STAFF ADVISORY COUNCIL
APPROVED MINUTES
May 2, 2008

Attended: Jaci Griffen, Gail Stovall, Zac Spurlin, Faye Snowden, Danny Nuss, Patti Dunne, Suzanne McNealy, Ana Orellana, Ash Chaudhry, Ianthe Chase, Cathy Martinez, Wendy Cornwall

Permanent Guests/Committee Reports: Jane Lewis, Kim Cose, Kathleen Quinn, Cathy Dodson, Kitty Gilbert, Pat Spreer and Sheri Grimes

I. The meeting was called to order at 12:00 pm. Faye Snowden, Chair, welcomed everyone

II. Roll Call/Minutes – Jaci Griffen, Secretary
   • We placed a sign in sheet for everyone attending (on both campuses) to sign in as either: Guest, Committee Member or SAC Representative for a record of attendance. The sign in sheet will be used for roll call. Minutes from the April meeting were approved. They will be posted on the SAC website next week.

Treasurer’s Report – Suzanne McNealy Treasurer – Suzanne distributed the treasurer’s report. The report reflected a total of $179.00 available for the remainder of the year, including an estimate for today’s lunch.

IV. Chairs Report – Faye Snowden

   Welcome New Representatives: Faye thanked our outgoing representatives for a job well done, presented the incoming chair, Gail Stovall with a gavel and welcomed our new representatives:
   a. Rena Quilenderino, Business & Finance, non-exempt
   b. Dana Isaacs, Student Life, non-exempt
   c. Patti Dreher, Provost, exempt (5 departments)
   d. Rebeca Stovall, Provost, exempt (6 dept/schools)
   e. John Sterni, Provost, non-exempt (5 departments)
   f. Rosie Fox, Provost, non-exempt (8 schools/dept)
   g. Dianne Alhaik, McGeorge (exempt & non-exempt)

Elections: Electronic voting was deemed a success. Faye reported a response rate of 272 versus 50 last year.
Year End Report Update: A draft copy of the year end report will be sent out with hot topics for your review only. Please submit any comments to Faye. The final report will be ready July 30th. Please email Faye committee report information (2-3 lines) by June 16th.
Committee on Committees: A number of committees are open for participation. Please canvas your constituents for interest.
June Meeting Time Change: Due to summer hours, the June meeting time will be 10:30am-12:30pm.

V. New and Ongoing Business

SAC Priorities Committee Draft Report: Gail Stovall reviewed the “Priorities Committee Status Report”. A copy of which was distributed. In a brief overview of priorities and results:
   • Revision of Performance Appraisal Process – HR had a work in progress which included many of the revisions suggested by SAC. Reviewed and submitted to HR for approval in summer, 08. Anticipated to be in effect for 2008-2009 review process. Kathleen Quinn developing a training program for use of new process.
   • Career Paths at Pacific – SAC in collaboration w/HR has developed a team to implement a website with resources and tools for staff to manage their careers at Pacific. The rollout of the webpage is anticipated in July with activities/workshops being planned for November (career month). This is an ongoing process.
Call for Executive Board Nominations: Gail Stovall, incoming chair, called for nominations for the 2008-2009 Executive Board. Nominations:
- Chair-Elect – Jaci Griffen
- Secretary – Wendy Cornwall
- Treasurer – Colleen Truden
Gail reminded everyone that nominations remain open to give those not in attendance a chance to nominate or be nominated. Please note: a week following the meeting, Rebeca Stovall was also nominated for the position of Secretary.

VI. Guest Speaker: Dr. Donald DeRosa, Pacific President:

President DeRosa thanked staff for sending him prepared questions. However, while he was more than happy to answer prepared questions, he preferred a more open Q&A session. He addressed his retirement next year, stating that the decision is driven by the desire for he and Karen to spend more time with their children and grandchildren. After his retirement in 2009, he will become President Emeritus and serve as a consultant to the University. He also spoke to the successful “Investing in Excellence Campaign” culminating with the Powell gift. He is anticipating a change in the Founder’s scholarship program to the “Powell Scholars” program. This will increase the 4 year scholarship to $20,000 per year. He also talked about the increase in tuition and the differential tuition that will be charged in the Pharmacy school. The following are a few highlights of the Q&A session:
- Cause of decline in enrollment – In fact, the student profile has been enhanced over the past 13 years, with the number applying tripling over the last 12 years. He believes that a change in marketing to enhance the distinctive nature of Pacific is what is needed. We have become stagnant in our marketing. 80% of our freshman are CA residents which means we are competing with the UC’s. He believes we need to update our marketing strategy to showcase our distinctive location in the heart of northern CA, in reach of SF, Yosemite, numerous off campus recreation opportunities, a living learning lab and many opportunities for community involvement.
- More graduate programs in the future – Possibly growth in areas that lead to careers, not those that are basically mini-doctorate programs.
- Staff salary – President DeRosa is eager to begin a robust staff salary survey beginning Fall, '08 to make sure that total compensation is fair for all salary grades and job classifications.
The President thanked everyone for their dedication to the University.

III. Training Corner – Kathleen Quinn & Kim Cose – Kim’s next Business Technology training class will be May 9th on the Stockton campus. An open house will be held on the McGeorge campus in September. Kathleen will be posting a “Training Needs Assessment” survey to the training website in July. Her next training sessions will be: Managing Transition & Taking Charge of Change in May for SF & Sacto. For the Stk campus, Performance Review review for managers will be held in early June with Managing Transition to be held later that month. Check the training webpage at: go.pacific.edu/training.

