STAFF ADVISORY COUNCIL
APPROVED MINUTES
June 4, 2010

Attended: Rebeca Stovall, Rick Girardi, Jaci Griffen, Margaret Roberts, Jay St. Clair, Scott Christensen, Adrian Cisneros, Wendy Cornwall, Kitty Gilbert, Chris Haruta, Andrew Padovani, and Julie Deverell.

Permanent Guests/Committee Reports: Jane Lewis and Kim Cosse.

I. The meeting was called to order at 10:40am. Rebeca Stovall, Chair Elect, welcomed everyone. Jaci passed the SAC Gavel to Rebeca. Thanks were given to Jaci for her time as Chair.

II. Roll Call – Rebeca Stovall, Chair
A sign in sheet will now be available for everyone attending to sign in either as a Representative or Guest. The sheet will be used as a record of attendance.

Approval of May 7, 2010 Minutes
Wendy Cornwall motioned to approve the May 7, 2010 minutes without changes, additions, deletions. Margaret Roberts seconded. Motion Passed - all in favor 12, opposed: none, abstained: none

III. Treasurer’s Report – Rebeca Stovall, Chair
The Treasurer’s Report will be posted to the SAC List. It is the end of the fiscal year and no new funds are present until July 1st, 2010.

IV. Chair’s Report – Rebeca Stovall:
• Welcomed the group.
• Discussed the date for the July SAC Retreat. A date of July 21st was identified. The retreat will be from 8am – 1pm with a location to come and lunch will be served. The agenda for the retreat will be drafted by Chair Stovall and the Executive Committee.

V. New and Ongoing Business
• SAC Officer Elections - SAC Officers positions were filled:
  o Chair Elect:
    ▪ Margaret Roberts
  o Secretary
    ▪ Kitty Gilbert
  o Treasurer
    ▪ Robyn Grace Jennings
Wendy Cornwall motioned to approve the SAC Officers positions (Executive Board). Jay St Clair second. Motion passed all in favor 12, opposed: none, abstained: none.

The group welcomed the new Executive Council.

• Pacific Family Fun Day Update – Reminder: PFFD is scheduled for Sept 18th and will be held on the DUC Lawn (DeRosa University Center Lawn) The theme this year is Pacific Around the World. Hot Topic: Save the Date for the Pacific Family Fun Day on Sept 18th, 2010 11am – 2pm. Please contact Gail Stovall (gstovall@pacific.edu or SAC@pacific.edu) if you are interested in participating in the PFFD Planning Committee. Volunteers for the event will be needed.

VI. Guest Speakers: No guest speaker.

IX. Training Corner –
• Kim Cosse - Business Technology Training. Kim stated the new list for the IT Training Class Schedule will soon be e-mailed to everyone. The up-coming sessions will be for the entire academic 2011 year.

X. Human Resources: – Jane Lewis
• Jane stated the Staff Years of Service Luncheon was a great success this year with a very good turn out.
• She announced there will be a meeting Hot Topic: of Young Mothers taking place June 24th, 1:00 – 2:00 p.m. The topic of the meeting will be Women Finances. The meeting is open to all women.
• Hot Topic: SAVE THE DATE: Human Resources Benefits Fair will be on November 4th. It will be held in the DeRosa University Center and the theme will be Hidden Treasures.

XI. Committee Reports
Career Month: Kim Cosse reported:
Still in planning stages.
IPC – Kelli Page reported via email:
Nothing to report since our last SAC meeting. IPC hasn’t met.
ISPC – Jaci Griffen reported: 
Summer meetings have been cancelled

University Compensation/Staff Salary Plan – No report.

Business Mangers - No report.

Provost Search – Margaret Roberts reported:
The committee is still reviewing applicants. There is a nice sized pool. Next meeting is July 21st. This meeting will help to narrow the candidates to those that might be visiting the campus during the fall.

University Facilities- No report.

Scholarship Committee – Rebeca Stovall reported: The Committee received 5 applicants for the 3rd quarter scholarships. Next SAC Scholarship meeting is today (June 4th, 2010) following the SAC meeting. Hot Topic: In an effort to promote and encourage staff development opportunities, the Staff Advisory Council (SAC) awards scholarships to staff members wishing to pursue professional educational development. Details and instruction on how to apply and the application form are available on the SAC Scholarship webpage (http://web.pacific.edu/x9137.xml). The application deadline for the next quarter is Aug 30, 2010. Please submit all completed applications to Rebeca Stovall, Chair of the SAC Scholarship Committee. For campus mail please indicate ATTN: Rebeca Stovall at the Office of Information Technology (OIT) – Customer Support Center (CSC) or Fax to 209.946.3971. For questions, call 209.946.3965 or email SAC@pacific.edu.

Sustainability Committee - Kelli Page reported via email:
Nothing to report since our last SAC meeting. Sustainability committee meets next week.

University Diversity Committee – No report.

University Safety and Security Committees – Jay St. Clair reported:
The committee has not met. However, they had a successful simulated emergency event the month of May. Additionally, there are Business Continuity meetings occurring the week of 6/7/10.

Dinning Committee – No report.

WASC Review Committee – Rebeca Stovall reported:
During the last meeting the WASC group reviewed a draft of a “correction” letter for the WASC visiting committee. As soon as the draft is finalized it will be posted to the WASC main document site - http://www.pacific.edu/x16033.xml.

XII. What’s on your mind?

XIII. Adjournment
Meeting Adjourned at 11:25am.

The next SAC meeting is the Retreat scheduled July 21st, 2010 Location is TBA likely 8am – 1pm.
STAFF ADVISORY COUNCIL
APPROVED MINUTES
May 7, 2010

Attended: Rebeca Stovall, Rena Quilenderino, Kelli Page, Gloria Alcazar, Rick Girardi, Gail Stovall, Jaci Griffen, Rosie Fox, Consuelo Roberts, Margaret Robters, Cathy Martinez, Jay St. Clair, Scott Christensen, Adrian Cisneros, Wendy Cornwall, Kitty Gilbert, Elise Sloan, Lauri McInnis, Ana Orellana, Marylou Bagus, Chris Haruta, Ginger Hudson, Andrew Padovani, and Phil Oppenheimer.

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

I. The meeting was called to order at 12:17pm. Jaci Griffen, Chair, welcomed everyone. Thanks were given to Dean Oppenheimer for hosting our lunch.

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 2nd, 2010 meetings were reviewed; Minor edits were noted to the minutes and they were approved.

