- Reporting tools – Evision and Argos tools have been signed. Training sessions will be rolling out soon.

I am planning on requesting, as the training/announcement schedule is ready, to have a rep from IT attend SAC and outline the implementations of the above. If anyone has a particular interest, suggestion or question about any of the above or any other IT matter, please contact

- Business Managers – Marylou Bagus – Nothing to report for February
- SAC Scholarship Committee – Wendy Cornwall
In an effort to promote and encourage staff development opportunities, SAC awards scholarships to staff members wishing to pursue professional educational development. Details and instruction on how to apply and the application form are available on the SAC Scholarship webpage. The application deadline for the next quarter is February 28, 2011. Please submit all completed
applications to Wendy Cornwall, Chair of the SAC Scholarship Committee. For campus mail: Please indicate ATTN: Wendy Cornwall at Athletics. For questions: email SAC@pacific.edu.

- **Staff Salary/University Compensation** – Wendy Cornwall/Eric Weir – Committee has not met
- **Sustainability Committee** – Kelli Page –
- **University Diversity Committee** – Marylou Bagus – Black History Month
  - **Saturday, February 12, Black Family Heritage Day: It Takes a Village…** Grace Covell Banquet Hall @ 9:00am
  - **Thursday, February 24, Poetry Reading: Camille Dungy** WPC 140 – Reception @ 6:30pm, Poetry Reading @ 7:00pm
  - **Saturday, February 26, Keynote Speaker: Hill Harper** Faye Spanos Concert Hall, doors open @ 7:00pm, Pre-show @ 7:30pm, Showtime @8:00pm
- **University Safety & Security Advisory Committee** - Jay St. Clair – Meet in March
- **WASC Review Committee** – Rebeca Stovall – No report

Meeting adjourned at 2:05 p.m.

Next SAC meeting will be on Friday, March 4, 2011 – DUC 211A&B, 1:00PM – 2:00PM
I. Call To Order: Meeting was called to order at 1:05 p.m.

II. Approval of Minutes: Chair Stovall called for the approval of the October 1, 2010 minutes. There were no changes to the minutes. **Motion:** Wendy Cornwall moved to approve the October 1, 2010 minutes, Chris Haruta second. **Motion approved and passed by unanimous vote, no nays, no abstentions.**

III. Treasurer’s Report: Chair Stovall stated the cost of purchasing the mini megaphones cost of $950 for 1,000. The expenses for Pacific Family Fun Day are still not all in but, as of November 5, 2010 the expenses paid out are $6,852.00. Stovall reported the SAC Scholarship third quarter a $500 scholarship was presented to a recipient.

IV. Chair’s Report:

   - **Committee Appointments:** SAC has an open representative position from McGeorge School of Law. Gilda Mossdegh has resigned her position on SAC. Chair Stovall called for nomination for the open Treasurer position – Sara Kleinert name was put forward and with no other nomination(s) Chair Stovall asked for approval. **Motion:** Rebeca Stovall moved to nominate and approve Sara Kleinert to fill the vacant position of Treasurer for SAC. Wendy Cornwall second. The nomination/approval was passed by unanimous vote. No nays and no abstentions.

   - **Committee Reports:** Stovall asked those who have committee reports to send them to SAC Secretary Kitty Gilbert. A reminder e-mail will be sent.

   - **Attendance:** Stovall discussed with the Committee the importance of having representatives attend the monthly meetings. It is very important especially when there is motion on the floor to have the quorum for a motion to pass. Stovall stated if a representative is unable to attend a meeting to please contact one of the Executive Board members (Rebeca Stovall, Margaret Roberts, Kitty Gilbert, or Sara Kleinert).