IV. Human Resources: Jane Lewis – Jane reminded everyone:
- Summer hours begin May 19th
- Silver Tigers for staff with 25 years+ of service have reformed, dinner May 8th, Redwood Deck
- Staff Luncheon, May 22nd, Knoles Lawn, 400 RSVP’s so far

VII. Committee Reports

Staff Salary Plan – Meeting with HR bumped for meeting with Pat Cavanaugh. Meeting will be rescheduled.
IPPC- Cathy Dodson – No report
ISPC – Sheri reported that the Pac Connect policy for students as well as the security standards policies are still under review.
University Compensation – Suzy Martegani/Shannon Chi – No report.
Business Managers- Cathy Martinez – Cathy reported that Debra Denney is the new controller. She will start on May 19th.
University Facilities- No report
Scholarship Committee –Gail Stovall – The next deadline is My 30 with scholarship to be awarded June 15th.
University Diversity Committee – No report

Updated/revised 6/13/2008-8:54:36 AM
Safety Committee – Jay St. Clair – Ash gave both reports.
Campus Security Committee – Ash Chaudhry – Ash reported that the installation of parking lot cameras and building conversions to One Card continues. Update of building emergency evacuation plans progressing.

VIII. What's on your mind?

IX. Message from New Chair – Gail Stovall thanked Faye for her service. She thanked everyone for their service and looks forward to another wonderful year for SAC.

X. Adjournment
Watch for hot topics this afternoon. The next SAC meeting is Friday, June 6, 2008, 10:30am-12:30pm, McCaffrey Pine room.
STAFF ADVISORY COUNCIL
APPROVED MINUTES
April 3, 2008

Attended: Jaci Griffen, Gail Stovall, Zac Spurlin, Faye Snowden, Danny Nuss, Patti Dunne, Suzanne McNealy, Ana Orellana, Ash Chandhry, Ianthe Chase, Cathy Martinez

Permanent Guests/Committee Reports: Jane Lewis, Kim Cose, Kathleen Quinn, Jay St. Clair, Cathy Dodson, Kitty Gilbert, Pat Spreer, Sheri Grimes, Steve Jacobson, Rebecca Stovall, Dianne Alhaik, Sherri Anderson, Elisa Levy, Donna Kodama, Nancy Whalen, Lorna Zink & Lisa Cooper,

I. The meeting was called to order at 12:15 pm. Faye Snowden, Chair, welcomed everyone at McGeorge & in Stockton. We began a little late due to technical difficulties.

II. Roll Call – Jaci Griffen, Secretary
   - We placed a sign in sheet for everyone attending (on both campuses) to sign in as either: Guest, Committee Member or SAC Representative for a record of attendance. The sign in sheet will be used for roll call. Minutes from the March meeting were approved. They will be posted on the SAC website next week.

Treasurer’s Report – Suzanne McNealy Treasurer – Suzanne distributed the treasurer’s report. The report reflected a total of $ 730.06 available for the remainder of the year. This included the lunch cost for the Stockton campus. McGeorge graciously hosted the lunch in Sacramento.

IV. Chairs Report – Faye Snowden
   - Budget Update: The SAC executive board along with the Ad-Hoc Salary Committee met with Vice President Cavanaugh earlier in the week. Due to reduced enrollment this year, previously announced merit raises of 3.5% will be kept instead at 3%. The reduction of the age of retirement contribution to 21 will also be on hold. Please relay the message to all of your constituents that the University is not facing staff reductions or salary freezes. The surplus is just not as big as hoped. Please email any of the exec board or ad hoc committee members if you have any questions.
   - May President’s Meeting Review: Faye requested that representatives survey their constituents for questions to ask the President. Email questions to Faye by April 17th. Please stress that all questions will be kept confidential.
   - March Nomination/April Election: Faye reported that nomination requests for all vacant representative positions will be emailed to divisions by Monday, April 7th. Nominations will be open for one week. On April 14th, elections will be conducted online using Survey Monkey. Elections will be open for one week.
   - Year End Report: A draft copy of the year end report was reviewed. Please email Faye with corrections and committee report activities (2-3 lines max) by April 17th.

V. New and Ongoing Business
   - SAC Priorities Committee: The committee has reviewed the appraisal process; Kathleen Quinn will be presenting the draft “Performance Review” document. We are currently working in partner with HR on a career path webpage. We are planning to have an event in November to coincide with National Career Month.
   - Wellness Program: Karen Mendoza presented further information regarding the new employee wellness program and new FMLA regulations. Watch for roll out of the new wellness program in the beginning of April
   - Pacific Connect: Greg Walton gave a quick Pacific Connect update. 53% of all faculty and staff across the 3 campuses are enrolled. He is working on tying student class registration to automatic Pac Connect registration. Please email Greg directly, gwalton@pacific.edu, with any Pac Connect issues.

VI. New Dining Program, Steve Jacobson: A new dining plan will be implemented this fall. All students, including those living in Pacific apartments, will purchase a dining plan. There will be four levels available. Everyone, students, staff and faculty, will be eating in the University Center with many more options available.
VII. Guest Speaker: Elisa Levy, Director of Human Resource Pacific McGeorge School of Law:

Elisa discussed the Wellness program launch on the Sacramento campus. A second program will be presented April 8th with personal coaches available the week of 4/14. Any Sacramento employees that are unable to attend any of the presentations will have their wellness packets hand delivered to them. The position review and revision process is currently under way on the Sacramento campus. Hewitt is working to benchmark the jobs. Internal rankings and structure will be similar to the Stockton campus. Health coverage for retirees is being considered in the future. Elisa is working with Kathleen for an April 17th initial training. Currently, Kim & Sondra are planning a technical training open house for Sacramento in the late fall early summer time frame.

III. Training Corner – Kathleen Quinn & Kim Cose – Kim’s next Business Technology training class will be April 11th on the Stockton campus. She is currently working with both McGeorge & San Francisco to schedule training sessions on their sites. Kathleen’s first class at McGeorge will be Time Management on April 17th. It will be held on Stockton on April 23rd to coincide with Administrative Professional’s Day.

IV. Human Resources: Jane Lewis – Jane reminded everyone that employee self-serve through insidePacific has been launched. All information is confidential. Wellness program is launching on the Stockton campus this week. Remember there is a $25 Target card for all who complete their laps.

V. Committee Reports

VIII. Committee Reports

Staff Salary Plan – Pat Spreer, Kitty Gilbert, Faye: Scheduled to meet with HR. The meeting was bumped to meet with Pat Cavanaugh. Meeting will be rescheduled.