III. Treasurer’s Report – Rena Quilenderino, Treasurer
Rena provided the treasurer’s report for distribution via email. At the meeting she reviewed SAC Current balance is $142.70. SAC Scholarship budget is $1,080.90.

IV. Chair’s Report – Jaci Griffen:
• Welcomed the new Representatives:
  o Jay St. Clair, representing staff in Exempt External Relations
  o Wendy Cornwall, representing staff in NonExempt External Relations
  o Margaret Roberts, representing staff in Exempt Provost
  o Robyn Grace Jennings, representing staff in Exempt Provost
  o Kitty Gilbert, representing staff in Exempt Provost
  o Andrew Padovani, representing staff in NonExempt Provost
  o Elise Sloan, representing staff in NonExempt Provost
  o Gloria Alcazar, representing staff in NonExempt Provost
  o Scott Christensen, representing staff in Exempt President
  o Chris Haruta, representing staff in Exempt Student Life
  o Marylou Bagus, representing staff in NonExempt Student Life
  o Rick Girardi, representing staff in Exempt/NonExempt Development
  o Adrian Cisneros, representing staff in Exempt Business & Finance
  o Rena Quilenderino, returning representing staff in NonExempt Business & Finance
• Thanked the Representatives rolling off:
  o Cathy Martinez, exiting representative for NonExempt/Exempt President
  o Rosie Fox, exiting representative for NonExempt Provost
  o Ana Orellana, exiting representative for NonExempt Provost
  o John Sterni, exiting representative for Exempt Provost
  o Rena Quilenderino, exiting representative for NonExempt Business & Finance
Rebeca Stovall added:
• New Representatives will soon receive:
  o Subscription to the SA_Council List serve
  o Calendar items from sac@pacific.edu account with the future SAC meetings and events for the upcoming year.
  o Received Review permissions to the sac@pacific.edu account.
  o Constituent lists – in Distribution list format and a template “welcome” email to introduce themselves.

V. New and Ongoing Business
• SAC Officer Elections - Nominations were opened for the SAC Officers positions that are opening:
  o Chair Elect:
    ▪ Rena Quilenderino
  o Secretary
    ▪ Margaret Roberts
  o Treasurer
    ▪ Robyn Grace Jennings
Nominations will continue to be open until May 21st, 2010.
• Pacific Family Fun Day Update – Reminder: a new date has been identified – Sept 18th based on the availability of the DUC Lawn and Pres. Eibeck. **Hot Topic:** Save the Date for the Pacific Family Fun Day on Sept 18th, 2010 11am – 2pm. Please contact Gail Stovall (gstovall@pacific.edu or SAC@pacific.edu) if you are interested in participating in the PFFD Planning Committee. Volunteers for the event will be needed.

VI. **Guest Speakers:** Phil Oppenheimer, Dean of the School of Pharmacy and Health Sciences.

Here are some notes from Dean. Oppenheimer’s talk:
• Dean. Oppenheimer’s thanked all staff. He expressed “We are partners and staff is a big part of it.”
• Dean. Oppenheimer’s shared some student body information.
  - 1200 students. ~28% of the campus student population.
  - 100% of the students programs are experiential learning.
• The students learn 5 different ways giving them a wide range of learning methods.
• Dean. Oppenheimer’s provided some history of the school of pharmacy.
• Mothers day event this weekend children’s awareness carnival today. Over 200 kids attend the event. Saturday woman’s health day. SOP will be giving lectures and talks about woman’s medical items. Open to all.

IX. **Training Corner** –
• Kim Cose - Business Technology Training.
  - Kim noted that she would be coming out with the summer class schedule soon.
• Kathleen Quinn
  - May, Situational Leadership
    - May 20th on the STK Campus still open.
    - May 24th and 25th on the SF campus still open.
  - June, Seven Habits of Highly Effecting People.
    - Jun 28 & 30 for STK still open.
    - Jun 15 & 16 for SF.

X. **Human Resources:** – Jane Lewis:
• **Hot Topic** - Mark the calendar for the annual Staff Years of Service Luncheon on Tuesday May 18. This year more than 100 staff on the Stockton campus will be honored for their years of service to Pacific, along with the announcement of the recipients of the Cavanaugh Distinguished Service Award.
• Jane talked about a memo to the cabinet about release time for the nonexempt members for the SAC meetings and other campus events.
• Salary increases. 2% to merit – there will be an announcement soon to the campus.
• Reminder: Summer hours start May 17th, 2010.

XI. **Committee Reports**

**Career Month:** Kim Cose reported:
Planning stages still. Possibly spreading out events. November month will have maybe a special speaker. Will need committee members to review ideas:
- Hold quarterly events throughout the year with a special event each November.
- Decide on a theme and plan all events to support the theme”

**IPC** – Kelli Page reported:
No new items. Meeting was review of previous items to President Eibeck.

**ISPC** – Jaci Griffen reported:
New CIO search is occurring. May meeting cancelled

**University Compensation/Staff Salary Plan** – No report.

**Business Mangers:** Rena Quilenderino reported:
Last meeting was April 28th, 2010. Reminder - Fiscal end year is June 31st, 2010. Please close out. Calendar deadlines can be gotten from Rena – just email her. Policies and procedures for work place fraud are available and were reviewed. If you have specific questions about pro card please contact Shelby S. or Ronda in purchasing. There is a fraud hot line. Winny in internal audit can help with fraud items.

Budget transfers. There is 5 different ways to do transfers. There is a form - Rena can send via email upon request. Contracts and grants. Signature and authority for grants. There is a policy on the controllers a website.

**Provost Search** – Margaret Roberts reported:
Back in action in June the committee will welcome candidates, finalist on campus in September. Look for additional posting to the campus for similar meetings to meet candidates.

**University Facilities**- Ginger Hudson reported:
Last meeting was on March 8th, 2010. Return on physical assets. ROPA. Sightlines presentation. The firm is working with Pacific. Some of the items they reported on where:
- 36% of the campus buildings are 30+ years old.
- 80% of campus is air-conditioned.
- Operating budget is too reactive. May be reflecting our "age" profile
- Grounds are some of the highest rated.
- We have a higher carbon footprint related to our density level

Chambers Tech Center. Is on time and on budget. Adding solar panels.
Alumni house is moving forward.
Dental School is looking at building another faculty in SF.
Stadium. It is about 13 acres of unused space.
McCaffree is still moving forward.

External Relations division is moving to March Ln. in July, 2010.

