STAFF ADVISORY COUNCIL
APPROVED MINUTES
June 6, 2008

Attended: Rena Quilenderino, Cindy Jackson, Rebeca Stovall, Faye Snowden, Wendy Cornwall, Ana Orellana, Sondra Roeuny, Rose Hamblin, Rosie Fox, Dana Isaacs, Alicia Hamburg, John Sterni, Zac Spurlin, Mary Nevis, Dianne Alhaik, Suzanne McNealy, Patti Dreher, Gail Stovall

Permanent Guests/Committee Reports: Jane Lewis, Kim Cose, Kathleen Quinn, Ginger Hudson, Jay St. Clair, Cathy Martinez

I. The meeting was called to order at 10:33 am. Gail Stovall, Chair, welcomed everyone

II. Roll Call/Minutes – Faye Snowden, Acting Secretary during Jaci Griffen’s absence
   ▪ 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 May meeting were approved with two changes: 1) Add Wendy Cornwall to list of Attended & 2) Correct Rebeca Stovall’s last name in section IV. Minutes will be posted on the SAC website after these changes are made.

Treasurer’s Report – Suzanne McNealy Treasurer – Suzanne distributed the treasurer’s report. The report reflected a total of $23 available for the remainder of the year, including an estimate for today’s lunch. These funds will be moved to the scholarship fund.

IV. Chairs Report – Gail Stovall

   Welcome New Representatives: Gail presented the outgoing chair, Faye Snowden with a parting gift and once again welcomed 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/dep)
   g. Dianne Alhaik, McGeorge (exempt & non-exempt)

   She also distributed and reviewed a list of representative responsibilities.

   Elections: Board elections were held. Colleen Truden was elected Treasurer; Jaci Griffen, Chair Elect; and Rebeca Stovall, Secretary all by unanimous vote. After the elections, Gail distributed a list of duties.

   Committee on Committees: A number of committees are open for participation including Business Managers, Scholarship, Staff Salary Plan, and University Diversity. Rena expressed interest in serving on the Business Managers committee. Gail distributed the Committee on Committees survey which Rebeca will revise to include all vacancies. Please begin canvassing your constituents for interest.

   Meeting Place Change: Council does not meet over the summer except for the July retreat. The September, October, and November meetings will be held in the Library Community room. Meetings will be held in the University Center once it is available.

V. New and Ongoing Business

   Priorities Committee Report: Gail reminded council of the three priorities that were decided upon by last year’s leadership: Training, Performance Appraisal, and Career Paths. She announced that the Pacific Career Path resource page will be implemented July/August. The council approved tuition of $300 for one of the Priority Committee members to attend the University of Washington Career Path Conference, with travel to be paid from Scholarship funds.

   Pacific Family Fun Day: PFFD will be held 9/20/2008 from 11:30 am to 2 pm either on Knoles Lawn or the University Center lawn depending on availability. The theme voted upon was a Science Fair, with hoped for participation by World of Wonders, an organization that promotes science to both kids and adults. The following

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staff signed up for the PFFD committee: Faye Snowden, Ash Chaudhry (gifts), Zac Spurlin, Jay St. Clair, Rosie Fox (tentative), Rebeca Stovall, John Sterni, Cindy Jackson, Ana Orellana (registration, volunteers).

Retreat Agenda: Gail distributed the retreat agenda for July 23rd, 7:45 to 1 pm in the Pine Room on the Stockton campus. Council members Wendy and Rebeca suggested we add an agenda items to review priorities developed at last year's retreat

VI. Guest Speaker: Rebeca Stovall:
Rebeca reminded staff to schedule audio and video conferences at least one week in advance. She distributed a document explaining the process and pointed out an emergency number (946-7701) to be contacted if an audio or video conference fails during a meeting. Though CSC is the contact for scheduling the actual audio and video conferences, rooms must be obtained through the appropriate department. She also discussed:

- Technology Policies: She distributed a quick reference on technology policies and encouraged staff to become familiar with them. The I.T. Security Officer will post a summary of the pending I.T. Security Standards soon for staff to provide feedback and comments.
- OIT’s website will change to the Content Management System this summer.
- OIT FAQ Site: Many answers to I.T. questions can be found at oitfaq.pacific.edu.
- Customer Support Center Move: CSC will move this summer to the Commons room located near the quads. IMS will move along with CSC. Both moves are necessary because of the data center relocation. Services will remain available throughout the move process.

III. Training Corner – Kathleen Quinn, Kim Cosé & Sondra Roeuny – Sondra thanked SAC for their support in helping move the training initiative along. She provided an introduction to the Technology Training key accomplishments report for this year. These accomplishments included the informal staff technology needs assessments, the delivery of the Banner Fundamentals and Business Technology courses, and the online evaluation tool. They continue to work on university-wide training initiatives as well as online registration. Kathleen reported upcoming customer service courses in Sacramento and San Francisco and performance appraisal training in Stockton.

IV. Human Resources: Jane Lewis – Jane reported that:

- Ginger Hudson and Alicia Mordhorst received the staff Distinguished Service Award. Approximately 420 staff attended the luncheon.
- A Wellness meeting will be held June 12th at 11:30 in the Pine Room to coincide with Safety Month; another meeting will be held July 10th for staff who want to do their LAPs or follow-up on their Wellness participation.
- TIAA-CREF expanded investment management opportunities. More information will follow. July 8th, a representative will be at Pacific to discuss options.
- A Benefits Faire will be held on the Stockton campus on November 6th with raffle drawings, food, and presentation from benefits vendors. More information to follow.

VII. Committee Reports

Staff Salary Plan – Meeting will need to be held with HR to discuss direction of this committee.
IPC- Cathy Dodson – Cathy dropped by a hardcopy report detailing important work on IPC in FY08. A new staff council representative must be identified for 2010.
ISPC – All points were covered in the presentation given by the I.T. guest speaker, Rebeca Stovall.
University Compensation – Margaret Roberts – No report. Margaret will attend the first meeting in July.
Business Managers: Cathy Martinez – Cathy distributed the Business Manager’s minutes from the May 14th meeting.
University Facilities- No report
Scholarship Committee –Gail Stovall – End of quarter meeting to be held after the SAC meeting. The next deadline is August 30th with scholarship to be awarded September 15th.
University Diversity Committee – No report except that two candidates for Assistant Provost for Diversity were interviewed, and the University Diversity statement approved and published.

Safety Committee – Jay St. Clair – Jay reported on the Safety Committee’s top accomplishments including the participation in Golden Guardian and the review of the alcohol policies. He mentioned that the Safety and Security committee will merge because of similar goals and concerns.

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Campus Security Committee – Ash Chaudhry – Added details on the merging of the Safety and Security committees; distributed 2007/2008 incident reports as well as a report on program review.

VIII. **What’s on your mind?** There is a concern with some departmental procedures of opening all department and individual mail before distribution. Jane will follow-up on the implications of this operational procedure. It was mentioned as FYI that Bob Hanyak is the chair of the Building Move Committee.

IX. **Adjournment**
The next SAC meeting is the council retreat to be held **Friday, July 23, 2008, 7:45 am to 12:30 pm**, McCaffrey Pine room. The next regular meeting will be in August, 2008.
STAFF ADVISORY COUNCIL  
APPROVED MINUTES  
September 5, 2008

Attended:  Rena Quilenderino, Cindy Jackson, Rebeca Stovall, Faye Snowden, Wendy Cornwall, Ana Orellana, , Rosie Fox, John Sterni, Gail Stovall, Hilda Anderson, Brenda Cruz, Emilia Segura, Jaci Griffen, Kim Coske, Rod Cook, Kathleen Quinn, Rena Quilenderino, Kathrine Jaggears, Ash Chaudhry, Margaret Roberts, Jen Marroney, Colleen Truden

Permanent Guests/Committee Reports:  Jane Lewis, Kim Coske, Kathleen Quinn, Ginger Hudson, Jay St. Clair

I. The meeting was called to order at 12:06 pm.  Gail Stovall, Chair, welcomed everyone including guests from the Dugoni San Francisco Campus

II. Roll Call/Minutes – Rebeca Stovall, Secretary
• 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. Minutes from the June meeting were approved with one change: 1) Add Gail Stovall to attendees. Minutes will be posted on the SAC website after these changes are made.

Treasurer's Report – Colleen Truden, Treasurer – Colleen distributed the treasurer’s report. The report reflected a total of $17,459.07 available in the General SAC Fund and $5,570.68 exists in the SAC Scholarship funds. Gail reported getting approval for $900.00 additional funds, from Academic Council, not yet reflected in the report for the Holiday Luncheon.

IV. Chair's Report – Gail Stovall
Update on SAC Priorities Committee – Career Paths at Pacific Website Update:  Gail reported the Priorities Committee was continuing their work on the website resources. She predicted an update in Oct – possible demo of website. The projected publication date will correspond with the Nat. Career Development month in November.

V. New and Ongoing Business
Pacific Family Fun Day:  PFFD will be held 9/20/2008. Cindy Jackson reported that there were already 200 RSVPs for the event. RSVPs should be directed to funday@pacific.edu. We need more volunteers. Danny Nuss is organizing this; please ask constituents to volunteer and participate. Ginger Hudson volunteered to check with some groups within the sciences for their participation/help. Cindy described the various experiments that will be occurring. There are a lot of GREAT prizes for the raffle and Incredible Edible Food Contest. Our contest this year is the Incredible Edible Food Creation. Staff is challenged to create a dessert, beverage, salad, hors d’oeuvre or main dish that is totally edible – but looks like something totally repulsive. The only qualification is the recipe must be edible (you will be asked to take a bite) and it must have a PG rating. Entries will be judged on creativity and repulsiveness. The Stockton Campus Main Library will have sample printouts of some of these recipes for distribution. Please include a copy of the recipe and your name and contact information for each entry.