IPC- Cathy Dodson – Cathy reported that the IPC discussed budget revisions that needed to be made due to declining enrollment. Previously, Pat Cavanaugh and IPC had identified the areas of merit pay, early retirement benefits and a health savings plan for retirees as areas to invest the surplus in. Due to the decline in enrollment and a limited surplus, IPC is recommending that a better return on investment would be for surplus dollars to be invested in recruiting to help solve enrollment issues. Cathy again emphasized that there will not be any budget cuts. Budget recommendations must still be approved by the Board at their meeting in April.

ISPC – Sheri reported that IPC is looking at a way to get all current and new students enrolled in Pac Connect. IPC is also reviewing a policy for the use and implementation of the virtual world software “Second Life.” Policy regarding email is currently under review.

University Compensation – Suzy Martegani/Shannon Chi – No report.

Business Managers– Cathy Martinez – Cathy distributed a copy of the March 12th minutes

University Facilities– Ginger Hudson – Steve Jacobsen made a presentation regarding the new dining plan.

Scholarship Committee – Gail Stovall – 2 scholarships awarded. The pool of applicants has been robust. A reminder to please fill out application thoroughly.

University Diversity Committee – Lisa Cooper presented the new draft diversity statement and Proposed Diversity Course Requirement draft (attached). Please send feedback to lcooper@pacific.edu or cdobbs@pacific.edu.

Safety Committee – Jay St. Clair – Ash gave both reports.

Campus Security Committee – Ash Chaudhry – Ash reported that the safety meeting had been cancelled due to the emergency evacuation trainings that had been held. Please be aware on campus and report all suspicious persons/incidents.

IX. What’s on your mind?

X. Adjournment

Watch for hot topics this afternoon. The next SAC meeting is Friday, May 2, 2008, McCaffrey Pine room. President DeRosa will be our guest speaker.
STAFF ADVISORY COUNCIL
APPROVED MINUTES
March 7, 2008

Attended: Ana Orellana, Wendy Cornwall, Patti Dunne, Ash Chaudhry, Zac Spurlin, Colleen Truden, Danny Nuss, Suzanne McNealy, Jaci Griffen, Faye Snowden, Gail Stovall, Cathy Martinez & Ianthe Chase

Permanent Guests/Committee Reports: Ginger Hudson, Jane Lewis, Karen Mendoza, Kim Cose, Kathleen Quinn, Jay St. Clair, Cathy Dodson, Kitty Gilbert & Pat Spreer

I. The meeting was called to order at 12:05 pm. Faye Snowden, Chair, welcomed everyone.

II. Roll Call – Jaci Griffen, Secretary

- We placed a sign in sheet for everyone attending to sign in as either: Guest, Committee Member or SAC Representative for a record of attendance. The sign in sheet will be used for roll call. Minutes from the December meeting were approved. They will be posted on the SAC website next week.

III. Treasurer’s Report – Suzanne McNealy Treasurer – Suzanne distributed the treasurer’s report. The report reflected a total of $1172.86 available for the remainder of the year.

IV. Chairs Report – Faye Snowden

- April Law School Meeting: Elisa Levy, Director of Human Resources for McGeorge, will be the guest speaker. A video conference for those attending in Stockton will be set up in the Library Community Room. The sign-up sheet for those wishing to carpool is circulating the room. Remember, the date for this meeting only, has been changed to Thursday, April 3rd.

- March Nomination/April Election: Faye reported that due to time constraints, electronic voting cannot be setup for this year. She suggested instead, that nominations occur through email with Survey Monkey being used for the actual election. This will eliminate the onerous task of paper balloting. After some discussion, all concurred. Faye will work on the process and email to the reps by the end of the month.

- Contractor Parking: Dave Fletcher has provided a map of approved parking spaces for the contractors. This seems to have eased the parking issues on campus.

V. New and Ongoing Business

- SAC Priorities Committee: The committee has reviewed the appraisal process; Kathleen Quinn will be presenting the draft “Performance Review” document. We are currently working in partner with HR on a career path webpage. We are planning to have an event in November to coincide with National Career Month.

- Wellness Program: Karen Mendoza presented further information regarding the new employee wellness program and new FMLA regulations. Watch for roll out of the new wellness program in the beginning of April.

- Pacific Connect: Greg Walton gave a quick Pacific Connect update. 53% of all faculty and staff across the 3 campuses are enrolled. He is working on tying student class registration to automatic Pac Connect registration. Please email Greg directly, gwalton@pacific.edu, with any Pac Connect issues.

VI. Guest Speaker: Pat Cavanaugh, Vice President of Business & Finance:

Vice President Cavanaugh reviewed responses to the Staff Scorecard compiled by the Ad Hoc Salary Committee. Pat complimented the committee on the completeness and professionalism of the document. He readily answered all questions posed by the representatives and meeting attendees. The highlights of the discussion:

1. Training is in process. Kim Cose and Sondra, in conjunction with HR & OIT are working to develop programs for all three campuses. Kim has developed a “Needs Assessment” report. Please contact Kim directly, kcope@pacific.edu, to review the entire 13 page document.

Updated/revised 5/1/2008-8:28:03 AM
2. In the area of salary compression, after reviewing scatter grams for each grade level, exempt and non-exempt, most inequity occurs at higher pay grades. HR is developing a policies and processes for job offers, job reclassifications and pay grade adjustments.

3. Pat went to the Bureau of Labor Statistics website to review the COL index for the later half of 2007. In urban wage areas (the valley) for clerical workers, the increase was 3.1% over 2006. The same held true for the Sacramento area. In the Bay area, the increase was 2.9%.

4. Pat addressed the question of a new salary survey, he would like to use a broader survey than was used last time we had a pay plan. He is looking to a survey for the ’08-’09 fiscal year, with the possible implantation of a new pay plan for staff in the ’09-’10 fiscal year.