**Scholarship Committee** – Rebeca Stovall reported: The Committee has put out a call for the 3rd quarter scholarships due May 30th, 2010. Next SAC Scholarship meeting is June 4th, 2010 following the SAC meeting. **Hot Topic:** In an effort to promote and encourage staff development opportunities, the Staff Advisory Council (SAC) awards scholarships to staff members wishing to pursue professional educational development. Details and instruction on how to apply and the application form are available on the SAC Scholarship webpage (http://web.pacific.edu/x9137.xml). The application deadline for the Next quarter is May 30, 2010. Please submit all completed applications to Rebeca Stovall, Chair of the SAC Scholarship Committee. For campus mail please indicate ATTN: Rebeca Stovall at the Office of Information Technology (OIT) – Customer Support Center (CSC) or Fax to 209.946.3971. For questions, call 209.946.3965 or email SAC@pacific.edu.

**Sustainability Committee:** Kelli Page reported:
Sustainability month was March.
Suggestions from SAC April meeting have been passed on to the group.

**University Diversity Committee** – Rena Quilenderino reported:

**University Safety and Security Committees** – Jay St. Clair reported:
Crisis response team has meet.
May 26th, 2010 there will be a simulation of an incident on the STK campus.
University is reviewing an option to waive replacement charges associated with PacificCard that are stolen.
Bomb scare - Jay spoke on the topic and some details about the incident were clarified. Detailed and up-to-date information can always be found at http://emergency.pacific.edu/.

**Hot Topic:** All staff are encouraged to sign up for PacificConnect if you are not already. Additional information about PacificConnect can be found on the PacificConnect webpage and registration is available via insidePacific.

There will be some training of emergency response.
There are different degrees of emergency communications – this is why there are communications that come out in different formats.

**Dinning Committee** – No report.
A concern however was brought up about quality control at night. Food looks like left overs are being served.

**WASC Review Committee** – Rebeca Stovall reported:
No meeting, no report.

XII. **What’s on your mind?**
- July Retreat for SAC – Rebeca Stovall will send out some proposed dates for the SAC membership to review.

XIII. **Adjournment**
Meeting Adjourned at 1:55pm.
The next SAC meeting is scheduled June 4th, 2010 at the DUC 211 – please note the change in time 10:30am – 12:30am due to summer hours.
STAFF ADVISORY COUNCIL
APPROVED MINUTES
April 2, 2010


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

I. The meeting was called to order at 12:07pm. Rebeca Stovall, Chair Elect, welcomed everyone.

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 March 2010 meetings were reviewed; Minor edits were noted to the minutes and they were approved.

III. Treasurer’s Report – Rena Quilenderino, Treasurer

Rena provided the treasurer’s report for distribution via email. At the meeting she reviewed SAC Current balance is $227.38. SAC Scholarship budget is $1,080.90. Thank you to HR at McGeorge for covering our lunch for this meeting!

IV. Chair’s Report – Rebeca Stovall read a couple of items Jaci Griffen asked to be shared.

- **Hot Topic:** Opportunity to volunteer at the Pacific booth at the Asparagus festival Apr 23-25th. Steve Whyte is coordinating this - contact him directly at swhyte@pacific.edu. A brief discussion was had to make sure to include McGeorge information for the booth. It was asked that SAC touch base with Steve to see if we have information at the booth both generally and specifically for McGeorge.

- **Hot Topic:** American Cancer Society Relay for Life, please print and post in your areas. Weekend of April 23-25th. The contact for this is Leslie Dietz in the Presidents Office (ldietz@pacific.edu). This will be the first time this event has been held on this campus and the students have initiated it. Leslie’s team is called “Community for a Cure”. If you can’t walk it, it’s easy to donate a luminaria in honor or memory of a loved one. Please spread the word to other staff and faculty. And feel free to call Leslie (209.946.2222) should you have any questions.

Here is a link to Pacific’s Team’s website... The American Cancer Society.

V. New and Ongoing Business

- SAC Elections - Nominations will be posted in the next two weeks. Look for this post to the SA_Council list. The links for the nomination ballots will be on the SAC website.

- Pacific Family Fun Day Update – A new date has been identified – Sept 18th based on the availability of the DUC Lawn and Pres. Eibeck. **Hot Topic:** Please contact Gail Stovall (gstovall@pacific.edu or SAC@pacific.edu) if you are interested in participating in the PFFD Planning Committee.

VI. Guest Speakers: Michael Colatrella, McGeorge Assistant Professor of Law spoke about available offerings for Negotiation and Mediation.

- **Hot Topic:** Courses in Mediation and Negotiation for Lawyers are available at a discount for Staff through McGeorge. More information about the courses along with dates can be found at http://go.mcgeorge.edu/executraining.

Here are some notes from Prof. Colatrella’s talk:

- As business people – how we get ahead is through problem solving and mediation. We know this is a topic that people can learn and get better at. These course offerings through the Executive Training can help people to learn problem solving and mediation. Some people are good natural mediators... some people can learn more about this area.

- Handle Emotional Hijacking – emotions are part of any conflict (another way to say mediation) and negotiations. How you handle emotions is the key here. Emotions are a part of human nature but how you handle the emotion – how you react is the key to learn how to handle. You feel before you think... Part of managing emotion is to learn how to handle feelings before thinking. From Mindlessness to Mindfulness. Use the 3 “P”s – Pause, Perspective, and Prepare. Have the emotions – but pause before reacting. In modern day you need to pause...

- Remember Reciprocity. The basic rule. “I am obligated to give back to you the form of behavior you give to me.” When you operate under a system of reciprocity, you feel free to provide others with time, energy and resources because you don’t give it away. Instead, you get it as credit. “Social Grease” The “pattern of concessions” refers to the incremental, and often alternating, concessions parties make in some mediations to reach agreement.

- Parties often fail to reach agreement because they mismanage the concession-making process.

IX. Training Corner

- Rebeca Stovall read an announcement form Kim Cose - Business Technology Training.

  o Classes continue to move forward: **Hot Topic:** There is still room in some technology classes, they can be registered for within InsidePacific - http://insidePacific.pacific.edu

  - What’s New in Office 2007, 4/15/10 @ 9:30am – 11:30am, STK Campus – HR Training Room
  - Word 2007 Document Collaboration, 4/7/10 @ 9:30am – 11:00am, STK Campus – HR Training Room
reputation is inferior to its comparable peers and limits Pacific’s ability to make competitive investments in quality.