V. New and On Going Business:

   - **Priority Survey:** Margaret Roberts reported SAC received 139 surveys (600 staff) and the top three from the survey are: 1. Staff Salary Plan 80%; 2. Job Description; 3. Staff Support Programs. Roberts stated staff would like to have a clearer understanding of the scholarship process. She stated a suggestion was presented by an Executive Board member to hold a workshop for staff going over the scholarship process, how decisions are based, who qualifies, etc. Further discussion continued regarding the funding of the scholarship program. It was felt the University funding to enhance the scholarship should be increased. Kelli Page asked if she should open this item to IPC, it was discussed and SAC Executive Board will first bring the item to HR and Mr. Cavanaugh.

   - **Recap Benefits Fair:** Stovall reported the Benefits Fair was a success. The mini megaphones were a hit with staff and drew many staff to our table which led to questions about SAC.

   - **Guest Speakers “Do you want them?”**- Stovall discussed the idea of having a guest speaker quarterly. This was brought up in July at the SAC Retreat and Stovall wanted to revisit it with the Committee. Everyone agreed this would be workable and suggestions were given to topics from the Tuition Remission Process, SAC Scholarship Process, a presentation on facilities up-date, and other suggestions were made.
SAC Revised By-Laws: Wendy Cornwall presented to the Committee the revised SAC By-Laws for a vote. She stated the SAC representative area needed to be revised due to the change in the Advancement Division which is now called Development and the addition of a new area External Relations. There is a change in section VI Elections of Representatives, C. Nomination/Election Procedures, now reads: Ballots will be prepared and votes counted under the direction of the Chair/Co-Chair-Elect. The “and Committee on Committees” was deleted since it is no longer in existence. D. Vacancy added: Temporary – If a representative must miss more than two consecutive meetings due to circumstances, planned or unplanned, with an anticipated return date, the Chair/Co-Chair-Elect, should identify a replacement to serve by special appointment until the representative resumes his/her duties. Deleted “the representative, in consultation with “the Chair…… Section VII. Officers, C. Secretary the following was added to: “Ensures the minutes, agenda, and any other information are posted on the SAC Web Page.

Motion: Rebeca Stovall moved to accept the Revised SAC By-Laws as of November 5, 2010 with stated changes made to them. Margaret Roberts second. Motion approved/passed by a unanimous vote. No nays, no abstentions.

VI. Training Corner: Kim Langley reported for Kim Coss. November is National Career Month - Staff Career Development Event: “Generations in the Workplace” will be November 17, 2010 in the DeRosa University Center Ballroom. The session starts at 9:00 am – 10:30 am General Session – all staff; 11:00 am – 12:30 pm Managers, Supervisors and Directors. Contact information: Kim Coss 946-2096 k cose@pacific.edu or Kim Langley 946-2097 klangley@pacific.edu. Light refreshments and snacks will be offered. This is sponsored by Business Assessment & Technology Services and Human Resources.

VII. Human Resources: No report.

VIII. Committee Reports: Attached to the minutes

IX. SAC Holiday Reception: Elise Sloan, Chair SAC Holiday Reception, reported a Save the Date notice will soon be going out campus wide. The committee has been meeting and plans are well underway.

X. Adjournment: With no further business the meeting was concluded at 2:10 p.m.

Respectively submitted by:
Kitty Gilbert, Secretary
STAFF ADVISORY COUNCIL  
APPROVED MINUTES  
October 1, 2010

Attended: Marylou Bagus, Scott Christensen, Wendy Cornwall, Kim Cose, Sally Draper, Kitty Gilbert, Jaci Griffen, Chris Haruta, Sara Kleinert, Jane Lewis Margaret Roberts, Elise Sloan, Jay St Clair, Rebeca Stovall

Absent: Gloria Alcazar, Adrian Cisneros, Julie Deverell, Rick Girardi, Gilda Mossdegh, Andrew Padovani, Consuelo Roberts, Eric Weir

Guests: Breanne Beseda, Nancy Snider

I. The meeting was called to order at 1:00 pm.

Approval of Minutes - September 2, 2010 minutes approved. Motion: Wendy Cornwall moved to approve the September 2, 2010 minutes, Marylou Bagus second. Minutes approved by unanimous vote, no nays, no abstention.