5. In the future, the next 2 priorities on the list for compensation are: lowering the retirement benefit contribution starting age to 21 and implementing a medical expense “Emeriti” savings plan for after retirement. Both of these are dependent on budget constraints.

IV. Training Corner – Kathleen Quinn & Kim Cose – Kim’s next Business Technology training class will be April 11th on the Stockton campus. She is currently working with both McGeorge & San Francisco to schedule training sessions on their sites.

V. Human Resources: Jane Lewis - Jane reminded everyone to submit their nominations for the Distinguished Service Award (formerly known as Most Valuable Pacifican). Employee self-serve through inside Pacific should launch in the next week.

VII. Committee Reports

Staff Salary Plan – Pat Spreer, Kitty Gilbert, Faye: Scheduled to meet with the SAC executive committee and then HR.

IPC- Cathy Dodson – Please visit the IPC website, http://web.pacific.edu/x14011.xml, to review the 2008-2009 budget.

ISPC – Sheri Grimes – Nothing to report

University Compensation – Suzy Martegani/Shannon Chi – No report.

Business Managers- Cathy Martinez – Nothing to report.

University Facilities- Ginger Hudson – No meeting held.

Scholarship Committee – Gail Stovall – There were four great applicants, recipients to be announced soon.

University Diversity Committee – Randall Ogans – Lisa Cooper presented the new draft diversity statement (attached to this document); please email all comments to lcooper@pacific.edu. Registration for the diversity retreat is now open.

Safety Committee – Jay St. Clair – No report.

Campus Security Committee – Ash Chaudhry – Ash handed out a statistical breakdown of campus incidents. He reviewed the ongoing placement of cameras in the parking lots.

VIII. What’s on your mind?

IX. Adjournment

Watch for hot topics this afternoon. The next SAC meeting is Thursday, April 3, 2008 at McGeorge. A video conference will be set up in the Library Community room for those of you staying in Stockton.
STAFF ADVISORY COUNCIL
-APPROVED MINUTES
February 1, 2008

Attended: Jaci Griffen, Faye Snowden, Cindy Jackson, Gail Stovall, Ash Chaudhry, Colleen Truden, Suzanne McNealy, Wendy Cornwell, Danny Nuss, Zach Spurlin, Ana Orellana & Patti Dunne

Permanent Guests/Committee Reports: Ginger Hudson, Jane Lewis, Karen Mendoza, Kim Cose, Kathleen Quinn, Jay St. Clair, Cathy Dodson, Kitty Gilbert & Pat Spreer

I. The meeting was called to order at 12:05 pm. Faye Snowden, Chair, welcomed everyone.

II. Roll Call – Jaci Griffen, Secretary
   - We placed a sign in sheet for everyone attending to sign in as either: Guest, Committee Member or SAC Representative for a record of attendance. The sign in sheet will be used for roll call.
   - Minutes from the December meeting were approved. They will be posted on the SAC website next week.

III. Training Corner – Kathleen Quinn & Kim Cose – The training open house was held on the Stockton campus today. A new website for training can be linked to by typing in: go.pacific.edu/training. All upcoming classes are listed on this website. Look for online registration to begin sometime in March. The open house will be travelling to McGeorge & S.F.

IV. Treasurer’s Report – Suzanne McNealy Treasurer – Suzanne distributed the treasurer’s report. The report reflected a total of $933.45 available for the remainder of the year. A credit from Physical Plant in the amount of 239.41 is yet to be received. It should also be noted that a charge for the Holiday Reception has not been received from Physical Plant. Margaret Caldwell noted that if we are going to request a base increase for the coming fiscal year, it needs to be submitted by February 15th. Make sure request is tied to the goals in Pacific Rising.

IV. Chairs Report – Faye Snowden

April Law School Meeting: Suggestion for Elisa Levy to be the guest speaker at this meeting as training, lack there of, is a big issue for McGeorge.

Diversity Statement Endorsement: The written statement has gone under numerous changes since being presented at the December SAC meeting. It was suggested we review the statement again before endorsement.

March Nomination/April Election: Faye is working with Jim Phillips to use Digital Measures for electronic voting. Reminder that nominations are in March, election in April with new officer installation in June.

Pacific Family Fun Day: Faye put together a photo album and brought to the meeting. It will be located in HR for viewing. If anyone would like a copy of a photo, contact Faye Snowden.

V. Guest Speaker: Dr. Lynn Beck, Dean of Benerd School of Education, Child Care Task Force

Dr. Lynn Beck, Dean Benerd School of Education & Ruthie Keener, Creative Child Care, gave an overview of the new benefit available to all Pacific staff and students. Ruthie Keener & Meschell Bernardy are available for referral and assistance in placement for child care, in the Benerd School, M-F, 8:30am-1:00pm. A flyer with the phone numbers was distributed.

VI. New and Ongoing Business

Adopt-A-Family: One family had phoned University Advancement asking where their gifts were. Faye confirmed that this particular family was a non-sponsored family.

Holiday Reception: Cindy is putting together a “How To” binder. Decorations are now stored in the IT basement. General consensus was that the food was good and plentiful. Attendance was good.

SAC Priorities Committee: The committee has had a first meeting. Streamlining the performance appraisal process was the topic of this first meeting. Kathleen Quinn presented a draft form. Faye will be scheduling the
next meeting where Career Paths will be discussed. In April the committee hopes to have recommendations to present to SAC.

VII. Committee Reports

Staff Salary Plan – Pat Spreer, Kitty Gilbert, Faye: The committee has met with Vice President Cavanaugh & Jane Lewis to discuss the score card. Faye will be sending the scorecard and VP Cavanaugh’s outline of answers electronically to all reps. VP Cavanaugh will be at the March meeting to discuss and answer questions.

IPC - Cathy Dodson – Budget requests continue, Law school will be presented at the Feb 19th meeting. Draft IPC funding recommendations will be developed. Many divisions are presenting re-allocation plans along with limited new funding requests. It is important to note, that there is no hiring freeze. Some departments/divisions are looking at the reallocating funds. Click the IPC website http://web.pacific.edu/x13982.xml minutes, schedule and agendas.