End of Year Report:  Faye reported that there are some updates being done to the score card.
Career Development Month:  Faye reviewed the events that are planned for the month:
• Monday, 11/10; 11:30 to 1:30 pm: Panel on Pacific Career Exploration
• Wednesday, 11/12: Self Assessment Workshops
• Tuesday, 11/18: Grip & Grin Networking Workshop
• Wednesday, 11/19: Resume & Interviewing Skills Brownbag
• Thursday, 11/20th: Speaker on Intercultural Communication & Collaboration
The group discussed the need to incorporate as many ways as possible to have SAC and SF staff participation. Faye will take this to the committee working on the plan for the month’s events.

President Search:  Gail reported that three of the SAC ExecBoard were able to meet with Jamie Farrare who is a consultant working on the President Search. The group was able to pass on some staff input for the search.

Staff Concerns:  Gail reported that she was still following up on staff concerns brought up at the SAC retreat. Jane indicated that there would likely be an update at the next SAC meeting about these concerns.

Guest Speakers:  Gail asked the group whom we’d like to have at future SAC meetings as Guest Speakers. The group tentatively chose:
• October – Brian Klunk to review WASC / Sondra Roeuny for IT Training Information
• November – Jane Lewis/Kathleen Quinn to review Performance Appraisal
• December – Pat Cavanaugh to review Buildings update, Space Allocations, and Compensation
• February – Aruro Ocamp to review Diversity / Mike Belcher/Public Safety to review Parking and Security Updates.

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• March – Sia Mohsenzadegan to review Bon Appetit prices/etc. / Dean Patrick J. Ferrillo to get an overview of the Dental School.
• April – McGeorge
• May – President DeRosa

SAC Scholarship: John Sterni, newly appointed chair, reported that the committee was meeting just after the SAC meeting. It was suggested that past scholarship winners be interviewed for their “success.”

VI. Guest Speaker: Roderick Cook:
Roderick introduced himself and his IT security team and duties. He reviewed the Network Attached Security Standards. Roderick impressed on the group that this was a set of standards, not policy. Roderick worked with ISPC to establish this set of minimal security standards for network attached systems and devices. The standards are available through InsidePacific on the Administrative tab within the Security Standards Review channel. The public review period started on Monday, July 7, 2008 and will end on Friday, September 26, 2008. Rod encouraged any comments and questions be sent to itsecurity@pacific.edu.

There was a question about how secure email was for transferring university data. Roderick was able to tell the group what best practices were. For internal document/data sharing, rather than using email he encouraged use of network/department share drives. For external document/data sharing it’s best to have IT Security review any confidential data to third parties.

III. Training Corner – Kathleen Quinn and Kim Cose – Kathleen and Kim shared their upcoming training. They will be issuing a Training Needs Assessment soon; all staff on all three campuses are encouraged to participate. Kim shared her online registration option via insidePacific. Kathleen and Kim are participating in Open House events:
• SAC -- Monday, September 15, 2008 from 11:00 a.m. - 2:00 p.m. downstairs in the Pub
• SF -- Monday, September 29, 2008 from 12:00 p.m. - 2:00 p.m. in room 511A

IV. Human Resources: Jane Lewis – Jane reported that:
• She will work on the reported staff concerns and score card – related to end of year report.
• She had several events that she wanted to make SAC aware of. Please check with HR for details about event locations/dates/times:
  o September 18th TIAA-CREF will be in Grace Covell for retirement training.
  o September 25th a guest speaker will be discussing “Children with Aggressive Behavior” for parents that are interested. Sessions will be in the Library
  o November 6th HR will be having their Benefits Fair
• Regarding parking permits – Jane wanted to clarify that if staff paid via deductions, that the bills would be split across Oct/Nov/Dec timeframe. The price is not taken as a lump sum.

VII. Committee Reports
IPC- Jaci reported via email from Cathy – IPC is reviewing any year-end surplus funds.
ISPC – OIT move off campus was announced and Rob Alexander is working on a program for a Pacific/Delta connection for transfer students.
University Compensation – Margaret Roberts – No report. Margaret will attend the first meeting when scheduled.
Business Mangers: Minutes are posted to the website.
University Facilities- Ginger shared a document which shared some Reallocation Strategies that the committee is reviewing. Completion and opening of the University Center and Biology Building.
Scholarship Committee –Committee is meeting after SAC meeting – should have a report for next time.
University Diversity Committee – No Meeting.

VIII. What’s on your mind?
• Telephone Directories – the group discussed the constant need to have a printed Directory for the campuses.
• Food Prices in UC – the group expressed concerns with the increased pricing of the food in the new University Center. Some questions were: Why are the prices higher and portions/quality lower? Why was staff not notified that prices were going to rise? Is there or will there ever be a staff discount?
• Pacific Staff Working in Off-Campus Offices – the group discussed concerns about OIT staff moving off the STK campus. Could this be trend for other offices? How will it impact administrative needs?

IX. Adjournment
Meeting Adjourned at 2:06pm.
The next SAC meeting is scheduled for October 3rd, 2008 from 12noon – 2pm in the Library Community room.

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STAFF ADVISORY COUNCIL
APPROVED MINUTES
October 3, 2008

Attended: Patti Dunne, Sondra Roeuny, Dianne Alhaik, Colleen Truden, Cindy Jackson, Gail Stovall, Wendy Cornwall, Rena Quilenderino, Zae Spurlin, Dana Isaacs, Rosie Fox, Patti Dreher, Margaret Roberts, Debby Block, Sheri Grimes, Karen Mendoza, Ana Orellana, John Sterni, Katrina Jaggers, Jen Marroney,

Permanent Guests/Committee Reports: Jane Lewis, Kathleen Quinn, Jay St. Clair

I. The meeting was called to order at 12:05 pm. Gail Stovall, Chair, welcomed everyone from McGeorge and Stockton campuses, and guests from the Dugoni San Francisco Campus video conference.

V. Roll Call/Minutes –
• 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. Minutes from the September 5, 2008 meeting were approved.

Treasurer’s Report – Colleen Truden, Treasurer – Colleen distributed the treasurer’s report. The report reflected a total of $10,634.34 available in the General SAC Fund and $5,570.68 exists in the SAC Scholarship funds.

III. Chair’s Report – Gail Stovall

Update on SAC Priorities Committee – Career Paths at Pacific Website Update: New and Ongoing Business

Career Paths at Pacific Website Update:
• Career Paths at Pacific Vision Statement is located on the website on the Human Resources home page.
• Exploring Job Opportunities at Pacific will kick off the series of events on November 10th. The panel will answer questions regarding opportunities, qualifications and the process for obtaining positions and training in their division. The committee would welcome questions for the panel by SAC reps and their constituents.
• SAC approved funding to purchase 50 Myers Briggs Self Assessment tests for the November 12th Pacific National Career Month Development Series.
• The Pacific National Career Month Development Series will be published in the Bulletin on October 22nd.

OIT – Discussion was held regarding the off campus site of OIT. Gail will present the concerns to Mr. Cavanaugh. This item will be discussed at the December 5th meeting. Rebeca will send out as a Hot Topic item.

Bon Appetit – Gail contacted Steve Jacobson. Steve stated there is a 3% discount if you use your Pacific Card. The meal deal is the same as the Summit prices. The Student Meal Plan covered the increase in prices at the Summit. The prices in the University Center do not cover the Student Meal Plan; therefore, the prices are higher. For example, in the River Room additional protein is being served and this would cause a price increase.

Discussion was held regarding the space and the heavy congestion in the Marketplace during lunch hour and the variety of food. Zach Spurlin agreed to represent SAC to bring up these concerns at the Dining Committee Meeting on October 23rd at 3 p.m.

Pacific Family Fun Day: 480 people attended and it was a resounding success. The experiments went over very well. The cornstarch run was the pied piper of the day. Expenses for physical plant and Bon Apetit have not come in yet.

Holiday Reception: The reception will be held at the University Center this year. The next committee meeting is Wednesday on the 10th.

President Search: Gail reported that three requests were sent from the SAC for changes to the information, and that requests 1 and 2 were not included but that request 3 did reflect staff was included in the statement. It was suggested that we should invite Diane to come and respond to the requests.

Staff Concerns: Gail reported that she was still following up on staff concerns brought up at the SAC retreat. Jane indicated that there would likely be an update at the next SAC meeting about these concerns.

Guest Speakers: Gail confirmed that the following accepted the invitation to be Guest Speakers.
• November – Jane Lewis/Kathleen Quinn to review Performance Appraisal
• December – Pat Cavanaugh to review Buildings update, Space Allocations, and Compensation
• February – Aruro Ocamp to review Diversity / Mike Belcher/Public Safety to review Parking and Security Updates.
• March – Sia Mohsenzadegan to review Bon Appetit prices/etc. /
• April – McGeorge
• May – President DeRosa
Gail will invite Dean Patrick J. Ferrillo to attend the March meeting to get an overview of the Dental School.

V. **Guest Speaker: Prof. Brian Klunk:**
Professor Klunk spoke on the WASC. Rebeca Stovall was appointed as staff representative to the WASC steering committee. The process for WASC run from 2008-2012. This is the multi-tasking project of achieving the next accreditation. He explained the core commitments and the accreditation standards. There will be greater pressure to produce evidence of adding value and use for students in the time they spend here at UOP. There will be three study teams and a self-review structure. An online survey will be sent to all staff and faculty for input. There is an all out effort to communicate as richly and thickly as possible to the whole community engaged in the process and to know about what’s under review. A website will be available and will include materials for everyone to have access to the process.