III. Treasurer’s Report – Rebeca Stovall, Chair

Rebeca announced to SAC the resignation of Robyn Grace-Jennings and the position is open. Stovall stated not all the expenses from Pacific Family Fun Day have been received. The estimated funds after expenses $12,530.20

IV. Chair’s Report – Rebeca Stovall:

• New SAC Representative: Sara Kleinert was introduced as the newest SAC representative. Sara will replace Robyn Grace-Jennings.
• Committee Survey: As of September 30th SAC received 92 responses to the Priority Survey. Discussion followed. It was felt the response was low and the survey should be sent out again to get a stronger and higher response rate from staff. A question was asked how SAC will use the information gained from the survey. The reason for the priority survey is to assist SAC in being able to engage the University Administration in a dialogue to improve or solve the concerns presented to them by staff.
• Provost Search: Margaret Robert’s reported there is one more candidate coming to campus the week of October 11-13. SAC will be meeting with the fourth candidate on October 13th, 1:45 p.m. in the Spruce Room. All are encouraged to attend.
• Pacific Family Fun Day: This year’s Pacific Family Fun Day was successful with approximately 440 attending. Gail Stovall has stepped down as chair of PFFD after serving in this position for the past 3 years. A chair for 2011 PFFD will be needed.
• Benefits Fair: Open Enrollment Benefit Fair will be held on Thursday, November 4th, 11:00 a.m. to 2:00 p.m. in the DeRosa Center Ball Rooms. There will be vendor booths, informational meetings and more. This year's Benefit Fair is being called Hidden Treasures, your Pacific Benefits. SAC will have a table manned by SAC representatives where we will be able to greet staff and encourage them to attend an SAC meeting. A question directed to Jane Lewis, Asst. Vice President of Human Resources, asking when employees would find out about the benefits for this coming year. The Benefit Package will be mailed to all employees prior to the Fair. Discussion followed regarding a give away at the Fair from SAC. Motion: Jay St Clair moved to have the chair of SAC purchase the mini mega phones as a give away at the Benefits Fair on November 4, 2010 and to be given away to be used to present to new staff.
• Events Calendar: A date needs to be set for the SAC Holiday Reception. Discussion followed on possible dates. Other dates that will need to be addressed Career Fair (working with Kim Cose) and Pacific Family Fun Day.
• Guest Speakers: Tabled for November meeting.

V. Training Corner: - Kim Cose: Kim reminded everyone to review her training schedule for the complete fiscal year. Something New is Kim’s open labs and the next lab is for Outlook 2007 and is scheduled for October 13th from 9:30 – 1:30 in the HR Training Room. The lab time has been structured so anyone can walk in at any time during the timeframe listed. Maybe the participants have been trying to figure out how to use a certain function or they’re working on a project and need help, they can come to the lab to get help. Registration is required.

National Career Month – Kim stated the format will be a little different this year in that it will only be one day in length with possibly three different sessions: a general session for everyone, a session for management and then another general session at the end of the day. The topic we are working with is “Generations in the Workplace” and how we work together and how we approach our career development. Kim is currently working with a vendor to get everything in place and anticipates a final program within the next week.