ISPC – Sheri Grimes – Currently narrowing down Privacy Policy and working on a proposal from OIT to self-insure the 4th year of a computer system life cycle. Check the ISPC website for details.

University Compensation – Suzy Martegani/Shannon Chi – No report. In place of the report Karen Mendoza made a presentation regarding the new wellness program that Pacific has through Wellspring. This program will be available to all employees and our families to help us help ourselves. All information is confidential and free of charge. Information and help will be available for weight control, exercise programs, mental well being and general health as well as seminars held on all three campuses. One on one coaching through an 800 number with eventual incentives for participation will also be available. Look for information sometime in March after spring break.

Business Managers- Cathy Martinez – Nothing to report.

University Facilities – Ginger Hudson – Ginger distributed a report from the January 17th meeting outlining completed projects: Aquatics Center, projects under construction: University Center, Biology building, projects in design development: John T. Chambers Technology Center and projects in schematic design: Janssen-Lagorio Multipurpose Sports & Rec Center, Vereschagin Alumni House, Sanders Tennis Clubhouse, McGeorge Law Library and Knoles Hall renovation. There is also some discussion of sealing off Dave Brubeck Way in the future.

Scholarship Committee – Gail Stovall - Diane Farrell and Laurie Mills were awarded scholarships. Next deadline is February 28th.

University Diversity Committee – Randall Ogans – Lisa was guest speaker today.

Safety Committee – Jay St. Clair – No report.

Campus Security Committee – Ash Chaudhry – Please register for Pacific Connect through Inside Pacific.

VIII. What’s on your mind?
Parking has become a problem with all of the construction occurring. Faye will send an email to Dave Fletcher to ask if the workers can park on the site or in a non-premium spots.

IX. Adjournment
Watch for hot topics this afternoon. The next SAC meeting is Friday, March 7, 2008. If you have any agenda items to be discussed, please contact your representative.
STAFF ADVISORY COUNCIL
APPROVED MINUTES
December 7, 2007

Attended: Colleen Truden, Danny Nuss, Zach Spurlin, Gail Stovall, Suzanne McNealy, Wendy Cornwall, Cindy Jackson, Ash Chaudhry, Ana Orellana, Jaci Griffen, Faye Snowden, Patti Dunne, Ianthe Chase

Permanent Guests/Committee Reports: Jane Lewis, Cathy Dodson, Pat Spreer, Jay St. Clair, Ginger Hudson, Kim Cose, Kitty Gilbert, Sheri Grimes, Kathleen Quinn

I. The meeting was called to order at 12:05 pm. Faye Snowden, Chair, welcomed everyone.

II. Roll Call – Jaci Griffen, Secretary
   ▪ We placed a sign in sheet for everyone attending to sign in as either: Guest, Committee Member or SAC Representative for a record of attendance. The sign in sheet will be used for roll call. Minutes from the November meeting were approved. They will be posted on the SAC website next week.

III. Treasurer’s Report – Suzanne McNealy Treasurer – Suzanne distributed the budget report. The budget report reflected the $900 contribution received from Academic Council for the holiday reception.

IV. Chairs Report – Faye Snowden
   Bylaws Update: The committee met twice. Changes to the existing bylaws were presented to and voted on by the whole body of representatives. Changes were approved, no dissentions. Main changes were: 1. Wording to change voting to majority from quorum 2. Flexibility in the guidelines for number of constituents per rep, not to exceed 1 to 40 and 3. Executive board will remain, in an advisory role, through the August meeting to assist new board. 4. Chair was changed to Chair/Co-Chair to allow for the sharing of the Chair duties in the event one person is unable to take on the obligation. Faye will post the approved bylaws on the SAC webpage.
   Chair Elect update & nominations: Gail Stovall was nominated by Faye to serve in the Chair-Elect position. She was voted in by unanimous vote.
   Shirts: Shirts have been ordered. Jaci will pickup when ready.
   Holiday Reception Remember to attend Thursday, December 13th – 11:30-2:00, Grace Covell Hall.

V. Guest Speaker: Lisa Cooper, Interim Asst. Provost for Diversity
   Lisa distributed and reviewed the Statement of Diversity & Inclusion. She is requesting a letter of endorsement from SAC regarding the statement. There are many facets to this statement. There will be a diversity retreat planned for April. If you are interested or know of anyone who would be, of serving on the planning committee, please contact Lisa Cooper. The next diversity committee meeting will be held December 14th, 3-4:30pm in the HR training room. Faye will draft a letter of endorsement for discussion and possible approval at the next SAC meeting. Lisa also shared that the search to fill the position is ongoing. There are 30 candidates. Appointment is expected by 7/01/08.

VI. New and Ongoing Business
   Adopt-A-Family: Communication has been difficult this year. There have not been as many opportunities available. Danny Nuss reminded everyone about the News 10 Coats for Kids boxes located throughout the campus. The drive will run until 12/19.
   Communication: Communication has improved. Colleen shared that hot topics was very popular at McGeorge. Faye verified that meals under $250 do not have to be catered by Bon Appétit. Pacific Connect has been implemented for the student body and faculty. Staff is encouraged to participate. The first “A” priorities kick off meeting will be held in January. An update will be given at the February SAC meeting.
VII. **Committee Report** –

**Staff Salary Plan** – Pat Spreer, Kitty Gilbert, Faye: A draft scorecard was distributed to reps for review. Please forward your comments/changes to Pat.

**IPC** - Cathy Dodson – Unlike the past, tuition rates for the Stockton campus will not be reviewed until the April 8th meeting. Digital media being evaluated to see if it is truly innovative or if we are just behind the curve. OIT would like more funding to further the tech initiative, but will have to do with maintenance for now. There is a big push right now for video conferencing and document imaging. Check the IPC website at [http://web.pacific.edu/x13982.xml](http://web.pacific.edu/x13982.xml) for agendas and minutes.

**ISPC** – Sheri Grimes – 4 policies under review: Emergency Notification, Privacy, Network Authentication and Coordination.