VI. **Training Corner** – Kathleen Quinn and Sondra, sitting in for Kim Cose – Kathleen shared their upcoming training.
Enrollment for the training program is online and you can go to the database to query all your online training registrations. Kathleen is starting her Emotional Intelligence training. Kim, Rebeca and Sally went to the Seattle Career Development conference. Sondra reported on technical training accomplishments, assessment and scorecard, encouraging collaboration. 149 people participated and 127 completed the assessment. She encouraged SAC representatives to encourage their constituents to complete the assessment and submit it – it only takes 10 minutes. IT training and staff development saw 30+ people participate in Sacramento. IT training offered four specific trainings for each campus on MS Office.

VI. **Human Resources:** Jane Lewis – Jane reported:
• Printing the telephone directory – she is working with OIT to get it printed but will be out of date as soon as it is printed. Still on their list to do but it gets pushed back with the other more pressing matters. They are looking at an option to export it but there will be no mass printing. It is currently available in 2 directories by departments and individuals.
• Karen reported on donating sick leave to others. To receive donations it must be your own illness, a catastrophic illness, not work related and for more than 60 days, must have a physician’s statement, and it supplements short-term disability. You cannot receive it if injury is less than 20 days. A transfer stays with the person forever. The person receiving must have used up all of his or her own sick and vacation time. The donor must retain 24 days (2 years) and can’t give more than 5 days. It’s a process and goes through several reviews, and is subject to budgetary issues because it is paid out of the recipient’s department budget.
• Retirement –TIA-CREF has great information on their website.
• Flexible Spending Accounts – change in provider. As of October 13th can go onto the new pay accounts to do your reimbursements. Letter went out in mail to your home. At the end of October, you should receive your new debit card. There is no debit card for childcare accounts with the new provider.
• Support group for children with aging parents – there has been a lot of interest. Terry Whitmore, Lodi Hospital is conducting a support group of 4 sessions. Next meeting in October 16th in Library Conference Room 11:30-12:30 p.m.

VII. **Committee Reports**

**IPC-** No report
**ISPC – No report**
**University Compensation** – committee hasn’t met
**Staff Salary Plan** - Gail reported she attended meeting with Pat Cavanaugh regarding the role of the consulting firm. Raise was 100% merit. The process for the new equity plan is beginning. 2008 raises remain at 3% and hope next year will be 4%. Compensation analyst is being hired.
**Business Managers:** Minutes are posted to the website.
**University Facilities**- there are 6 subunits and they will be meeting.
**Scholarship Committee** – Wendy Cornwall, reported that 3 requests were awarded. Letters went out to the applicants.
**University Diversity Committee** – No Meeting.
**University Safety and Security Committees** – Ash reported the emergency safety efforts raised over $900 for the student and faculty that suffered loss in the fire. Building Team Leader plan to get together to communicate and Mike Belcher wants to have a tabletop exercise but no date is set. It would be in conjunction with the Stockton Fire Department. Pacific Net has 1800 Stockton and all 3 campuses have 936 faculty/staff. October 17th is the next test date (soft date). Website ITARAA – student safety, check on them no start and end date. Virginia Tech’s site crashed when overloaded. Talk of a super website that would supersede the others.
VIII. **What’s on your mind?**

The Staff Advisory Council is addressing concerns expressed by the constituency regarding the move of OIT offices off campus. These concerns will be presented to Pat Cavanaugh to address at the December meeting. What other questions should be added to this list?

1. What is the reason behind the decision to move the OIT department off campus?
2. Will this move be permanent?
   a. We were told in ISPC that this lease was for 2 years. However, it is our understanding that OIT has been informed that it is for 7 years and that the University is making space for additional cubicles based on the potential for other departments moving there.
   b. It is troubling that the University is considering locking us into something before a new President is on board as well as the fact that the Provost is most likely leaving in 2 years.
3. What other departments might move off campus in the future?
4. Is it possible to house departments in modular buildings until permanent quarters are constructed? There is precedent for this policy.
5. How are the logistics of the decision being handled?
   a. How are staff members located on March Lane getting to meetings on the Main campus?
   b. How is parking being handled, as it is difficult to impossible to find parking in the afternoon?
   c. What reimbursement for travel is being offered? For wear and tear on personal vehicles?
   d. The time involved in travel and parking will be time that cannot be spent solving problems. The impact on the campus is large. Programmer assistance, feedback and expertise are extremely important. The time lag for help will be significant

IX. **Adjournment**

Meeting Adjourned at 2:23pm.
The next SAC meeting is scheduled for November 7th, 2008 from 12noon – 2pm in the Library Community room.
STAFF ADVISORY COUNCIL
APPROVED MINUTES
November 7, 2008

Attended: Rebeca Stovall, Patti Dunne, Sondra Roeuny, Colleen Truden, Cindy Jackson, Gail Stovall, Wendy Cornwall, Rena Quilenderino, Sheri Grimes, John Sterni, Jen Marroney, Pat Preer, Jaci Griffen, Silvea Rodriguiz, Sally Coleman, Lauri McInnis, Emilia Segura; Brenda Cruz

Permanent Guests/Committee Reports: Jane Lewis, Kathleen Quinn, Kim Cose, Jay St. Clair

I. The meeting was called to order at 12:09 pm. Gail Stovall, Chair, welcomed everyone from McGeorge and Stockton campuses, and guests from the Dugoni San Francisco Campus via videoconference.

II. Roll Call/Minutes –
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. Minutes from the October 3, 2008 meeting were approved.

III. Treasurer’s Report – Colleen Trudden, Treasurer
Colleen distributed the treasurer’s report. The report reflected a total of $8,066.27 available in the General SAC Fund and $3,460.68 exists in the SAC Scholarship funds. Colleen explained that funds however were looking to be somewhat tight, since several charges related to Career Development Month, Benefit’s Fair, and the upcoming Holiday Reception still had to come out of the funds.

IV. Chair’s Report
Gail Stovall Update on SAC Priorities Committee:
Career Paths at Pacific Website Update:
• Career Paths at Pacific home page has launched. It can be found at http://go.pacific.edu/CareerPathsAtPacific or links off of the SAC website (http://www.pacific.edu/SAC) or the Human Resources website (http://www.pacific.edu/HR).
• Gail thanked all those involved in the efforts to publish the site. The site is a legacy for SAC and a truly valuable resource for staff at Pacific.

Pacific Career Development Series:
• The different sessions have been posted to the SAC activities website. RSVPs have been coming in.
• Exploring Job Opportunities at Pacific will kick off the series of events on November 10th with the final event Pulling it All Together - Speaker Event on November 20th. Both the kick off event and final event have at this point low RSVP counts and all SAC representatives are encouraged to attend and bring a fellow staff member.

Institutional Proposal (for WASC) Report:
Rebeca was able to share that she had reviewed the report; it can be found online at: http://web.pacific.edu/x16033.xml
The first WASC meeting is scheduled for next week (11/14/08) and additional details can be reported to SAC after that meeting.

V. New and Ongoing Business
Crime and the Campus – Chief Mike Belcher:
• Chief Belcher reported on the level of crime on campus. Overall the campus experiences less crime then general city of Stockton and less then last year at this time. However, he encourages that we all stay aware of our surroundings. Reporting unusual activity to Public Safety is encouraged.
• Chief Belcher reminded everyone that car break-ins still occur heavily during the holiday months. Avoid placing valuables in your car even in the trunk. Within the city of Stockton, there have been reports of actual in-person thefts, some at gun-point.
• Computer theft has been reported on campus a few times now. Please make sure doors to offices are secured and devices are not left unattended.
• There is a Mental Health Assessment Team on campus. If you are aware of students that may be exhibiting “red-flag” behaviors please report them to public safety. The team is there to help handle these situations.
• Public Safety is putting out the Monthly Campus Beat. This publication can be sent to anyone that would like it via email – simply send Chief Belcher a request with your email, the publication will also be available soon on Public Safety’s Website (http://www.pacific.edu/PublicSafety).

Benefit’s Fair – How did it go? 396 Staff and 35 Vendor attended and it was a success!
**Holiday Reception:** Cindy Jackson reported that the reception planning is well on its way. Flyers have been posted to the STK campus; RSVP count is already over 50. The food has been planned for 450 with the event being held Dec 11th from 11:30am – 2pm in the DeRosa University Center Grand Ball Room as a sit down event.

**Adopt-A-Family:** Faye reported that we have 30 families for the Adopt-A-Family efforts. So far no many departments have submitted requests to host a family. Faye encourages all SAC representatives to encourage their constituents to turn in their request forms. Request forms can be found on the SAC website at: [http://web.pacific.edu/x25872.xml](http://web.pacific.edu/x25872.xml) and should be submitted to SAC@pacific.edu by November 11th.

**Decentralization of AV:** Rebeca Stovall was able to review a recent proposal in ISPC for decentralizing Audio Visual on the STK campus. Some staff had concerns about the decentralization; How would open spaces needing AV be supported? Would evening request be supported? Would departments have to provide their own AV equipment? Rebeca will collect any concerns and provide them to the review group for addressing. Concerns can be sent to rstovall@pacific.edu.

**VI.** **Guest Speaker: Kathleen Quinn and Jane Lewis:**
Kathleen provided a PowerPoint presentation of the draft Appraisal Forms. Forms should be available out of draft around January/February 2009 timeframe. Training for new Appraisal process should be around March/April 2009 timeframe.