The Board of Regents will consider an adjustment to undergraduate, graduate and professional program tuition, fees, room and board rates. Upon the President’s recommendation in January, the Board has decided to reduce the gap between Pacific’s tuition rates and the average rate of other comparable comprehensive private universities in California. The gap, which has grown to $3,734 in FY 2010 up from $13 in FY 2002, may give the misimpression that Pacific’s academic reputation is inferior to its comparable peers and limits Pacific’s ability to make competitive investments in quality.

The Institutional Priorities Committee (IPC), composed of faculty, students and staff from the University's three campuses, has tested budget proposals against the University's strategic plan, examined enrollment projections, and considered tuition plans. The IPC received budget proposals from the deans of the law school and the dental school, and extensively consulted with President Eibeck regarding all aspects of this budget. In addition to providing consultation and advice to the President on the entire budget, the IPC made specific recommendations for the Stockton campus totaling $1.3 million. Overall, the allocation recommendations in this proposed unrestricted budget reflect nearly $16 M of net new resources across the University's three campuses in support of its strategic initiatives. This represents approximately 6% of the University’s total unrestricted budget for FY 2011.

IPC transmitted final budget recommendations to the President for her budget proposal to be previewed by the Board’s Finance Committee on March 24th and presented to the full Board for final approval on April 23, 2010. The Board of Regents will consider an adjustment to undergraduate, graduate and professional program tuition, fees, room and board rates. Upon the President’s recommendation in January, the Board has decided to reduce the gap between Pacific’s tuition rates and the average rate of other comparable comprehensive private universities in California. The gap, which has grown to $3,734 in FY 2010 up from $13 in FY 2002, may give the misimpression that Pacific’s academic reputation is inferior to its comparable peers and limits Pacific’s ability to make competitive investments in quality.
The President is expected to propose to the Board a 5.9% tuition increase and a 4.9% room and board increase. Overall, tuition, room and board would increase 5.7%. With these rate increases and other revenues, the University will fund Stockton’s mandatory and strategic budget adjustments.

FY 2011 marks the completion of a three-year plan to implement a differential tuition rate for doctoral (Pharm D) students. Three years ago, the Board approved the differential tuition rate in order to support specific initiatives in pharmacy education and research to enhance this quality program to become rated as one of the top 25 pharmacy schools in the nation. It is proposed to increase tuition and fees by 7.2% for FY 2011.

Pacific is one of three U.S. Western universities offering an accelerated Pharm D program. Since the implementation of the tuition differential plan, Pacific has moved from the lowest cost to the fourth lowest. Yet, after accounting for the extra year of salary potential for our three year graduates at approximately $120k, the cost of education at Pacific is very reasonable. The Pacific McGeorge School of Law is proposing a 3.5% tuition increase for FY 2011 for its JD program. No tuition increase is proposed for the LLM program.

Dugoni School of Dentistry is proposing For FY 2011, a tuition rate increase of 5%. Ortho tuition is continuing to increase at a higher rate in order to match DDS/IDS tuition rates by FY 2013. Tuition covers about 70% of the cost of educating a dentist.

Although the Pacific Dugoni School of Dentistry has the second highest total program cost to the student for dental education among its major competitors, it is the only 3 year program in the country, which allows students to earn a year’s income sooner than its competitors.

Salary Adjustments:

- A pool for “merit” increases averaging 2% for all faculty and staff salaries on the Stockton campus;
- In addition, a pool for “equity” adjustments averaging 1% for all faculty and staff salaries to ensure faculty and staff salaries are at least equal to the competitive benchmark over the next two years.

IPC’s next meeting will be April 13, 2010.

ISPC – Did not meet.

University Compensation/Staff Salary Plan – Did not meet.

Business Mangers: Rena Quilenderino reported: Jane Lewis shared that Faculty are having background checks as staff do as well. Temp and full time are required to have an application on file. Luncheon May 18th. Vendor diversity policy being developed. Once approved it will become part of the policies. Purchasing reviewed Sustainability practices in purchasing. An RFP to be sent out soon for a vendor to purchase sustainable Office supplies from. This will happen in June 2010 (do you mean we will be purchasing sustainable office supplies by that date?). Unrelated business included details on 990 reporting. Next meeting April 28th.

Provost Search – Margaret Roberts reported via email “We will be meeting mid-April to reaffirm our marching orders and timeline. The objective is to have the committee working diligently through the summer to identify candidates and evaluate prospective finalists before the fall semester starts so that we can bring finalists to campus in Sept/Oct and the President can make a selection during that semester. I’ll have a more specific update at the May SAC meeting.”

University Facilities- No report. Ginger reported via email that she will have a report for the May 17th SAC meeting.

Scholarship Committee – Rebeca Stovall reported: The Committee awarded three scholarships for the second 2010 quarter totaling $1,056.50 in awarded funds. Katrina Jaggears – School of International Studies; Marina Torres – Library; Sarah Higgins - Pharmacy and Health Sciences. Hot Topic: In an effort to promote and encourage staff development opportunities, the Staff Advisory Council (SAC) awards scholarships to staff members wishing to pursue professional educational development. Details and instruction on how to apply and the application form are available on the SAC Scholarship webpage (http://web.pacific.edu/x9137.xml). The application deadline for the Next quarter is May 30, 2010. Please submit all completed applications to Rebeca Stovall, Chair of the SAC Scholarship Committee. For campus mail please indicate ATTN: Rebeca Stovall at the Office of Information Technology (OIT) – Customer Support Center (CSC) or Fax to 209.946.3971. For questions, call 209.946.3965 or email SAC@pacific.edu.

Sustainability Committee: Kelli Page reported: First annual Sustainability Report was produced in February of this year. Highlights from the report:

- The position of University Coordinator was established in January
- The University Sustainability Committee was appointed in May and ASuop established the position of Sustainability Commissioner
- Three significant policies were put in place
  - The Board of Regent’s approved a resolution which will require all new buildings to meet LEED Silver standards
  - The Academic Council included sustainability as one of the seven University wide Learning Objectives for all Pacific graduates
  - A statement of commitment to sustainability was endorsed by the Staff Council, ASuop Senate, and the Academic Council
• Almost 900 entering freshmen and transfer students participated in the two day M.O.V.E. educational program, engaging in service projects and learning more about environmental issues
• Don and Karen DeRosa University Center has been LEED Silver certified
• The Chambers Technology Center has been designed to meet LEED Silver Certification
• The Stockton campus added a significant number of bicycle racks during 2009, continues to use non-potable water from the Calaveras River to irrigate the campus, requires all waste leaving the campus to be sorted for recyclables before being taken to a landfill
• With input from across the three campuses, we plan to develop a Three Campus Sustainability Action Plan
• Working on implementing programs for students, faculty and staff which will focus greater attention on sustainable approaches

Sustainability Month: March 25 – April 24
• Bill McKibben (March 25)
• Michael Pollan (April 22 – McGeorge)
• Earth Day BBQ (April 22 – McGeorge)
• Three campus town-hall meeting on Sustainability (April 13)
• John Muir Symposium (April 23-24)

The Sustainability Committee’s next meeting will be April 14, 2010.