**University Compensation** – Suzy Martegani/Shannon Chi - Nothing to report.

**Business Managers** - Cathy Martinez – Nothing to report.

**University Facilities** - Ginger Hudson – Nothing to report.

**Scholarship Committee** –Gail Stovall - 5 applications, awards announced at next meeting.

**University Diversity Committee** – Randall Ogans – Lisa was guest speaker today.

**Safety Committee** – Jay St. Clair – Jay reviewed the outcome both good and bad of the “Golden Guardian” exercise held on campus. Crisis response teams will be meeting to review outcomes.

**Campus Advisory Committee** – Ash Chaudhry – Ash reminded everyone to please report all thefts or incidents not only to Public Safety, but also to Risk Management. Theft of office (non-personal) items may be funded for replacement by risk management. The one card entrance system is being implemented campus wide. Buildings with the highest reported number of incidents will be converted first.

VIII. **Training Corner** – Kathleen Quinn & Kim Cose – Emotional Intelligence classes have started. There has been great feedback on these. Kathleen will be offering a business writing class in SF 1/17 and here in late Feb. Cisco phone training and orientation to Pacific classes continue. Kim will be holding an open house in early 2008 to get feedback on staff’s training needs. Kim will be attending all SAC meetings with training updates. Watch Enews for upcoming open house in January. Both Kathleen and Kim have committed to providing training on all 3 campuses (Stk, Sac & SF).

IX. **What’s on your mind?**

X. **Adjournment**

Watch for hot topics this afternoon. Remember, no meeting in January. The next SAC meeting will be held on Friday, February 1, 2007 in the Pine Room.
STAFF ADVISORY COUNCIL
APPROVED MINUTES
November 2, 2007

Attended: Colleen Truden, Suzanne McNealy, Wendy Cornwall, Cindy Jackson, Ash Chaudhry, Ana Orellana, Jaci Griffen

Permanent Guests/Committee Reports: Randall Ogans, Jane Lewis, Cathy Dodson, Pat Spreer, Jay St. Clair, Ginger Hudson

I. The meeting was called to order at 12:03 pm. Jaci Griffen, Secretary, welcomed everyone. Faye is away at a conference.

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

III. Treasurer’s Report – Suzanne McNealy Treasurer – Suzanne distributed the budget report. Discussion revolved around the fact that around $5100 remains in the budget and $5400 is allocated to the Holiday Reception. Faye will be approaching Academic Council to ask for a contribution.

III. Chairs Report – Jaci Griffen on behalf of Faye Snowden
- Chairs Dilemma: Depending on the outcome of the bylaws meeting that will take place on November 9th, we may be able to resolve this with a co-chair model. So far, two people, Gail Stovall and Danny Nuss have agreed to throw their hats in the ring. Emergency Notification System: Based on feedback from SAC and others in the Pacific community, there may be some changes as to how this system will be implemented. A call is in to the project manager (Greg Walton) to find out how staff will be affected. Sheri Grimes added that ISPC had discussed this at length and that the system for students will be rolled out December 5th. Shirts: Due to budget constraints, shirts will only be purchased for new members. If you are new to the council this year, please get your size to Suzanne McNealy. Use the samples brought to the meeting to determine your size. SAC Ad-Hoc Priorities Committee: SAC will partner with Jane Lewis of Human Resources to develop recommendations for SAC’s “A” priorities. Faye will call a meeting soon. Committee members are: Jane Lewis, Sally Coleman, Danny Nuss, Rebecca Stovall, Gail Stovall, Jaci Griffen and Cindy Jackson. Communication: This is extremely important. Please make sure that you are communicating regularly with your constituents. Some of you may have noticed that you are actually a constituent to another representative. This was done on purpose to help us understand how much and if representatives are really communicating to their constituencies. If you have never heard from your SAC representative, this means one of two things, 1)You are missing from that person’s list for some reason or 2) That representative is not communicating with his/her constituents. Occasionally, some staff will tell me that they have never heard from their representative. To help make communication easier, Jaci Griffen has agreed to write a brief hot topic e-mail immediately after each meeting. She will send this email to the listserv. In lieu of the official minutes, you may want to pass this email on “as is” or add your own notes an pass on. You don’t have to use it, but please send your constituents something after each meeting (one or two items you think important) in lieu of the official minutes. Once the official minutes are posted, I’ll let you know and you in turn can let everyone else know. Constituent lists have also been updated with information from HR. If you need help making a distribution list, give your help desk a call and they will walk you through it

IV. New and Ongoing Business
Sondra Roeuny introduced the new IT trainer, Kim Cose. This position has evolved to a university wide emphasis to encompass training on applications that are specific to Pacific. Kim will serve all 3 campuses. For now, MS office training will continue to be run through the CPCE. Kim will partner with Jane and Kathleen to build training for what new and current employees need. A question was asked in regards to a budget to support this position and the training. Sondra assured all that there is an operating budget as well as a budget to support training of the trainer to keep her up to date. As far as a training room, Kim will be working with HR to convert their training room to accommodate computer equipment. Sondra and Kim are working on an equipment request for the upcoming budget year. When the training schedule is developed, it will be posted on the web. Kim will be soliciting training requests.
Holiday Reception: Cindy Jackson reviewed the Holiday reception plans. It is currently scheduled for December 13, 11:30am-1:00pm. Discussion centered around the length, a request was made to see if the time could be extended to 1:30 to accommodate varying lunch hours. Bon Appetit will be providing a turkey buffet lunch for $10 per plate to feed 400 people. The total cost with food, linens and wait staff comes to $5019.00. The buffet will be set up in the Tiger lounge with dining tables set up in Grace dining hall. Questions were asked regarding location of the decorations from last year. Sheri Grimes stated she had a spreadsheet that Kim McCormick created last year that lists location of SAC supplies. She will forward that to Cindy Jackson. Sheri thought that many items were stored in a closet in Baun Fitness. Cindy asked what amount of money is usually received from Academic Council. Suzanne reported on previous numbers. Faye is in the process of asking Academic Council for their contribution. The chapel usually donates the poinsettias used for the Festival of Lights. These double as decorations and raffle prizes. Ash stated that budget and risk management would donate some door prizes. Lastly, it was suggested that we should request space from the facilities committee for SAC storage. Room may be available in McCaffrey after the new University Center opens. PFFD – Ana stated that the photos cannot be password protected. Any restrictions should be run through the legal department.