**VII. Training Corner** – Kim Cose and Sondra Roeuny shared summary results of the Training Needs Assessment. Some general items were:
- They will try to provide more 1-2 hr training sessions – function specific for Office ‘03
- They will try to provide more morning sessions, although some afternoon sessions will still be available
- Office 07 training will be available along with Office 03
- Sessions for Computer Fundamentals will be provided

Kathleen provided some flyers for upcoming classes: More details can be found on the HR Training website (http://web.pacific.edu/x3743.xml) or within insidePacific (http://insidePacific.pacific.edu).
- **Emotional and Social Intelligence in the Workplace:** Nov 5th in SAC, Nov 11th and 12th in SF, and Nov 20th in STK
- **Top Notch Team Player, Working Effectively in Teams:** Dec 11th in SF and Dec 18th in STK.

**VIII. Human Resources:** Jane Lewis – Jane reported:
- There was a concern raised by some constituents about how positions are or are not posted for external and internal applicants. Jane Lewis and Sally Coleman were able to clarify the items. Positions that are filled internally by promotion within a department are not posted to the website for general applications. Positions will post to the website in all other cases. If there are additional questions about the posting of positions, please contact Sally Coleman in Human Resources.
- Rebeca Stovall asked about Gym Membership to Baun. Jane reported that this was something that was still being looked at. At this point the cost was still significant and free membership was a ways off.
- Open Enrollment is open and staff with questions should contact HR.

**IX. Committee Reports**

**IPC-** Cathy Dodson provided the following Update:
Reviewed Pacific’s Strategic Action Plan.
Program Planning (Review) Summaries.
- Counseling Services – Is seeing increase numbers of student in crisis. The counseling positions are tough to fill and keep filled due to salary levels and workloads.
- Student Leadership and Involvement – Staff is having to balance leadership and involvement matters along with facility management pressures. The staff is also looking to adopt a specific leadership model to follow and is looking to help increase student access to the awareness of basic policies and procedures for club operations and financial operations.
- CPCE – There is increasing growth and attention to the areas since it is a revenue generating area. Quality of programming is compared to other Pacific academic programs is assured through the Faculty in evolvement in course design oversight and a high percentage of Pacific faculty (current and retired) providing instruction.

**Future Agenda items through the end of the Calendar Year:**
- Nov 11th – Review new planning and budget requests from divisions based on strategic actions in Pacific’s Strategic Action Plan (SAP).
- Nov 25th – Review new planning and budget requests from divisions based on strategic actions SAP.
- Dec 9th – Enrollment reporting and updates on long-range projections; consolidation of budget recommendations for Board and tuition setting.
- Jan 13th – Adopt final budget recommendations for next fiscal year based on the SAP’s/distribute.

**ISPC –** Jaci Griffen reported that they were reviewing requested budgets for OIT.
University Compensation – committee has not met
Staff Salary Plan – committee has not met
Business Managers: Minutes are posted to the website.
University Facilities- committee has not met
Scholarship Committee – John Sterni has gotten permission to post the three winners names, enews to follow shortly.
University Diversity Committee – There are some breakout committees meeting. Look for general announcements from John Carvana for general sessions.
University Safety and Security Committees – Ash reported a few items from Sue Sharp:
  • If there are large events on campus, please notify Budget and Risk Management.
  • Please be aware of the season and the wind and rain. Branches from trees can fall and rain can make surfaces slick. University insurance does not cover “acts of God” such as limbs falling on cars. If there are concerns please park in non-tree covered spots.
  • Please be cautious of wet floors in office/lobby areas. There should be floor mats, but if there isn’t please notify the office manager for the building and if conditions don’t improve then notify Budget and Risk Management to follow up.
  • Thefts can also be reported to Budget and Risk Management for purposes of insurance coverage.
PacificConnect will be tested on Nov 18th for all three campuses.
Dinning Committee – committee has not met
WASC Review Committee – committee’s first meeting is next week, November 14th.

X. What’s on your mind?
• Pacific students, faculty and staff are invited to attend the President’s annual Open Forum for the University community on Thursday, November 13 at noon in the DeRosa University Center Grand Ballroom. President DeRosa will discuss the state of the University including the year’s accomplishments, finances, enrollment and progress on projects such as the Social-Emotional Intelligence initiative. There will be time for questions following the presentation.

XI. Adjournment
Meeting Adjourned at 2:08pm.
The next SAC meeting is scheduled for December 5th, 2008 from 12noon – 2pm in the Library Community room.
STAFF ADVISORY COUNCIL
APPROVED MINUTES
December 5, 2008

Attended: Patti Dunne, Cindy Jackson, Wendy Cornwall, Ash Chaudrhy, Rena Quilenderino, Sheri Grimes, John Sterni, Jaci Griffen, Silvea Rodriguez, Sally Coleman, Lauri McInnis, Zack Spurlin

Permanent Guests/Committee Reports: Jane Lewis, Kim Cose, Jay St. Clair

I. The meeting was called to order at 12:00 pm. Jaci Griffen, chair-elect, welcomed everyone. Video conference was available, but there were no guests from the Dental School

II. Roll Call/Minutes –
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. Minutes from the November 7, 2008 meeting were approved.

III. Treasurer’s Report – Colleen Truden, Treasurer
Jaci distributed the report from Colleen, as she was ill. The current balance is $7,966.27. However, Holiday Reception expenses have not been posted. We are anticipating approximately $6,000.00 in costs for this event.

IV. Chair’s Report
Jaci Griffen for Gail Stovall:
Pacific Career Month Development Series
• Feedback has been very positive. We are looking for a Chair next year to head up November Career Month, as well as a Chair & committee for the Career Path webpage. Thanks to all who helped make the Career Month and webpage a success!

V. New and Ongoing Business
Holiday Reception, Cindy Jackson:
• Everything is in place and ready to go. The Grand Ball Room is the place to be between 11am-2pm.
• Donations for raffle prizes have been very generous.
• At this time, entertainment from the Cabinet is not anticipated.
• Please encourage everyone to attend.
• There is a question regarding attendance from Physical Plant. Jane Lewis said she would ensure they be allowed to attend.

Adopt-A-Family, Faye Snowden: Faye reported that everything is just about ready to go. There is one department that has had to back out. Please spread the word to those who may be able to help out.

Guest Speaker: Vice President Pat Cavanaugh
Vice President Cavanaugh spoke regarding the budget for the upcoming year. While our endowments are down 20%, we are still fine. Even though he had hoped we would see a 4% increase for the merit pool this year, the decline in the endowment along with the possibility of declining enrollment would affect this. Pay plan discussions are continuing. He looks forward to progress in this area and compensation. President DeRosa and the Cabinet recognize the full potential of Pacific has not been met. The quest for a compensation analyst continues. An offer was made, but due to the economic down turn, the candidate had to decline the offer.

Tiger Grocery is ready to reopen on Monday. ERC, Success, CIP & Disabled Student services will be moving into McCaffrey. The redwood deck will be torn down to reconfigure entrances. The remainder of the space in McCaffrey is still under review. After this is complete, the plan is to tear down Bannister and install the Rainey recreation area with sand volleyball & basketball courts.

Janssen-Lagorio Multi-Purpose gym groundbreaking will be Saturday, December 6th. Everyone is invited. We continue to search out resources for the Knoles Hall renovation.

The groundbreaking for the John Chambers Technology Center will be held sometime in late March, early April.
A question was asked regarding why the deck in the UC was closed. VP Cavanaugh explained that the wood used had warped away from the base and required additional studs to hold it down. It should reopen after break.

VI. **Training Corner** – Kim Cose shared her scorecard results. She will be reporting these on a semester basis.
   Results showed:
   - Of 8 classes offered, 62 people participated, 1 class was cancelled
   - 6% of staff participated, 10% of those cancelled/no show, 97% returned evaluations
   - Banner 7 fundamental class was rated a 3.27 out of 4
   - Orientation to Business Technology was rated a 3.88 out of 4
   Kim will be offering open house classes to show the differences between Office ’03 & Office ’07

VIII. **Human Resources**: Jane Lewis – Jane reported:
   - Jane reiterated that they continue to search for a qualified compensation analyst
   - She continues to work with HR on all campuses to streamline functions and provide multi-campus career development
   - Reminder: if you have not turned in your open enrollment form, you may still be able to if you contact HR ASAP

IX. **Committee Reports**

   **IPC** – Cathy Dodson provided a written report. Everyone continues to present budget requests to be finalized for the January Board of Regent’s meeting. Minutes are available through a link on the Provost’s webpage.
   - Dec 9th – Enrollment reporting and updates on long-range projections; consolidation of budget recommendations for Board and tuition setting.
   - Jan 13th – Adopt final budget recommendations for next fiscal year based on the SAP’s/distribute.
   **ISPC** – Jaci Griffen reported that they were reviewing the requested budget plan for OIT to be presented at the Regent’s meeting.
   **University Compensation** – Free flu shots University wide will be made available next year.
   **Staff Salary Plan** – Jane stated this committee will meet in January
   **Business Mangers**: Rena reminded us of the new mileage rate of .585
   **University Facilities**- committee has not met
   **Scholarship Committee** – John reported the committee will meet after this meeting
   **University Diversity Committee** – There are some breakout committees meeting. Look for general announcements from John Carvana for general sessions.
   **University Safety and Security Committees** - Ash & Jay reminded all to be aware on campus. Report all suspicious people & activity.
   **Dining Committee** – Zach will be the representative on this committee.
   **WASC Review Committee** – No Report

X. **What’s on your mind?**

XI. **Adjournment**
Meeting Adjourned at 2:08pm.
The next SAC meeting is scheduled for February 6, 2008 from 12noon – 2pm in the Library Community room.
STAFF ADVISORY COUNCIL
Un-APPROVED MINUTES
February 6, 2009


Permanent Guests/Committee Reports: Jane Lewis, Kathleen Quinn, Kim Cose, Jay St. Clair, Sondra Roeuny

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

II. Roll Call/Minutes – Rebeca Stovall, Secretary

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. Minutes from the December 5, 2008 meeting were slightly edited and approved.