VI. Human Resources:

• Save The Date: Jane noted that the HR Benefits Fair will be on Nov 4th, DeRosa Center Ballroom, 11:00am – 2:00pm.
• Denim Days: Friday, October 8 is Lee National Denim Day Fight against Breast Cancer. The Department of Human Resources is proud to support this event and the fight against breast cancer. Jane stated by donating $5 to the team University of the Pacific you will be joining them in supporting this cause and you will be able to wear your favorite jeans on October 8th.
VII. Committee Reports
- Business Managers: Mary Lou Bagus reported: There are new forms on line for the Purchasing Department, Payroll, and signature authority forms. FTC Red Flags Training – auditing compliances at the end of October.
- Information Strategy and Policy Committee (ISPC) – The committee will meet at the end of October. They are waiting for the hire of the new CIO.
- SAC Scholarship Committee – Rebeca Stovall reported: There are a handful of scholarships to review at our last meeting – we notified the awardees on September 20th. We awarded $748 un scholarship funds to 3 recipients. There will be a notice in the next Pacific Bulletin recognizing the awardees.
- WASC Committee – Rebeca Stovall reported: Next meeting is scheduled for November 18th.
- Sustainability Committee – no report
- University Diversity Committee – Meets the second week of each month in UC 211
- University Safety and Security Committees – Jay St. Clair reported: The John Chambers Building is now open and available for tours. The two sets of equipment for PAT use during emergencies have been secured and the committee is looking at where to store for accessibility during different kinds of emergencies (electrical rooms that are protected from elements, etc). Starting November 1st implementation of a new driver protocol requirement will be going into effect. There is currently a campus wide study/inventory of chemicals/substances which need to be monitored going on from the information gathered the University will be purchasing a program that will be readily available on how to treat exposure to and protect us. It was reported that Work Comp claims are considerably down yet costs are up. Many of the reports of injuries caused by falls down stairs, injured knees, etc. are ending up affecting performance/job evaluations. The University’s aim is to initiate personal action early, try to avoid claims that cost money in the long run – all personnel issues. The issue of “stress” claims is to be examined with improvements in supervisor training and how to work in a ‘hostile’ environment. The Clery report, which requires the University to list the statistics of crimes in and around the campus, was gone over by Mike Belcher, Director of Public Safety. Burglaries have jumped up due to two different instances that have since been solved due to flyers being sent out. The University has complied with an improved notification system to the campus.
- Dining Committee – A representative needs to be appointed to this committee.

VIII. What’s On Your Mind
Chris Haruta announces Safe Trick or Treat on Wednesday, October 27, 2010, 4:00pm – 7:00pm. The tour will begin at 4pm at the Atchley Clock Tower off Pershing Avenue entrance. The event is limited to children 11 years old or under with a parent or adult chaperone. The tours will be followed by a Halloween Carnival. Donations are needed for costumes, candy, decorations, trick-or-treat bags or buckets for kids, cups, plates, napkins, prizes for the Carnival stations. Those wishing to help out can contact Housing and Greek Life Office, Bannister Hall, 2nd floor or email safetrickortreat@gmail.com

IX. Adjournment
Meeting Adjourned at 2:15 p.m.
The next scheduled SAC meeting will be November 5, 2010 @ 1:00 pm – 2:00 pm., DeRosa Center Room 211A&B

Respectfully submitted by:
Kitty Gilbert, Secretary
STAFF ADVISORY COUNCIL
APPROVED MINUTES
Sept 2, 2010

Attended: Rebeca Stovall, Kelli Page, Rick Girardi, Gail Stovall, Margaret Roberts, Jay St. Clair, Adrian Cisneros, Wendy Cornwall, Elise Sloan, Marylou Bagus, Chris Haruta, Andrew Padovani, Megan Starr-Geppor, Breanne Beseda, Chris Lozano, Nancy Snider, Robyn Grace-Jennings, Gilda Mossadegh (via audio) and Julie Deverell.

Permanent Guests/Committee Reports: Jane Lewis

I. The meeting was called to order at 1:02pm. Rebeca Stovall, Chair, welcomed everyone.

II. Roll Call – Rebeca Stovall, Chair
We placed a sign-in sheet for everyone attending to sign in as either Guest or Representative for a record of attendance. The sign in sheet will be used for roll call.

III. Treasurer’s Report – Robyn Grace-Jennings, Treasurer
Robyn is catching up on the treasures report. She hopes to have a report sent to the SA_Council list soon to provide an update.