V. Committee Report –
A. Staff Salary Plan – Faye Snowden/Pat Spreer – No report.
B. IPC- Cathy Dodson – A very successful, 50 % response rate, alumni survey was just completed by an outside agency. Surprisingly, regardless of age group, the majority of alumni prefer to be contacted through standard USPS mail.
C. University Compensation – Nothing to report.
D. Business Managers- Cathy Martinez – Nothing to report.
E. University Facilities- Ginger Hudson – Ginger distributed a handout regarding status of the various construction projects on campus.
F. Scholarship Committee – Gail Stovall - No report, Gail out of town.
G. University Diversity Committee – Randall Ogans – First meeting coming up. All encouraged to attend.
H. Safety Committee – Jay St. Clair – Jay reported that the focus of the committee has been the upcoming emergency drill to be held on campus. A reminder that Larry Heller Drive will be shut down that day. Look to enews, email and flyers next week for information and reminders.
I. Campus Advisory Committee – Ash Chaudhry – Ash reported there has been an upswing in car burglaries for car stereos. He reminded everyone to please communicate any suspicious people or situations to public safety at 62537. Monagan and Brookside lots have been funded for camera installation.

VI. Training Corner – Kathleen Quinn – Kathleen will be offering emotional intelligence training on 11/27 & 11/28, 4 hours per day. She will be attending a train the trainer session on 11.9.

VII. What’s on your mind?
Does ASUOP pick up recycling anymore?

VIII. Adjournment
Jaci reminded all new members to try on a shirt for size and adjourned the meeting at 2:05 pm. The next SAC meeting will be held on Friday, December 7, 2007 in the Pine Room.
STAFF ADVISORY COUNCIL
APPROVED MINUTES
October 5, 2007

Attended: Cindy Jackson, Gail Stovall, Ana Orellana, Danny Nuss, Patti Dunne, Jaci Griffen, Suzanne McNealy, Faye Snowden, Zac Spurlin

Permanent Guests/Committee Reports: Jane Lewis, Cathy Dodson, Pat Spreer, Jay St. Clair, Kathleen Quinn

I. The meeting was called to order at 12:05 pm. Faye Snowden, Chair, welcomed everyone.

I. Roll Call – Jaci Griffen, Secretary
   • Please sign roll call sheet.

II. Treasurer’s Report – Suzanne McNealy Treasurer – Suzanne McNealy handed out the current report. Our budget is tight. The money spent on lunches for the meetings is higher this year than last.

III. New and Ongoing Business - The HR slides for orientation have changed. They can be reviewed on the SAC drive. If you are unable to attend an orientation that you have signed up for, please contact Danny Nuss. Danny is our backup for orientations. Jane Lewis will be the speaker at the November meeting. Faye will be calling a bylaws meeting within the next 3-4 weeks. Payroll: Tara Juno from payroll presented the new employee self-service program for payroll. She distributed handouts that showed how to access this through Inside Pacific for W2, vacation and sick hours among other things. They are shooting for a November rollout. Questions were asked regarding the physical distribution of paychecks. Tara stated that as of now, she is not aware of a change in this process. Business managers’ minutes had referred to a change in the distribution beginning in January. It has since been learned that the decision regarding distribution has been tabled.

IV. Chairs Report – Faye Snowden - PFFD: Faye thanked everyone on the PFFD committee for all of their hard work. There will be a wrap up meeting to be scheduled. President DeRosa attended and was very impressed with the gift table. Ana will contact Sheri to see if photos can be posted on the web page. SAC “A” Priorities: Faye will be heading an ad hoc committee to determine a process for dealing with the “A” priorities. Rebecca Stovall, Gail Stovall, Jaci Griffen, Cindy Jackson and Danny Nuss expressed an interest in serving on the committee. Holiday Reception: Cindy reported that the committee for the holiday reception has not yet met, but will before the next SAC meeting. A date of December 13th was set. Cindy will be getting an estimate on the food costs. Adopt-a-Family: Rebecca Stovall and Gail Stovall will work with Crislyn Parker to organize this effort. Vice-Chair: Discussion centered around the imperative need for this position to shadow the chair and fill in as needed. The filling of this position is imperative to the survival Tabled for discussion at the November meeting. Shirts: Faye emphasized that due to budget constraints, shirts will only be ordered for new members this year. Sample sizes will be available at the November meeting.

V. Committee Reports–

A. Staff Salary Plan – Faye Snowden/Pat Spreer - The scorecard format is set. There is enough data from the survey this past spring for evaluation. Report card should be complete by December.
B. IPC- Cathy Dodson – Cathy presented a handout which included her report and a link to the IPC webpage.
C. University Compensation – Nothing to report.
D. Business Managers- Cathy Martinez – Nothing to report.
E. University Facilities- No report.
F. Scholarship Committee –Gail Stovall - Gail reported that two scholarships have been awarded. Watch enews for name announcement.
G. University Diversity Committee – Randall Ogans – No report.
H. Campus Advisory Committee – Ash Chaudhry – Ash reported that Risk Management is in the process of rewriting the policies and procedures manual. A reminder that pets are not allowed on campus. On November 14th, the federal government in conjunction with the Port of Stockton will be holding a disaster preparedness drill on campus. Watch e-news for details. The name for this drill is Golden Guardian.
I. **Safety Committee** – Jay St. Clair - A reminder that it is illegal to drive University 15 passenger vans without a Class B license. Call Jay at 62375 with any questions. It is imperative that no one drive these vans without the proper license. It is illegal in this state to do so.