University Diversity Committee – Rena Quilenderino reported: Hot Topic: Colors of Rhythm & Rhyme (CR&R), Pacific’s Multicultural Performing Arts Show, is an all-community event that highlights the spectrum of cultural richness at Pacific, in Stockton, and beyond. The event is on April 30, 7:00 p.m. - 10:00 p.m. at the DeRosa University Center Ballroom. Tickets are on sale now at Pacific’s Multicultural Center. *** Pre-Sale: $5 for Students with ID, $8 for Faculty/Staff/Public. *** At Door: $8 for Students, $11 for Faculty/Staff/Public. Please direct all questions to Pacific’s Multicultural Center at 209.946.7707 or multiculturalcenter@pacific.edu. More information can be found on the Pacific Event site: http://www.pacific.edu/x33538.xml

University Safety and Security Committees – Jay St. Clair reported that he would send in the minutes from the last meeting to the SA_Council list. There were come questions about the email about the closure of the footbridge. Jay let us know he would ask the committee and report back to SAC about the reasoning of the email and why PacificConnect was not used.

Dining Committee – No report.

WASC Review Committee – Rebeca Stovall reported: Thank you to everyone on all three campuses for participating in this week’s successful WASC evaluation team visit. Additional, thank you to those that staff that participated in the Staff Open forum. I think the discussion was good and provided good insight to the team

What's on your mind?

Adjournment

Meeting Adjourned at 1:45pm.

The next SAC meeting is scheduled May 17, 2010 at the DUC 211
STAFF ADVISORY COUNCIL
APPROVED MINUTES
March 5, 2010

Attended: Rebeca Stovall, Jaci Griffen, Rena Quilenderino, Cathy Martinez, Gail Stovall, Gilda Mossadegh, Wade Russu, Donald Jordan, Robyn Grace Jennings, Lisa Cooper, Bob Bechill, Kaye Mooney, Cindy Jackson, Craig Seal, Barbara Stanton, and Rosie Fox.

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

I. The meeting was called to order at 12:01pm. Jaci Griffen, Chair, welcomed everyone.

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 November 2009 and February 2010 meetings were reviewed; No edits to the minutes and they were approved.

III. Treasurer’s Report – Rena Quilenderino, Treasurer
Rena provided the treasurer’s report for distribution via email. At the meeting she reviewed SAC Current balance is $215.72. SAC Scholarship budget is $2,137.40. Thank you to HR for covering our lunch for this meeting!

IV. Chair’s Report – Jaci Griffen, Chair
• Kay Mooney and Wade Russu joined us to talk about the Community Service Group on campus. They provided some flyers with details about the Max Paulsen Community Service Award and Application. If any staff would like to part of the group – staff can contact Kay Mooney (kmooney@pacific.edu) or Wade Russu (wrussu@pacific.edu). The SAC should review assigning a representative to the Community Service Group.
• Inauguration activities – Jaci passed around a signup sheet for those that want to participate in the SAC Breakfast. March 19th 7:30am in the Spruce. Hot Topic: Please let us know if you’d like to participate in the Inauguration activities Parade as part of SAC – please email SAC@pacific.edu so that we can get a headcount. SAC will have a banner and staff are encouraged to dress in their best Pacific attire.
• Jaci asked the group how we can increase SAC/Staff Participation
  o Reintroduce the SAC – Marketing Campaign. Insert in pay checks, open house, benefits chair.
  o Contacting Managers – let them know this is a good way to have campus interaction. Maybe a coordinated letter with Jane to supervisors/etc. Maybe a message from Dr. Eibeck?
  o Time outlined on Agenda for when items will come up – if it was going to be long – put estimates on the Agenda. Also, let staff know they can come or go as they need for their schedules.
  o Possibly lower the speakers to every quarter to shorten meetings?
  o Cindy Jackson volunteered to chair the Adopt a Family Committee for 2010.

V. New and Ongoing Business
• Election discussion for SAC areas of representation: Rebeca Stovall reported the group has reviewed several options but has returned to the original By Laws outlining SAC Representation:
  o The Staff Advisory Council represents Grades 1 - 11 based on divisions within the Stockton Campus along with representation from McGeorge School of Law and the Dugoni School of Dentistry. The total number of representatives for the Stockton Campus will use a guideline of 1 representative for every 40 or fewer constituents. If a division has 40 or fewer constituents in total, the representative may be either exempt or non-exempt. Two representatives from McGeorge School of Law and 1 representative from the Dugoni School of Dentistry are also included. SAC representation areas will be reviewed and any necessary adjustments will be made prior to regularly scheduled annual election of representatives. The last line here is the area that SAC will address specifically this year by revamping the representations by division based on the changes that have occurred administratively.

Here is a draft of the numbers I need to verify with HR before elections:

<table>
<thead>
<tr>
<th>Division</th>
<th>Exempt Representation</th>
<th>Non-Exempt Representation</th>
<th>Exempt or Non-Exempt Representation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Busi &amp; Finance</td>
<td>1 per 40 = 2</td>
<td>1 per 40 = 2</td>
<td></td>
</tr>
<tr>
<td>Student Life</td>
<td>1 per 40 = 2</td>
<td>1 per 40 = 1</td>
<td></td>
</tr>
<tr>
<td>President</td>
<td>1 per 40 = 1</td>
<td>1 per 40 = 1</td>
<td></td>
</tr>
<tr>
<td>Provost</td>
<td>1 per 40 = 3</td>
<td>1 per 40 = 4</td>
<td></td>
</tr>
<tr>
<td>Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>External Relations</td>
<td>1 per 40 = 2</td>
<td>1 per 40 = 1</td>
<td></td>
</tr>
<tr>
<td>McGeorge</td>
<td>1</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>
VI. **Guest Speakers:** Bob Bechill, Associate Director in CPCE to talk about CPCE offerings.
Bob provided a handout about various programs in CPCE including: Online Self-paced courses, Substance Abuse Counselor Certificate program, Evening Degree Completion Program in Organizational Behavior, and Osher Lifelong Learning Institute (OLLI).
- CPCE is now over at March Ln.
- Discounts – All Staff/Faculty get a 30%
- Evening degree Program in Organizational Behavior – Staff/Faculty can get up to 90% discount on the program.
- Substance Abuse Counselor Certificate Program – 6 month program that Staff/Faculty 30% off.
- OLLI – 50+ audiences.
- New things coming up:
  - Going to start offering the Test Prep Programs for test list CBEST, GRD, LSAT, etc. 30% discount as well.
  - Would love to hear staff feedback about what you think of CPCE? Please feel free to contact Bob directly at bbechill@pacific.edu or 209.946.2424.