III. Treasurer’s Report – Colleen Truden, Treasurer

Colleen distributed the treasurer’s report. The report reflected a total of $1,438.11 available in the General SAC Fund and $3,279.43 exists in the SAC Scholarship funds. Colleen asked that any outstanding charges be turned in ASAP so the final balance could be reflected.

IV. Chair’s Report -- Gail Stovall, Chair

Update on Presidential Search:
The SAC representatives had individual meetings with all three of the Presidential candidates. Feedback from these meetings and other meetings (such as the Open Forums) should be submitted to the Presidential Search Committee via the form available within insidePacific. Generally, the meetings with the candidates went well; Gail reported that all candidates seemed willing to answer questions submitted by the council and staff members.

V. New and Ongoing Business

Holiday Reception – How did it go? Success! The event ended a little early. The DUC Ballroom was a good venue. Images for the event will be posted to the SAC website soon.

Adopt-A-Family (ADF) – How did it go? Faye reported the ADF went well with 36 departments/individuals participating to support 41 families. The families provided for were from United Cerebral Palsy, Gospel Mission Rescue Center and Child Abuse Prevention Council (CAPC). Pacific’s generosity so touched CAPC that they will honor the University with a Heart of Gold Award in the form of a photo album that will contain pictures from the ADF program. The SAC ADF committee also received numerous thank you notes from individual families, which have been forwarded to departments.

New Staff Orientation/SAC Presentation: Gail shared a signup sheet for 2009 scheduled New Staff Orientation. SAC members were encouraged to sign up to present the SAC portion of the Orientation.

Pacific Family Fun Day (PFFD) – Let’s start! The current tentative date for PFFD is September 26th, 2009. This date will later be confirmed as we have more information about the university calendar and availability of the new president’s schedule. Those that are interested please sign up to help/participate in the PFFD planning committee. Gail Stovall will be chair again for the 2009 PFFD.

SAC Elections/Committee Surveys: March will kick-off the SAC nomination process with April elections. SAC Members are encouraged to start thinking about possible individuals that might be interested in participating for areas where membership spots open up.

VI. Guest Speakers: Arturo Ocampo and Mike Belcher:

Chief Mike Belcher:

- Chief Belcher reported on the level of crime on campus over the last two years and the rate of decrease and increase. Overall the campus experiences less crime than the city of Stockton and less than last year at this time. However, he encourages us to all stay aware of our surroundings and report unusual activity to Public Safety.

- Chief Belcher also confirmed that there would not be a parking structure on campus any time soon. Parking related to the DeRosa University Center is still being reviewed but only occasional events at that location should impact parking availability to staff/faculty/students in the surrounding parking lots.

Arturo Ocampo:

- Mr. Ocampo shared the Diversity Goals with the SAC group. He encouraged review of the resources and information on the Diversity Website (http://web.pacific.edu/x22478.xml). He discussed some of the groups and sub-committees to the diversity committee and their roles. One goal that he has is to increase diversity in the curriculum; the subcommittees and groups are reviewing how this could best occur. There is a May 18th Seminar to she how curriculum diversity inclusion might occur. Some of the various subcommittees (which anyone is allowed to join if they would like to) include: Alumni & Community Outreach, Campus Climate, Curriculum Development, Faculty and Staff Recruitment and Retention, Multicultural Programming, and Student Recruitment and Retention. More about these committees can be found on the Diversity Website: http://web.pacific.edu/x22478.xml.
Mr. Ocampo also let us know that there is a Bias Response Team being formed for situations where there might need to be a university response to large or unique bias situation.

VII. Training Corner –
Kathleen provided information for upcoming classes: More details can be found on the HR Training website (http://web.pacific.edu/x3743.xml) or within insidePacific (http://insidePacific.pacific.edu).

Some February courses include:
- Building Multicultural Competence in the Workplace: 2/23/09 9am – 12noon SAC -- Lecture Hall Building, Seminar 3
- Building Multicultural Competence in the Workplace: 2/23/09 1pm – 4pm SAC -- Lecture Hall Building, Seminar 3
- Building Multicultural Competence in the Workplace: 2/24/09 9am – 12noon SF -- Conference Room, 515B
- Building Multicultural Competence in the Workplace: 2/24/09 1pm – 4pm SF -- Conference Room, 515B
- Building Multicultural Competence in the Workplace: 2/26/09 9am – 12noon STK -- Human Resources, Training Room

Some March courses include:
- Fundamental Principles for Talent Management: 3/25/09 9am – 12noon STK -- Human Resources, Training Room
- Fundamental Principles for Talent Management: 3/25/09 1pm – 4pm STK -- Human Resources, Training Room
- Fundamental Principles for Talent Management: 3/27/09 9am – 12noon STK -- Human Resources, Training Room
- Fundamental Principles for Talent Management: 3/27/09 1pm – 4pm STK -- Human Resources, Training Room

*** Ash suggested that the Provost Office be notified to make sure Faculty whom supervise staff are notified about the Fundamental Principles for Talent Management courses. ***

“Personal Productivity Month” is April. Kathleen will have some courses related to this topic.

Sondra Roeuny discussed the Innovation Grant Fund. She encouraged staff to consider submitting a proposal. More information about the Innovation Grant Fund can be found at http://web.pacific.edu/x26082.xml. There will be an upcoming session for help with the proposal process. Proposals are due on March 1 for consideration for one-time grants to be made the following fiscal year (July 1). The Innovation Fund Award Committee will consider proposals and announce award winners in April.

Kim Cose discussed some upcoming technology courses. More details can be found on the HR Training website (http://web.pacific.edu/x8660.xml) or in insidePacific (http://insidePacific.pacific.edu). Kim also discussed a “Business Technology Advisory Board” she would like to form. She would like to request a SAC representative on the board. Kim will provide a write-up of the responsibilities of the designee from SAC.

VIII. Human Resources:
Jane Lewis – Jane reported:
- There have been some requests for a method of organizing commuting. Jane announced that there will shortly be a channel in insidePacific to help try to organize commuters.

*** Jaci Griffen brought up two items for HR attention:
- There are new forms for Re-Classification posted to the HR site. These new forms can be found at: http://web.pacific.edu/x11855.xml.
- There is no functional link to the IT Policies in the Staff Handbook. It was suggested that this be added to the Staff Handbook. The current link to the policies is: http://web.pacific.edu/x16303.xml.

IX. Committee Reports
IPC - No meeting, no report
ISPC – Jaci Griffen reported the removal of IMS and some review of current IT Policies.
University Compensation – No meeting, no report
Staff Salary Plan – No meeting, no report
Business Managers: No meeting, no report
University Facilities- No meeting, no report
Scholarship Committee – John Sterni reported 2 Scholarships were awarded. Applicants for the next review period are encouraged.
University Diversity Committee – Nothing to add outside Mr. Ocampo’s report.
University Safety and Security Committees Nothing to add outside Mr. Belcher’s report.
Dinning Committee – No meeting, no report
WASC Review Committee – No meeting, no report

X. What’s on your mind?

XI. Adjournment
Meeting Adjourned at 1:56pm.
The next SAC meeting is scheduled for March 6th, 2009 from 12noon – 2pm in the Library Community room.
STAFF ADVISORY COUNCIL
APPROVED MINUTES
March 6, 2009


Permanent Guests/Committee Reports: Jane Lewis, Kathleen Quinn, Kim Cose, and Jay St. Clair.

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

II. Roll Call/Minutes – Rebeca Stovall, Secretary
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. Minutes from the Feb 6, 2009 meeting were slightly edited and approved.

III. Treasurer’s Report – Colleen Truden, Treasurer
Colleen distributed the treasurer’s report. The report reflected a total of $1,220.73 available in the General SAC Fund and $3,279.43 exists in the SAC Scholarship funds.

IV. Chair’s Report – Gail Stovall, Chair
SAC Year End Report:
Gail will start working on this. She may start asking for information from various sub-committees so the report has the most accurate information.

V. New and Ongoing Business
Pacific Family Fun Day (PFFD): The current tentative date for PFFD is September 26th, 2009. This date will later be confirmed as we have more information about the university calendar and availability of the new president’s schedule. Those that are interested please sign up to help/participate in the PFFD planning committee. Gail Stovall will be chair again for the 2009 PFFD.

SAC Elections/Committee Surveys: March will kick-off the SAC nomination process with April elections. Nominations and Elections will be held online via survey monkey. Nominations should be verified with those nominated. Look for emails with links to share with your constituents.

VI. Guest Speakers:
Craig Yarborough:
• Craig gave an overview of the Dental School. He shared may “little know” fun tips and information. Such items like Dugoni campus student population facts: 49% female/51% male, 10% minorities, etc. Dugoni has two dental specialties: Oral Surgery and Orthodontics. We have some of the best student relationships. Dugoni is more clinical based rather than research. Some nice items for staff: there are services here at the STK campus for dental hygiene. There are discounts for Stockton local residents and even more discounts for students/staff/faculty of Pacific. STK/SF have some different “plus” programs for student: 2+3, 3+3, and 4+3. Any questions can be directed to Craig via email (cyarborough@pacific.edu).