IV. Chair’s Report – Rebeca Stovall, Chair
- Committee Surveys:
  - Survey on committees for SAC representatives will be provided to gather those that are interested.
  - Survey on committees for general staff will be provided to gather those that are interested.
- Change in Meeting Schedule:
  - The executive council and elected representatives of Staff Advisory Council (SAC) have agreed to restructure the meetings to reduce the duration and hopefully remove conflicts with lunch breaks. SAC meetings for the 2010-2011 will continue to be the first Friday of the month but they will be minimized to just one hour from 1pm – 2pm. A full listing of the meeting schedule with dates/time and location can be found on the SAC website (http://www.pacific.edu/SAC). We hope that this change will be welcomed and encourage more participation from all staff across the University.
  - SAC will also host additional speaker event/meetings on a semi-quarterly basis – please look for additional detail for these events in future announcements as we schedule great speakers.

V. New and Ongoing Business
- Pacific Family Fun Day Update – Gail Stovall reported:
  - Sept 18th 11am – 2pm
  - Theme has changed slightly – no longer using restaurants to represent food/cultures around the world. Bon Appétite will be providing the food. Sausage bar, Hotdogs, Rolls salad, Corn on the cob. Lemon and raspberry bars.
  - Food drive – donate canned goods. The San Joaquin food bank will be there to collect foods. Food donations can be given to Gail Stovall (gstovall@pacific.edu or 62431) for those that cannot come to the event. Gail can come and pickup the items or they can be dropped off at the Library Circulation Desk.
  - Lots of craft activities, physical activities, balloons, characters.
  - Hot Topic: Pacific Family Fun Day is on Saturday, September 18 one the lawn in front of the DeRosa University Center on the Stockton campus and invites all Pacific faculty and staff and your family members to join us for the festivities. There will be lots of great food, activities, games, and fun. Note: We will be collecting canned food for the Stockton/San Joaquin County Emergency Food Bank. You may bring the non-perishable goods to the Pacific Family Fun Day or call us to pick them up at your office before Sept 18. Plan to attend and RSVP by September 9 to Ana Orellana at funday@pacific.edu or call Ana at 209.946.3991. Volunteers (general staff or SAC representatives) for the event will be needed, please contact Danny Nuss (dnuss@pacific.edu) to sign up to help out.
- Priority Survey: Rebeca Stovall, Chair & Margaret Roberts, Chair Elect
  - The group brainstormed specific items to try and include in the Priority survey:
    - Staff Salary Plan & Job Classification (ongoing challenges and concerns)
    - Engaging Non-Representative Staff in SAC monthly meetings
    - Safety (building access hours, cameras for all parking lots, Brubeck Way trees, drainage issues near tower)
    - Calendaring System – campus-wide visibility for ALL events
    - Staff Support Programs (e.g., an SAC fund for donation of sick time and process for access by those in need and other programs).

VI. Training Corner – Jane Lewis (filling in) reported:
HR Development and IT Training are working to synchronize training programs. They are looking at more e-learning and expand the offerings. More advance training calendar so employees and supervisors can plan better for attendance.

**Hot Topic:** There is room in upcoming technology classes, they can be registered for within InsidePacific - [http://insidePacific.pacific.edu](http://insidePacific.pacific.edu).