VII. **Housing and Bon Appetit Speaker:** Sia Mohsenzadegan and Steve Jacobson
- ASUOP has approached them about getting rid of water bottles on campus. They are proposing a multi year approach.
  - 1st effort was to switch to Eco-Fina (already done), 2nd remove bottled water from vending machines (Aug 2010), 3rd step remove bottled water from all marketplace - entire building (Aug 2010). During this entire process they are adding fountain water. What if they don’t have a cup/mug?? They will push the sales up on these… but in some events/cases there may be still water bottles. 2011 – remove all bottled water from the entire campus including the Grove.
- Summer Dinning Hours – Summer Camps will start eating in the Marketplace. They will have one fee all you can eat in the Marketplace. Faculty, staff and students are allowed The Lair will be open more hours and the River Room will be open during the summer. Option in the River Room to purchase salad bar plate, entre plate or both! Summer hours change back to Fall normal items Aug 2010. Website will have details.
- Best restaurant in Stockton on Tuesdays 6pm – 8pm. They sold out last time!! Next night is March 16th St. Patties day! Fill in your reservation online.

VIII. **Social and Emotional Competence in Higher Education Speaker:** Craig Seal
- **Hot Topic:** Craig shared with the group a handout of the Symposium on Social and Emotional Competence in Higher Education on March 17th, 2010 events.
- **Location:** Pacific Stockton Campus
- **Cost:** Free

  International experts highlight a daylong symposium showcasing Pacific programs designed to increase students' social and emotional intelligence. The symposium is part of Pacific's culture and commitment to whole-person education and its mission to prepare graduates for responsible leadership in their careers and communities.
  - 12 p.m. Competence guru Richard Boyatzis, author of "Resonant Leadership," "Primal Leadership," and "The Competent Manager" will discuss the impact of social emotional competence on student development.
  - 2:15 p.m. Members of Pacific's Center for Social and Emotional Competence, Academic Affairs and Division of Student Life will discuss whole-student learning programs at Pacific.
  - 3:30 p.m. Experts Cary Cherniss, James Parker and Scott Taylor will explore the theories, outcomes and development of social emotional intelligence.

The event is part of Pacific's Presidential Inaugural Series. More information can be found on http://www.pacific.edu/symposium or by contacting Bernie Kramer (bkramer@pacific.edu or 209.946.7757) or Craig Seal (cseal@pacific.edu).

IX. **Training Corner –**
Kim Cose reported:
- No longer offering Office 2003 classes but am working on a training resource page http://go.pacific.edu/training.
- Will be moving to a new space – she will be getting her own training room.
- Question – Where are some spaces on campus with MS 2007 that staff maybe can play with? Recommended use of the Library IC – the library hours are posted on the Library website.
- There is still room in some of the upcoming classes. **Hot Topic:** Technology classes are posted and can be registered for within InsidePacific.
  - What's New in Office 2007, 3/16/10 @ 9:30am – 11:30am, STK Campus – HR Training Room
  - What's New in Office 2007, 4/15/10 @ 9:30am – 11:30am, STK Campus – HR Training Room
• Orientation to Pacific's Business Technology, 2/18/10 @ 9:30am – 11:30am, STK Campus – HR Training Room
• Word 2007 Document Collaboration, 4/7/10 @ 9:30am – 11:00am, STK Campus – HR Training Room
• Word 2007 Templates, 4/8/10 @ 9:30am – 11:30am, STK Campus – HR Training Room
• Outlook 2007 Calendar, 5/5/10 @ 9:30am – 11:00am, STK Campus – HR Training Room
• Outlook 2007 Tips 'n Tricks, 5/6/10 @ 9:30am – 11:30am, STK Campus – HR Training Room

• She is available for specific departmental training needs.

Kathleen Quinn reported: Look for the upcoming months -
• April – Workplace harassment and complaints theme.
• May – Situational Leadership
• June - 7 Steps for Successful People

Post to Hot Topic:
• March classes are posted and can be registered for within InsidePacific.
  • Pacific Social & Emotional Competence: McGeorge Learning Groups, 3/11/10 @ 9am – 12pm or 1pm – 4pm, SAC Campus – Seminar Room 2 (S2)
  • Introduction to the Pacific Performance Review Process, 3/22/10 @ 9am – 10:30am or 11:30am – 1pm or 2:30pm – 4pm, STK HR, Training Room

X. Human Resources – Jane Lewis reported:
• Focus groups – brought a vendor on campus to just find out what might be done about improving training offerings on campus. 2 hour working sessions – and then a debrief to HR. Hope to have the full report toward the end of March.
• EAP Programs brochures were shared. This program has some online webinars on various topics, please check them out. It is free and confidential.
• Weight Watchers just started up again. University is paying $100 of the total cost of $186 (you can pay in installments). Meeting on Tuesdays – contact Cari Keller (cekeller@pacific.edu or 209.946.2124) if you are interested in more info.
• American Caner Society Pacific Has a team! – http://www.relayforlife.org/uop for more details if employees want to participate. Do we want to have a group for SAC?
• Summer Hours May 17th – Aug 13th – announcement will post soon to entire campus.

XI. Committee Reports
Career Month: Jane and Kim will be meeting soon to review how this might work in 2010. Luncheon was yesterday for those that won the drawings to have a meal with Dr. Eibeck.

IPC – Kelli Page emailed in all budget presentations are complete. Next meeting they start deciding on budget allocations.

ISPC – No meeting, no report. Committee is on hold.

University Compensation/Staff Salary Plan – Next meeting soon, no meeting since last SAC.

Business Mangers: Feb 10th meeting, minutes are still in draft. Next meeting is March 10th.