Sia Mohsenzadegan and Steve Jacobson:
Sia and Steve discussed previously sent concerns about various items related to Bon Appétit.
• For catering items. Please email requests to Sharron Johnson (sjohnson@pacific.edu ). Please allow for plenty of time to process the request. Include in requests the full details and index for charges.
• Express catering is available. The menu was shared at the meeting and can also be found online (http://www.cafebonappetit.com/pacific/). Can be picked up at the Grove and the PHS café. This is a less expensive option then off campus.
• There was a question about larger sized cups. Drinks from the soda fountain can be refilled multiple times. Or, you can purchase a drink and bring your own sized cup to us. If questioned, simply show your receipt for the purchase.
• Can specific items be ordered at the Davey’s Café or PHS Café? Yes, just look online for the menu and order the item to be picked up at the preferred location.
• Online ordering hopefully available in Fall 2009.
• Gift Cards can be purchased for the River Room only. They can be picked up/purchased at the main offices ( behind Lair).
• Sia and Steve shared some cost comparisons with local vendors for closely comparable food items.
• Discount for use of PacificCard is currently 3%. They are working to see if they can get it to 10% for faculty and staff starting Fall 2009. More updated on this item will be announced as they happen.
• Shared some of the summer hours for the Marketplace, Lair, and cafés. Look online (http://www.cafebonappetit.com/pacific/ ) for updates as we get closer to the summer.
VII. **Training Corner** – Kathleen provided information for upcoming classes: More details can be found on the HR Training website ([http://web.pacific.edu/x3743.xml](http://web.pacific.edu/x3743.xml)) or within insidePacific ([http://insidePacific.pacific.edu](http://insidePacific.pacific.edu)).

Some April courses include:
- **The 7 Habits of Highly Effective People**: 4/15/09 9am – 4:30pm SF – Conference Room, 515B
- **The 7 Habits of Highly Effective People**: 4/16/09 9am – 4:30pm SF – Conference Room, 515B
- **The 7 Habits of Highly Effective People**: 4/23/09 9am – 4:30pm SAC – Student Center, Seminar Room 18
- **The 7 Habits of Highly Effective People**: 4/30/09 9am – 4:30pm STK – Human Resources, Training Room

Some March courses may include topics like communication skill sets. Kim Cose discussed how many of the technology courses are filling up. Some classes may have second postings. More details can be found on the HR Training website ([http://web.pacific.edu/x8660.xml](http://web.pacific.edu/x8660.xml)) or in insidePacific ([http://insidePacific.pacific.edu](http://insidePacific.pacific.edu)). Kim also discussed future MS Office 2007 and Banner 8 courses to come. Look for announcements.

VIII. **Human Resources**: Jane Lewis
- The Cavanaugh Distinguished Service Award is open for nominations. Deadline is April 3rd. Forms can be found on HR website ([http://web.pacific.edu/x5639.xml](http://web.pacific.edu/x5639.xml)).
- Mark your calendars, May 21st is the years of service luncheon.

IX. **Committee Reports**
- IPC – Reviewing 2010 budget items posted.
- ISPC – No report.
- **University Compensation** – No meeting, no report
- **Staff Salary Plan** – No meeting, no report
- **Business Mangers**: Feb 11th meeting: Milage is at $0.55/Mile. 1st class air must be approved before purchased. Controller Denie asked that all programs that use Gift Cards should be reviewed based on new policy. Tabgable items are okay – as long as they are under $100.00. Timesheets must be in on time, for current calendar contact PayRoll or get it online.
- **University Facilities** – No meeting, no report
- **Scholarship Committee** – Meeting to follow this SAC session.
- **University Diversity Committee** – Retreat delayed.
- **University Safety and Security Committees** Newsletter from Risk Management to come out soon. Next meeting is March 25th.
- **Dinning Committee** – Nothing beyond what Sia and Steve reported on.
- **WASC Review Committee** – Last meeting the group reviewed the findings of a survey about how much the campus new about WASC and direction it should be going for the 3 different key areas of WASC.

X. **What’s on your mind?**

XI. **Adjournment**

Meeting Adjourned at 2:00pm.
The next SAC meeting is scheduled for April 3rd, 2009 from 12noon – 2pm on the McGeorge Campus in S-4 and S-5 Northwest Hall.
STAFF ADVISORY COUNCIL
APPROVED MINUTES
April 3, 2009

Attended: Patti Dunne, Gail Stovall(Sac), Rena Quilenderino, John Sterni, Jaci Griffen, Zac Spurlin, Ash Chaudhry, Rebecca Mich, Patti Dreher, Margaret Roberts

Permanent Guests/Committee Reports: Kathleen Quinn, Kim Cose, Mathiew Le

I. The meeting was called to order at 12:05 pm. Gail Stovall, Chair, welcomed everyone in Stk and Sac.

II. Roll Call/Minutes – Jaci Griffen, Chair-elect
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. Minutes from the March 6, 2009 meeting were slightly edited and approved.

III. Treasurer’s Report – Jaci Griffen, Chair-elect
Colleen distributed the treasurer’s report. The report reflected a total of $1,220.73 available in the General SAC Fund and $3,279.43 exists in the SAC Scholarship funds. Colleen asked that Jaci announce that any outstanding charges be turned in ASAP so the final balance could be reflected.

IV. Chair’s Report -- Gail Stovall, Chair
Year End reports
Please have your committee year end reports into Gail by June 15. She will compile for availability in July.

V. New and Ongoing Business
SAC Elections/Committee: Jaci reported that nominations and elections will all be done through Survey monkey. Jaci will request nominations, check with each nominee to make sure they agree to the nomination and then create the ballots. Reps will be emailed the link to send to their constituents. New reps will be seated at the May meeting. Please keep in mind constituents not only who would like to serve as reps but would be interested in serving on committees.

PFED – Gail would like to start the committee and meetings ASAP. Jaci will email the President’s office to reserve the date on Dr. Eibeck’s calendar. The date is set for September 26th.

VI. Guest Speakers: Mathiew Le, Assistant Director McGeorge School of Law
• Mr. Le shared his good news regarding applications to the law school. Even in this time of economic downturn interest is high. McGeorge is working towards paperless application and admissions. (I need fill in here as my notes are very brief)

VII. Training Corner –
Kathleen provided information for upcoming classes: More details can be found on the HR Training website (http://web.pacific.edu/x3743.xml) or within insidePacific (http://insidePacific.pacific.edu).
Some March courses include:
• Fundamental Principles for Talent Management: 3/25/09 9am – 12noon STK -- Human Resources, Training Room
• Fundamental Principles for Talent Management: 3/25/09 1pm – 4pm STK -- Human Resources, Training Room
• Fundamental Principles for Talent Management: 3/27/09 9am – 12noon STK -- Human Resources, Training Room
• Personal Productivity Month” is April. Kathleen will have some courses related to this topic.

• Kim Cose discussed some upcoming technology courses. More details can be found on the HR Training website (http://web.pacific.edu/x8660.xml) or in insidePacific (http://insidePacific.pacific.edu).

VIII. Committee Reports
IPC – Budget requests for FY 09-10 continue.
ISPC – Jaci Griffen reported the draft Strategic Plan for OIT is still undergoing review.
University Compensation – No meeting, no report
Staff Salary Plan – No meeting, no report
Business Mangers: No meeting, no report
University Facilities- No meeting, no report
Scholarship Committee – John Sterni reported there will be a meeting following this meeting to review applications.
University Diversity Committee – No meeting no report.
University Safety and Security Committees Ash reported that we should be vigilant about reporting suspicious persons/activities. Be safe when walking on the campus perimeter. Walk with a buddy.

Dinning Committee – No meeting, no report
WASC Review Committee – No meeting, no report

IX. What’s on your mind?

X. Adjournment
Meeting Adjourned at 1:56pm.
The next SAC meeting is scheduled for May 1, 2009 from 12noon – 2pm in the Library Community room.
STAFF ADVISORY COUNCIL
APPROVED MINUTES
May 1, 2009


Permanent Guests/Committee Reports: Jane Lewis, Kathleen Quinn, Kim Cose, Jay St. Clair

I. The meeting was called to order at 12:04 pm. Gail Stovall, Chair, welcomed everyone.

II. Roll Call/Minutes – Rebeca Stovall, Secretary
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. Minutes from the April 3, 2009 meeting were not yet posted to the group. They will be posted electronically and reviewed at the next meeting on June 5th.

III. Treasurer’s Report – Colleen Truden, Treasurer
Colleen distributed the treasurer’s report. The report reflected a total of $467 available in the General SAC Fund and $1,884.43 in the SAC Scholarship funds.

IV. Chair’s Report -- Gail Stovall, Chair
SAC Year End Report: Gail is working on this report and needs reports from committees – Due first 2 weeks in July.

V. New and Ongoing Business
Gail welcomed the new SAC representatives and thanked departing representatives:

Business and Finance:
- Ash Chaudhry will be continuing in a second term for Exempt Staff
- Rena Quilenderino will be continuing in a second term for Non-Exempt Staff

McGeorge School of Law:
- Sally Draper - replacing Dianne Alhaik - for Non-Exempt Staff
- Gilda Mossadegh will - replacing Colleen Truden - for Exempt Staff

President:
- Cathy Martinez - replacing Wendy Cornwall - for both Exempt and Non-Exempt Staff in Athletics, Marketing & University Relations, the President's Office, & International Programs.