- **Stockton - Banner:** Human Resources, Training Room  
  - Banner 8 Fundamentals *multiple sessions*  
    - 9/15/2010 @ 1:00 PM to 3:00 PM  
    - 1/12/2011 @ 9:30 AM to 11:30 AM  
    - 4/7/2011 @ 9:30 AM to 11:30 AM
- **Stockton - MS Office:** Human Resources, Training Room  
  - What's New in Office 2007 *multiple sessions*  
    - 9/16/2010 @ 9:30 AM to 11:30 AM  
    - 1/19/2011 @ 9:30 AM to 11:30 AM  
  - Outlook 2007 Tips ‘n Tricks *multiple sessions*  
    - 10/6/2010 @ 9:30 AM to 11:00 AM  
    - 6/9/2011 @ 8:30 AM to 10:00 AM
- **Outlook 2007 Templates**  
  - 3/9/2011 @ 9:30 AM to 11:00 AM  
  - 1/12/2011 @ 9:30 AM to 11:30 AM  
  - 4/7/2011 @ 9:30 AM to 11:30 AM
- **Outlook 2007 Calendar**  
  - 3/16/2011 @ 9:30 AM to 11:30 AM
- **PowerPoint 2007 Series**  
  - Session #1  
    - 9/15/2010 @ 9:30 AM to 11:30 AM  
    - 5/11/2011 @ 9:30 AM to 11:30 AM
- **PowerPoint 2007 Series**  
  - Session #2  
    - 10/12/2010 @ 9:30 AM to 11:30 AM  
    - 6/14/2011 @ 8:30 AM to 10:30 AM
- **Outlook 2007 Meeting Management**  
  - 4/13/2011 @ 9:30 AM to 11:30 AM
- **Outlook 2007 Organizing Information**  
  - 5/12/2011 @ 9:30 AM to 11:30 AM
- **Outlook 2007 Templates**  
  - 3/9/2011 @ 9:30 AM to 11:00 AM
- **Outlook 2007 Calendar**  
  - 3/16/2011 @ 9:30 AM to 11:30 AM
- **PowerPoint 2007 Series**  
  - Session #2  
    - 10/12/2010 @ 9:30 AM to 11:30 AM  
    - 6/14/2011 @ 8:30 AM to 10:30 AM
- **Outlook 2007 Meeting Management**  
  - 4/13/2011 @ 9:30 AM to 11:30 AM
- **Outlook 2007 Organizing Information**  
  - 5/12/2011 @ 9:30 AM to 11:30 AM
- **Outlook 2007 Templates**  
  - 3/9/2011 @ 9:30 AM to 11:00 AM
- **Outlook 2007 Calendar**  
  - 3/16/2011 @ 9:30 AM to 11:30 AM
- **Excel 2007 Working with Charts**  
  - 3/10/2011 @ 9:30 AM to 11:00 AM
- **Word 2007 Mail Merge**  
  - 6/8/2011 @ 9:30 AM to 11:00 AM

VII. **Human Resources:** Jane Lewis reported:
- Parking Permits you can have these out of payroll deduction if you set that up.
- W Stagg way is blocked this week due to construction at McCaffrey
- The bollards (blocking poles) on Baxter Way will be going up soon – date TBA
- Reminder, Benefits Fair – Nov 4th, 2010 mark you calendar to attend. **Hot Topic:** Save the Date for Benefits Fair: Human Resources Benefits Fair will be on November 4th. It will be held in the DeRosa University Center and the theme will be Hidden Treasures.

VIII. **Committee Reports**
- **Career Month:** No report.
- **IPC – Kelli Page reported:**
  - Meeting last week, Chair is now Dr. Francois Rose. Dr. Eibeck now also sits on the committee. Looked at schedule and mission etc.
ISPC – Jaci Griffen reported via email:  
*Good afternoon – ISPC will be holding it’s first meeting on Thu, Sept 2.*  
*Topics of discussion will be:*  
- CIO search  
- Review of charge to the committee  
- Top 10 IT issues and FY11 goals  
- Video conferencing  
- Reporting and document imaging rfp update  
- Classroom Tech update  

We will meet again on Sept 16th so my October report should be much more robust.  

**Presidents Advisory Committee (PAC) – Rebeca Stovall reported:**  
*The last meeting was primarily for the WASC letter the campus received from Dr. Eibeck. Please see note below from WASC Review Committee.*  

**University Compensation/Staff Salary Plan – Rebeca Stovall reported:**  
*There was a Benefits review meeting but the details are still pending. Additional information will be posted to the group as the numbers are confirmed.*  

**Business Mangers: MaryLou Bagus reported:**  
*Fraud items reviewed. There is a fraud hotline.*  
*ProCards – you now have to provide transaction details. Follow up with Business manager if there are any questions.*  