Provost Search – Margaret Roberts was part of both meeting with SAC - Met the final candidate this morning. Please provide feedback via the form from the provost office website. Those that did participate can also send Margaret Roberts (mroberts1@pacific.edu) comments and feedback about the sessions.

University Facilities- No meeting, next meeting on March 8th.

Scholarship Committee – Rebeca Stovall reported that the SAC Scholarship committee next meeting is today after SAC. We have 6 applicants for review. Hot Topic: In an effort to promote and encourage staff development opportunities, the Staff Advisory Council (SAC) awards scholarships to staff members wishing to pursue professional educational development. Details and instruction on how to apply and the application form are available on the SAC Scholarship webpage (http://web.pacific.edu/x9137.xml). The application deadline for the Next quarter is May 30, 2010. Please submit all completed applications to Rebeca Stovall, Chair of the SAC Scholarship Committee. For campus mail please indicate ATTN: Rebeca Stovall at the Office of Information Technology (OIT) – Customer Support Center (CSC) or Fax to 209.946.3971. For questions, call 209.946.3965 or email SAC@pacific.edu.

Sustainability Committee: Kelli Page reported via email: Asked to please watch for info about Sustainability month: March.

University Diversity Committee – Cathy Martinez shared: 50 courses have been reviewed and they will start to be rolled into freshmen class options this Fall 2010. Staff recruitment guidelines are still pending currently in HR.

A Pioneering Diversity Community Forum will take place on Friday April 30th from 9:30-12:30, with a reception to follow, at a location in the community to be determined. This forum is an opportunity for the underrepresented communities in Stockton to share with President Eibeck our past successes in diversity and provide recommendations on how to be serve them in the future. This is part of the President’s “listening” series with the Stockton community.

“Colors of Rhythm and Rhyme”, a cultural performing arts show will take place the evening of April 30th at 7:00 p.m. in the UC Ballroom. We are encouraging groups representing youth from K-College to submit an application to audition for the performance. Performances at the event will include, but are not limited to, vocal, dance, instrumental and spoken word pieces. The show is a part of the Presidential Inaugural Series.
Short report about an incident related to a Kwanzaa Party on campus.

University Safety and Security Committees – No report.

Dinning Committee – See above info from item # VII.

WASC Review Committee – Rebeca Stovall reported: there was a meeting on Wednesday, February 24th I was unable to attend and I have requested minutes. The biggest item coming up is the WASC Team’s first visit at the end of March 29 – April 1.

XII. **What’s on your mind?**

•  Rebeca Stovall asked all Committee reports and documents please be sent via email to SA_Council@lists.pacific.edu.

  IT was proposed that we take efforts to minimize printing documents including the SAC Budget and Agenda. Possible double sided to reduce waste.

XIII. **Adjournment**

Meeting Adjourned at 1:50pm.

The next SAC meeting is scheduled April 2, 2010 at the McGeorge Campus. ***NOTE: Checking on location as Jane Lewis brought it up that the campus may be closed on this date. ***
STAFF ADVISORY COUNCIL
APPROVED MINUTES
February 5, 2010

Attended: Rebeca Stovall, Jaci Griffen, Rena Quilenderino, Margaret Roberts, Cathy Martinez, Gail Stovall, Ana Orellana, John Sterni, Sally Draper, Eric Weir, Donald Jordan, and Gilda Mossadegh

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

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

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 November 2009 and December 2009 meetings were reviewed; however there was not quorum to vote the minutes approval. It was suggested that we vote via email to approve the minutes. Rebeca will post these to the SA_Council list for voting.

III. Treasurer’s Report – Rena Quilenderino, Treasurer
   Rena distributed the treasurer’s report. SAC Current balance is $321.63. SAC Scholarship budget is $2,137.40. There were costs associated with the Holiday Reception related to the food that placed the budget over. The SAC Executive board is trying to determine a work around for SAC lunches for the reset of the fiscal year.

IV. Chair’s Report – Jaci Griffen, Chair
   • Holiday luncheon debrief - the funds for the Holiday Reception costs were higher then expected.
   • Election discussion for SAC areas of representation – Rebeca Stovall will be chairing a Ad-Hoc Committee. The first meeting is 2/12/10 with the following members: Rebeca Stovall, Committee Chair; Wendy Cornwall; Faye Snowden; Spencer Ton; and Ash Chaudhry.
   • Inauguration activities – Staff are encouraged to come to the events. Please join the University community, in the Alex G. Spanos Center, as we formally install Pamela A. Eibeck as the 24th president of University of the Pacific. The installation ceremony will include an academic procession, guest speaker and musical performances by Pacific's Brubeck Institute Jazz Quartet and Conservatory of Music choirs and ensembles. Inaugural Luncheon- 12:00 noon. Inauguration Webpage can be looked at for more info. HR wanted to confirm that this is considered work time not vacation. Someone should stay in the office, but all staff members are welcome. The SAC will review if a pot-luck breakfast can be held for SAC Representatives for a start to the day.

V. New and Ongoing Business
   • New Staff Orientation/SAC Presentation: SAC members were encouraged to sign up for a few open New Staff Orientation sessions.
   • Holiday Charity Adoption – SAC has been asked if they would like to support Angel Tree again for the 2010 Holiday giving. Does SAC want to form the Holiday Giving Committee early to address the question? To review how holiday charity will occur in the 2010 holiday season. Perhaps a Survey for which organizations to support and be created? Requested that the following Hot Topic: Would you like to participate on the Staff Advisor Council (SAC) Holiday Giving committee for the 2010 season? SAC is putting out the call to all staff constituents for ideas/participation on this important committee. SAC would like to start the Holiday Giving Committee early to help coordinated and start planning ahead of time. Please email SAC@pacific.edu if you are interested in participating on the SAC Holiday Giving committee.
   • Pacific Family Fun Day (PFFD) – Gail Stovall reported, the date for the 2010 PFFD is set for Sept 25th, 2010. It is on the President’s Calendar. Gail will start getting the committee together. Theme this year is “food around the world.” Hope to have an answer before the June SAC meeting if local businesses will prepare the food for the event. Possible savings of $7,000 - $8,000 if we can have local businesses do this. The first PFFD meeting will be March 15th – this will be announced soon to PFFD Planning Committee Members. Please contact Gail Stovall (gstovall@pacific.edu or SAC@pacific.edu) if you are interested in participating in the PFFD Planning Committee. Hot Topic: The first Pacific Family Fun Day (PFFD) Planning Committee meeting will be March 15th. Please contact Gail Stovall (gstovall@pacific.edu or SAC@pacific.edu) if you are interested in participating in the PFFD Planning Committee.
   • Trivia Bee “Lights, Cameras, and Literacy.” - March 12th, 2010 @ 6pm – Trivia Bee starts at 7pm. This year the event will be held at the Pacific Alex Spanos Center. Pacific has two teams this year!! SAC should support the Pacific Teams! Donations can be made for raffle baskets/winnings. Dinner and events (Raffle, silent auction) is all included in each $20 ticket.