VI. **OIT – Cyber Infrastructure: Emergency Notification**: Greg Walton reviewed the new emergency notification system to be implemented on campus. This will be an early warning system with instant mobile alert when an incident happens on campus. Highlights:
   A. System implemented on all 3 campuses
   B. Registration will be through Inside Pacific
   C. Tied to response plan outlined in public safety policies & procedures
   D. Enrollment the key to success – Dr. Griego making mandatory for student life
   E. FAQ’s are on the OIT website
   F. An emergency website will be created

Questions for Greg centered on the issue of cell phone notification and the fact, that due to the phone system, work extensions cannot be used as the emergency notification contact.

VII. **Training Corner** – Kathleen Quinn – Kathleen reviewed training sessions that will be held on 11/15 & 11/27 regarding emotional intelligence. Training will also be scheduled for McGeorge and San Francisco. General computer support will be held each month, once a month for a 3 hour session.

VIII. **What’s on your mind?**
   Cigarette butts are a problem. Need central receptacles for smokers. Can the maintenance budget be increased with the new building? Cathy Dodson reported that every new building is required to have a maintenance endowment.

IX. **Adjournment**
   Faye adjourned the meeting at 2:10 pm. The next SAC meeting will be held on Friday, November 2, 2007 in the Pine Room.
STAFF ADVISORY COUNCIL
APPROVED MINUTES
September 7, 2007


Permanent Guests/Committee Reports: Randall Ogans, Jane Lewis, Cathy Dodson, Pat Spreer

I. The meeting was called to order at 12:03 pm. Faye Snowden, Chair, welcomed everyone.

I. Roll Call – Jaci Griffen, Secretary
   • We placed a sign in sheet for everyone attending to sign in as either Guest or SAC Representative for a record of attendance. The sign in sheet will be used for roll call. We had introductions of all in attendance.

II. Treasurer’s Report – Suzanne McNealy Treasurer – Suzanne handed out the current budget and gave an update of expenses for PFFD.

III. Chairs Report – Faye Snowden
   PFFD: Faye thanked everyone on the PFFD committee for all of their hard work. She passed out posters for everyone to post in their divisions advertising the event. Thanks for the posters Sheri! It was reported that approximately 220 have signed up to attend. Holiday Reception: Cindy reported that the committee for the holiday reception has not yet met, will begin to meet after PFFD. Adopt-a-Family: Rebecca Stovall volunteered to chair this committee. Vice-Chair: Faye emphasized the need for a chair-elect to come forward. For SAC to survive and thrive it is imperative that this position be filled. Discussion centered around time the duties for the position would take in addition to job duties. How SAC reps are compensated for meeting attendance during the lunch hour was also discussed. Cathy Dodson said we need to define the process for finding a vice-chair as well as define with managers and administrators that SAC is a viable and necessary committee. Kathleen Quinn suggested the possibility of a co-chair for chair elect then progressing to co-chair share the next year. Faye suggested we table further discussion/decision until the November meeting. SAC reps emphasized that a letter from the President endorsing SAC and the necessity of such is required as it has been some time since upper level management has been reminded of the importance of this body. Training position: Faye drafting a letter to the Administration regarding the training position to make sure that the position will be training not only in banner but all software used at Pacific and ensure that this person will have the resources required to do the job (training room, software licenses). A, B, C issues: Faye reviewed the priority issues that were brainstormed during the retreat this summer. The “A” issues: establishing a career path/ladder within the University, address need to increase support staff, parking/security issues, revamp sick time restriction policy to include a flexible donation policy. The “B” issues: public transportation/carpool board, create/promote an effective teamwork atmosphere between supervisors and support staff rather than the adversarial atmosphere that seems to exist now. “C” issues: work on events calendar, involve McGeorge more, work on a physical staff directory, possibly to be published every other year. Discussion regarding creating subcommittees to address “A” issues. Will discuss at next meeting best way to get the request out to the constituency.

IV. Committee Reports –
   A. Staff Salary Plan – Faye Snowden/Pat Spreer - Faye and Pat are working on a report card requested by Pat Cavanaugh that rates perception vs. reality. The committee was unable to meet this summer, but hope to have something for review by December. They also requested that the reclassification process be outlined, as it is very difficult as it stands.
   B. IPC- Cathy Dodson – IPC just had its first meeting. There has been a significant decrease (200) in the number of students this year. Due to the healthy budget, we will not suffer any freeze in hiring or significant budget cuts. It is felt that the increase in enrollment at the UC school contributed to the decline in enrollment.
   C. University Compensation –Nothing to report. However, Jane Lewis reported that the benefit costs should remain the same, there may be a slight increase in some plans. Pacific is working on instituting a
wellness plan to keep benefit costs down as well as working with Baun to offer a better gym benefit to employees.

D. **Business Managers** - Cathy Martinez – Nothing to report. Linda Gemelos asked for a confirmation field to be added to the FAMIS form. Theater arts has had some challenges confirming that there requests are being processed.

E. **University Facilities** - Ginger was passed out information regarding the new tiger statue. She gave a detailed report regarding the new housing for campus.

F. **Scholarship Committee** – Gail Stovall - Applications have been received. The awarded scholarships will be announced at the next meeting. The next deadline is in November for the December award.

G. **University Diversity Committee** – Randall Ogans – First meeting coming up. All encouraged to attend.

H. **Campus Advisory Committee** – Ash Chaudhry – Ash reported that 97% of crime reports received have been incidents involving off-campus persons.

V. **Training Corner** – Kathleen Quinn – Kathleen is working on a new staff survey to find out what staff would like to be trained in. She is aiming for a 97% participation rate in the survey. Kathleen is investigating the possibility of an online survey to improve participation. She is also working on the performance evaluation process to improve consistency.

VI. **What's on your mind?**
The UPC box lunch fundraiser is coming up. Please participate if you can. Information will be sent out via email. There was a request for a suggestion box on the SAC webpage. Faye is working to get the election process online.

VII. **Adjournment**
Faye adjourned the meeting at 2:10 pm. The next SAC meeting will be held on Friday, October 5, 2007 in the Pine Room.