**Provost Search – Margaret Roberts reported:**  
*There are 3 candidates that will be visiting campus.*  
*SAC Council Meetings with Provost Candidates*  
*All will be held in the Spruce Room from 1:45-2:30 pm.*  
- Sept. 13  
- Sept. 17  
- Sept. 22  
- Oct. 13  
- Oct 20  

*SAC Representatives should hold these dates and look for additional updates when dates are confirmed.*  
*The above dates may not all be necessary; however they will need to be reserved until such time as the individuals are identified and scheduled.*  
*Open Forum sessions are scheduled in Stockton on the same dates listed above in Grace Covell from 3:30 - 4:30, followed by a reception. Postings to the campus will occur prior to the candidate’s visits to confirm the dates and provide additional candidate information to the community.*  

**Hot Topic:** The Provost Search committee has been hard at work. Candidates for the Provost position will be visiting campus for open Town Hall events in Sept and Oct. Please look to Enews and campus announcements for additional detail for dates/times. All staff are encouraged to attend these events and participate in choosing the next Provost.  

**University Facilities** - No report.  

**Scholarship Committee – Rebeca Stovall reported:**  
*The Committee has 4 applications for the 4th quarter scholarships. Next SAC Scholarship meeting is Sept 2nd, 2010 following this SAC meeting. Hot Topic: In an effort to promote and encourage staff development opportunities, the Staff Advisory Council (SAC) awards scholarships to staff members wishing to pursue professional educational development. Details and instruction on how to apply and the application form are available on the SAC Scholarship webpage ([http://web.pacific.edu/s9137.xml](http://web.pacific.edu/s9137.xml)). The application deadline for the Next quarter is Nov 30, 2010. Please submit all completed applications to Rebeca Stovall, Chair of the SAC Scholarship Committee. For campus mail please indicate ATTN: Rebeca Stovall at the Office of Information Technology (OIT) – Customer Support Center (CSC) or Fax to 209.946.3971. For questions, call 209.946.3965 or email [SAC@pacific.edu](mailto:SAC@pacific.edu).*  

**Sustainability Committee:** Kelli Page reported:  
*Minutes pending from the last meeting. The position that is coming up for sustainability (sustainability coordinator) A couple additional people have joined the committee. Term limits have been put into place for committee memebers. Kelli is rolling off next year.*  
*More activities to come – look for announcements on ENews, etc.*  

**University Diversity Committee – Mary Lou Bagus reported:**  
*Diversity Fall Retreat is Sept 30th – Oct 1st.*  
*Subcommittees - There are multiple subcommittees to the Diversity Committee. Additional detail about these committees can be found on the Diversity website at [http://www.pacific.edu/c27260.xml](http://www.pacific.edu/c27260.xml).*  

**University Safety and Security Committees** – Jay St. Clair reported:
Have not met yet since the last meeting
Did have a simulation of a fire during the summer.
The PacificCONNECT committee is reviewing the system and the way this notification works.
Please be alert to your surroundings. Don’t leave your equipment unattended.
**Hot Topic:** All staff are encouraged to sign up for PacificConnect if you are not already. Additional information about PacificConnect can be found on the PacificConnect webpage and registration is available via insidePacific.

**Dinning Committee** – No report.

**WASC Review Committee** – Rebeca Stovall reported:
No meeting, but there was a note that came out from Dr. Eibeck thanking the community for a successful first visit from WASC.

XII. **What’s on your mind?**
- Suggestion – how to make a more robust “sick leave” donation option. – Jane L will look into this more. HR will work with SAC can maybe work to help here. Margaret Roberts suggested a “Sick leave Scholarship” – a fund… a way to channel the resources to the needy staff member.
- Robyn Grace Jennings also is willing to be involved.
- Gail Stovall is willing to be involved.

XIII. **Adjournment**
Meeting Adjourned at 2:00pm.
The next SAC meeting is scheduled Oct 1st, 2010 at the DUC 211 – please note the change in time 1:00 pm – 2:00 pm.