Provost:
- Kim Beck - replacing Gail Stovall - for Exempt Staff in Business, the Conservatory, College of the Pacific, SIS and CTE.
- Rebeca will be continuing in a second term for Exempt Staff in Engineering and Computer Science, Education, the Library, OIT, the Provost’s office, Pharmacy and Health Sciences and Dental Hygiene
- Patti Dreher will be continuing in a second term for Exempt Staff in Admissions, Financial Aid, Institutional Research, Grad Studies & Registrar
- Ana Orelllana will be continuing in a second term for Non-Exempt Staff
- Stacey Mayoya - replacing Patti Dunn - for Non-Exempt Staff in the Enrollment area, Planning & Research and the Library
- Tabitha Clinton - replacing Cindy Jackson - for Non-Exempt Staff in COP Administration and OIT * Note: Representatives still under review. *
- Rosie Fox will be continuing in a second term for Non-Exempt Staff

Student Life:
- Eric Weir - replacing Zach Spurlin - for Exempt Staff
- Dana Isaacs will be continuing in a second term for Non-Exempt Staff

University Advancement:
- Silvia Rodriguez - replacing Jaci Griffen - for Exempt and Non-Exempt Staff

NOTE:
Kellie Page will replace Cathy Dodson on Institutional Priorities Committee (IPC)

SAC Executive Board Nominations for 2009/2010
Gail asked for nominations or self-nominations for the positions of Chair Elect, Secretary and Treasurer. There were the following nominations:

Chair Elect – Rebeca Stovall
New Staff Orientation/SAC Presentation:
Gail shared a signup sheet for 2009 scheduled New Staff Orientation. SAC members were encouraged to sign up to present the SAC portion of the Orientation.

June Meeting Timeframe change:
Gail Reminded the group that June’s meeting time will be modified to match better with summer hours. The June 5th meeting will be from 10:30am – 12:30pm in the Library Community Room. All SAC scheduled meetings, agendas, and minutes are posted to the SAC website at: http://web.pacific.edu/x9050.xml

July Retreat Date/Time:
Proposed dates are July 15th, 22nd, and 29th. SAC Representatives should save the dates. 8am – 1pm. Location TBD. Please provide feedback regarding the date or conflicts with the date to SAC@pacific.edu.

VI. Guest Speakers: Dr. Don DeRosa:
Dr. Don DeRosa:
• President DeRosa addressed the questions that were previously submitted to him
  What ways will you be involved with Pacific in the future?
The Board has asked that he remain as a resource to the new President. His role will be limited: Powell gift advisory group; Brubeck Institute Advisory Board and Brubeck Honorary Board; initiative for emotional intelligence group; he will make himself available if Dr. Eibeck asks – pass-off host dinners, etc. Karen will also be involved to a certain extent.
  What plans do you and Karen have for the near future?
They will be splitting their time between California and East Coast (Greensborough, NC). It’s likely that the two younger sons will stay in California. Dr. DeRosa will be improving his golf game, spending time with family, and he is eager focus on some of his deep personal interests: find ways to help people see how to achieve more and aspire to more.
  Over the course of your tenure as President you have helped to advance the University in many distinctive ways. What traditions are you most proud to leave behind as your legacy while at Pacific?
Building a total sense of community. “Pacific, unlike other universities, has a great level of respect for the individual and what that person is doing to advance the university.” DeRosa expressed that he is glad that this is something he has left behind. He sees Pacific as a Family, it has disagreements, but they are not disrespectful. Any arguments bring the Pacific family closer.
  What do you feel that staff can do to assist the new President to ensure that the University doesn’t miss a beat in the transition to her administration?
Dr. DeRosa thinks it is already happening. Start with a positive mindset; this is going to be terrific. Look for where we can go next with Dr. Eibeck’s support. Staff and others, can help push this positive outlook.
  What is your best estimate regarding the state of Pacific's economic future? 2009/2010? 2-3 years into the future?
Bright. Enrollment is up. Financials look really good. We’ll continue to have a bright future, if we continue to improve. Even little improvements are noticed. We are still moving ahead. Improving facilities, even the way we look – it has an impact. If things are going well – sometimes that is an indicator to work harder. We need to continue to work from good to great. Pacific is on a great path – but we must continue to work toward improvements. We can trip up… we need to be prepared.
Dr. DeRosa is still looking to see Pacific as the West’s most distinctive university… if we continue to work together and to improve we’ll get there.
  What is the hardest thing the University President faces?
Saying no. You have to keep focus on priorities.
  Are there any current concerns for Pacific?
Concerned about fundraising, giving to Pacific is lower – this is a concern for Dr. DeRosa.

The SAC also presented a gift to Dr. DeRosa for his years of service to the campus and to the Staff of the university.

VII. Training Corner –
Kathleen provided information for upcoming classes: More details can be found on the HR Training website (http://web.pacific.edu/x3743.xml) or withininsidePacific (http://insidePacific.pacific.edu).

Some May courses include:
• Guidelines for Giving Pacific Employee Performance Reviews: Supervisor Session 5/8/09 10am – 12noon STK -- Human Resources, Training Room
• Guidelines for Giving Pacific Employee Performance Reviews: Supervisor Session 5/14/09 10am – 12noon STK -- Human Resources, Training Room
• Guidelines for Giving Pacific Employee Performance Reviews: All-Staff Session 5/14/09 2pm – 4pm STK -- Human Resources, Training Room
The next SAC meeting is scheduled for Jun 5th, 2009 from 10:30am – 12:30pm. Meeting Adjourned at 1:55pm.

Agenda Items on June SAC Meeting:

- More information. There is training on leading these. Wendy will be at the June SAC meeting to tell us a bit more.
- Jaci shared
- What's on your mind?
- Pacific website: http://insidePacific.pacific.edu
- WASC Review Committee
- Dining Committee
- University Safety and Security Committees
- University Diversity Committee
- Scholarship Committee
- Staff Salary Plan
- University Facilities
- What's on your mind?
- Adjournment

New Performance Review forms are available on the HR website at: http://web.pacific.edu/x7289.xml

Kim Cose discussed Office 2007 – and 2003 classes schedule coming soon. She has started on Banner 8 as we get further toward it more news to come. More details can be found on the HR Training website (http://web.pacific.edu/x8660.xml) or in insidePacific (http://insidePacific.pacific.edu). Kim shared some of her training statistics for the year. She highlighted some items for points of discussion.

**A couple questions came up:**
- How can people find out who the person is in their area that is testing Banner 8?
  - Answer: Check with the Customer Support Center (CSC) for this information.
- There seems to be a need to have some event planning training. This was tabled for possible item to cover in July SAC retreat.

**VIII. Human Resources:** Jane Lewis – Jane reported:
- The Compensation Administrator has been hired and is starting May 4th – Benny Foronda
- Benefits are looking good – compensation meeting likely end of June
- EAP assistance program – remember this service is out there, info at HR is available.
- Support group for caring for “aging family” Speaker -- Terry Witmore – May 20th DUC 214 11:30am – 12:30pm.
- Emeriti Health Program is being reviewed – for retirement healthcare for not only Emeriti but also staff.
- Staff Years of Service Luncheon May 21st 11:30pm Knoles Lawn– please come, no RSVP required
- Summer Hours – May 18th through Aug 14th. 7:30am – 4pm Mon-Thu and 7:30am – 1pm Fri.
- Silver Tigers Club Lunch – revived group. 72 members of 25+ years at Pacific or retired. This year’s event went well, good turnout. Next event will likely be early Spring of 2010.

There was a suggestion: Course for “Raising Teens” where staff could bring spouse and learn a bit about info. Jane said she would look into this.

**IX. Committee Reports**

- ISPC- Jaci Griffen reported: Reviewing Privacy Policy edits
- IPC – Cathy Dodson reported: Kelli Page is taking over. Cathy shared report of resolutions regarding one-time funding allocations. Flu shots are now included in the University benefits at the on-campus Flu Shot locations.
- University Compensation – No meeting, no report
- Staff Salary Plan – No meeting, no report
- Scholarship Committee – Wendy Cornwall reported: Met after March SAC Meeting. Awarded 2 scholarships and requesting more info on 3 applicant. Meeting again after June. Notes should be sent to all constituents about applying for 4th quarter scholarship.
- University Diversity Committee – No report.
- University Safety and Security Committees
- Dining Committee – No report
- WASC Review Committee – Rebeca Stovall reported: Last meeting on April 29th, Rubrics to help WASC review are on Pacific website: http://web.pacific.edu/x29639.xml

**X. What’s on your mind?**

Jaci shared – Opportunities to be involved in “Moves Program” (used to be called Reach Out). – Contact Wendy Stratton for more information. There is training on leading these. Wendy will be at the June SAC meeting to tell us a bit more.

**Adjournment**

Meeting Adjourned at 1:55pm.

The next SAC meeting is scheduled for Jun 5th, 2009 from 10:30am – 12:30pm in the Library Community room.

Permanent Guests/Committee Reports: Jane Lewis, Kathleen Quinn, and Kim Cose,

I. The meeting was called to order at 10:34am. Gail Stovall, Exiting Chair, welcomed everyone and passed the Chair to Jaci Griffen.

II. Roll Call/Minutes – Rebeca Stovall, Chair Elect
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. Minutes from the April 3, 2009 and May 1, 2009 meetings were reviewed. There were a few slight edits and they were approved.

III. Treasurer’s Report – Jaci Griffen, Chair provided copies of the Treasurer’s Report
Colleen distributed the treasurer’s report. The report reflected a total of $269.40 available in the General SAC Fund and $1,884.43 in the SAC Scholarship funds. Jaci let the group know that there was a $3,000.00 base add to the SAC budget for FY 2010.

IV. Chair’s Report – Jaci Griffen, Chair
Welcome to again to the new SAC Representatives. A current list of SAC representatives can be found on the SAC website (www.pacific.edu/SAC).

SAC Retreat Date:
Thank you to everyone that provided feedback. The date selected for the retreat is July 22nd, 2009. More information soon to come. All representatives are asked to mark their calendars for the Retreat on July 22nd from 8am – 1pm.

V. New and Ongoing Business
Welcome to the new SAC Executive Board:
Chair – Jaci Griffen
Chair Elect – Rebeca Stovall
Secretary – Silvia Rodriguez
Treasurer – Rena Quilenderino

HR Orientation Signups:
There are still some dates open for the SAC presentation at New Staff Orientation. SAC members are encouraged to sign up to present the SAC portion of the Orientation. If you’d like to sign up for a date please contact Gail Stovall (gstovall@pacific.edu) or email SAC@pacific.edu.

PFFD (Pacific Family Fun Day) – Gail Stovall
Gail announced the theme for the event – “Super Heroes”. There will be no gifts/baskets this year, rather there will be other rewarding events and fun.

If there is anyone that would like to be on the group for planning PFFD – please contact Gail Stovall (gstovall@pacific.edu) or email SAC@pacific.edu.

Tentative Date is Saturday, Sept 26th. 11am – 2pm – please save the Date.

Sustainability Document:
There was a question from a constituent about the new sustainability document/committee (http://web.pacific.edu/Documents/provost/acrobat/sustainability_committee_2009.04.03.pdf) and SAC or staff participation. There are several staff on the committee already (Scott Heaton, Kelli Page, Carol Brody, etc) Kelli Page volunteered to report for the committee to the SAC.

Committees:
As some representatives roll off SAC, there may be some positions open on different committees that SAC sits on. The Representatives will be polled about their interest and new appointments will follow.

VI. Guest Speakers: Wendy Stratton and Barbara Stanton:
Wendy Stratton Provided a Powerpoint Presentation about MOVE:
MOVE (Mountains, Oceans, Valley, Experience) – University program for Staff, Faculty and students. Wendy explained that volunteers are needed – most need is with the Local Valley events (Valley 2 Valley 3). Let Wendy know if you have any
skills – ex photography. To learn more about MOVE check out the website at http://www.pacificmove.org/. You can also check out First Year Experience: Pacific Style (http://www.naspatv.com/naspa/c/naspatv_films/v/first_year_experience_pacific_style/).

If you have additional question or want to volunteer email: move@pacific.edu. Please let Wendy know by July 1st if you can participate.

There are some forms that need to be filled out for HR as a volunteer, please check with HR for any questions.

**Barbara Stanton – Angle Tree**

Barbara talked about her involvement in the Prison Fellowship Program – more general information can be found on the website: http://www.angeltree.org Barbara’s involvement is with the Stockton, San Joaquin support group. Barbara is looking for volunteers – email bstanton@pacific.edu Possibly add or alternative to Adopt a Family during the holidays.

**VII. Training Corner –**

Kathleen provided information for upcoming classes: More details can be found on the HR Training website (http://web.pacific.edu/x3743.xml) or within insidePacific (http://insidePacific.pacific.edu).

Some June courses include:

- **Workplace Relationship Strategies: Building Bridges Using the MBTI** 6/18/09 8:30am – 12:30pm SAC Lecture Hall Building, Seminar 2
- **Workplace Relationship Strategies: Building Bridges Using the MBTI** 6/18/09 1pm – 4pm SAC Lecture Hall Building, Seminar 2
- **Workplace Relationship Strategies: Building Bridges Using the MBTI** 6/23/09 9am – 12noon SF Conference Room, 515B
- **Workplace Relationship Strategies: Building Bridges Using the MBTI** 6/23/09 1pm – 4pm SF Conference Room, 515B

Kim Cose provided information for upcoming classes in June, July and August: More details can be found within insidePacific (http://insidePacific.pacific.edu).

- **Outlook 2003 Calendar:** 6/18/09 1pm – 2pm 30pm STK Human Resources Training Room
- **Banner 7 Fundamentals:** 6/23/09 8:30am – 11am STK Human Resources Training Room
- **Outlook 2003 Organizing Information:** 7/1/09 8:30am – 10am STK Human Resources Training Room
- **Excel 2003 - Working With Charts:** 7/22/09 9:30am – 11am STK Human Resources Training Room
- **Word 2003 Mail Merge:** 8/12/09 9:30am – 11am STK Human Resources Training Room
- **Orientation to Pacific's Business Technology:** 8/13/09 9:30am – 12noon STK Human Resources Training Room

**VIII. Human Resources:** Jane Lewis – Jane reported:

 Introduced Compensation Administrator in HR, Benny Foronda. Compensation Committee will meet next week and review benefits for 2010. The University of the Pacific will contribute $100 to the cost of Weight Watcher's membership to support weight loss success. The Weight Watcher's At Work Program is 17 weeks and will only cost $86. Staff/Faculty are able to pay this in three installments. Meetings will be on Wednesdays from 11:30-12:30 in the University Center. A free Information/Registration meeting is scheduled for Wednesday, June 10th at 11:30 in room 211A of the University Center. Our leader's name is Cathy Sloan and she is eager to get started. Please contact Cari Keller (ckeller@pacific.edu or 6.2126) with any questions. Programs on other campus contact Kara on SF, Elisa on SAC

**IX. Committee Reports**

**Career Month Planning Committee** – Kim Cose reported that she needs committee members. Please send Kim an email if interested at kcose@pacific.edu.

**ISPC- Jaci Griffen reported:** Continued review of Strategic Plan for OIT

**IPC – Cathy Dodson reported for the May 12th meeting:** The Institutional Priority Committee’s approved minutes, upcoming agendas, budget assumption documents and other special reports can be reviewed by all interested parties on the University web site under the Provost pages. To link directly go to: http://web.pacific.edu/x13116.xml the DRAFT budget assumptions for FY10 are posted there now.

An enrollment update was provided by Assoc. Provost Rob Alexander. Enrollment was tracking at 910 YTD Confirmations as of the May 12th meeting although transfer numbers remain a bit below the target (-10). Combined, Pacific’s enrollment numbers are 13 students above the enrollment status for the same time last year and the enrollment count may grow to as much as 950 or 975 students. If these confirmations stay on track and summer “melt” (melt = students who do not enroll after submitting their confirmations and deposits) is at 7% or less Pacific will experience enrollments in the 860-907 student range by the fall. Among Freshmen the GPA and SAT averages both increased, SAT by 26 points and GPA by .03. This level of GPA increase is rarely seen in a one year time span and GPA is considered a solid indicator of potential for academic success at the collegiate level.
A Program Planning Report was provided from the recent review of the recreation and Fitness division of Student Life. Greater collaborative planning was recommended in relation to communications about recreational facility planning and placement decisions as well as faculty staff wellness initiatives. The current “summer stimulus” program of free faculty/staff access to Baun Fitness Center during specific times and dates over the summer is an outgrowth of this review. Another outgrowth of the report are collaborative meetings which are being scheduled with Athletics, Sports Sciences and Campus Recreation for review of facility scheduling with a goal to also consider possible collaborative programming elements for the future. Additional outcomes of the Planning Report include implementation of new “membership management” software for BFC and plans for a limited recreational facility feasibility study in the fall.

Draft budget assumptions for FY10 are available on the IPC documents web page include sections on the enrollment assumptions and tuition and fees for each campus. Also noted are merit increase recommendations and technology allocations. This year a special appendix was added to highlight strategic investment recommendations that remain unfunded.

IPC also monitored tying budget allocations to the priority initiatives from Pacific Rising.

The next IPC meeting is scheduled for August 25th following the June transitions in the membership for new two year appointments.

University Compensation – No meeting, no report

Staff Salary Plan – No meeting, no report

Business Managers: Rena Quilenderino reported: There was a meeting May 11: Thank you to Marna Jean. Introduced new Payroll staff.

Famis – there were some concerns about follow up on services requests. Please contact Janet Dentoni with any open requests.

Sia and Steve – Reviewed Bon Appetite food pricing, etc.

ProCard Deadlines – please make sure you have all your times (invoices follow statements).

Open purchase need to be shipped/delivered in month of June. If not – they need to be on July budget.

AP – will be closed First 2 weeks in July.

Controllers website – year end memo with all deadlines

HEAT Ticket procedures were reviewed in the meeting as well.

Note: If you are getting “togo” container at an Bon Appetite locations, please make sure you let the checkout know you are staff so you will not be charged $.25 togo fee. This fee is waived for staff, so make sure the checkout person knows you are a staff member and not a student.

University Facilities- No meeting, no report

Scholarship Committee -- Rosie Fox reported: There are 4 apps in for review, meeting next week.

University Diversity Committee – Working on Vision and Mission statements. Next meeting in Friday.

University Safety and Security Committees – No report

Dinning Committee – No report

WASC Review Committee – No meeting since last report. Next meeting is in Sep 2009.

X. What's on your mind?

Box Lunches –

UCP delivers gourmet lunches to your office! 2008 was our fourth year delivering box lunches in San Joaquin Valley and what a success! We delivered almost 2,000 box lunches last year and with our goal set to deliver 2,500 next year! Catered by The Black Tie Gourmet, Box Lunches will include your choice of gourmet sandwich (roast beef, Turkey or Vegan) served on Ciabatta Rolls. Each Lunch includes a gourmet pasta salad (artichokes, grilled eggplant, zucchini, Roasted red and golden peppers, kalamata olives in a balsamic vinegarette) an apple, fresh baked cookie and a cool bottle of water (generously donated by Niagara Bottling LLC! Volunteers will be delivering right to your desk!

For information about the 2009 event, contact Theresa (trenberg@ucpsj.org) at 209-751-3006.

XI. Adjournment

Meeting Adjourned at 12:25pm.

SAC Retreat on July 22nd from 8am – 1pm

The next SAC meeting is scheduled for September 4th 2009 at DeRosa University Center 110A-West & 110B-East.