VI. Guest Speakers: Office of Information Technology (OIT) Greg Walton and Rebeca Stovall presented information about the Student Google Email Project:
   • Greg Walton reviewed the upcoming Student Google u.pacific.edu change for students. He reviewed the calendar and some key items that staff should know.
• **Calendar:**
  - Most of February 2010 will be used to communicate about the changes that will come for students.
  - There will be small pilot group of students that are composed of RAs and Technical Assistants that will be toward the end of February 2010.
  - The overall migration of the Stockton campus will occur starting the week of March 8th, 2010 – Stockton Campus Spring Break.
  - Discussions are occurring for the Sacramento and San Francisco dates for their student transition.
  - Old GroupWise accounts will stop functioning toward the end of summer/fall semester 2010.

• **Key items to note:**
  - Student’s email addresses will change from @pacific.edu to @u.pacific.edu
  - Students will use the Locksmith tool to sync their passwords for both the PacificNet ID and their Google u.pacific.edu accounts.
  - OIT will provide detailed FAQs and instructions for students during the transition.
  - Branding will occur; the final branding for the name of the email system will be announced soon.
  - Staff that would like to contact students will have the ability to do so by using the new Student Address Book. Announcements and instructions for use will be posted to the campus soon.

• **Hot Topic:** Guest Speakers at the last SAC meeting from Office of Information Technology (OIT), Greg Walton and Rebeca Stovall, presented information about the Student Google Email Project. If you have not seen the Enews items about the upcoming change please keep your eye out for future Enews announcements as there are some items for staff to be aware of. Updates will be coming out from OIT about the Student Google Email Project in February and March of 2010.

VII. **Training Corner** – Kim Cose reported via email note:
- No longer offering Office 2003 classes but am working on a training resource page.
- Still plenty of room in most of the upcoming classes. Handout were provided with the class date, time and description.

**Hot Topic:** Technology classes are posted and can be registered for within InsidePacific.
  - Banner 8 Fundamentals, 2/11/10 @ 9:30am – 11:30am, STK Campus – HR Training Room
  - What’s New in Office 2007, 2/17/10 @ 9:30am – 11:30am, STK Campus – HR Training Room
  - What’s New in Office 2007, 3/16/10 @ 9:30am – 11:30am, STK Campus – HR Training Room
  - What’s New in Office 2007, 4/15/10 @ 9:30am – 11:30am, STK Campus – HR Training Room
  - Orientation to Pacific’s Business Technology, 2/18/10 @ 9:30am – 11:30am, STK Campus – HR Training Room
  - Excel 2007 Pivot Tables, 3/17/10 @ 9:30am – 11:00am, STK Campus – HR Training Room
  - Word 2007 Document Collaboration, 4/7/10 @ 9:30am – 11:00am, STK Campus – HR Training Room
  - Word 2007 Templates, 4/8/10 @ 9:30am – 11:30am, STK Campus – HR Training Room
  - Outlook 2007 Calendar, 5/5/10 @ 9:30am – 11:00am, STK Campus – HR Training Room
  - Outlook 2007 Tips ‘n Tricks, 5/6/10 @ 9:30am – 11:30am, STK Campus – HR Training Room

• She is available for specific departmental training needs...a handout was provided.

Kathleen Quinn reported: Post to **Hot Topic:**
- February’s classes are posted and can be registered for within InsidePacific.
  - Innovation in the Workplace Tactics of Innovation, 2/18/10 @ 9am – 12pm or 1pm – 4pm, STK Campus –HR Training Room
  - Innovation in the Workplace Tactics of Innovation, 2/18/10 @ 9am – 12pm or 1pm – 4pm, SAC Campus – Seminar Room 2 (S2)
  - Innovation in the Workplace Tactics of Innovation, 2/24/10 @ 9am – 12pm or 1pm – 4pm, SF Campus – Exec Conf Room 104A/B

VIII. **Human Resources:** – Jane Lewis reported:
- Office is working on salary and compensation. Reviewing paid time off options. HR is reviewing this. How many hours are available each year for University related Public/Volunteer Service.
- HR is reviewing options for “other, non-financial” ideas for compensation. Outside of an increase in salary, what are some ideas that staff would like to see as rewards for a good job? **Hot Topic:** HR has asked the SAC to poll the staff constituents for ideas about non-financial rewards for a good job. Please submit items you’d like to suggest to SAC@pacific.edu so we can pass them onto HR.
- Salary Survey is being performed – see Staff Salary/University Compensation committee report below.
- New Rule for San Joaquin County employers: E-Trip. Employers have to come up with steps to reduce the Carbon “Foot print.” More information will be coming out about this.
- New searches are coming up – New CIO, Dean of Business, Director of Advancement, etc.

IX. **Committee Reports**
University Compensation/Staff Salary Plan – There will be a salary survey processed – this will help to. There is a new salary table that should be updated soon. Employee incentive programs – Ideas were brainstormed. Perhaps this could be used in place of non-financial incentives. The 5%/10% policy was reviewed and action is being taken – there is a formal proposal moving forward to try and increase the amount. Hewitt review at SAC is moving forward – action and information should be going out this month.

Business Mangers: No meeting, not report.

Provost Search – Margaret Roberts provided an update with the dates for the STK for the Staff Advisory Council meetings with candidates.

Forums for SAC Representatives are:
- Candidate 1: Tuesday, 2/23/10 @ 10:45am – 11:30am, Location TBA
- Candidate 2: Thursday, 2/25/10 @ 10:45am – 11:30am, Location TBA
- Candidate 3: Tuesday, 3/2/10 @ 10:45am – 11:30am, Location TBA
- Candidate 4: Friday, 3/5/10 @ 10:45am – 11:30am, Location TBA

Open forums for STK for all staff are:
- Candidate 1: Monday, 2/22/10 Campus Presentation @ 4:00pm followed by Social at 5:00pm, Location TBA
- Candidate 2: Wednesday, 2/24/10 Campus Presentation @ 4:00pm followed by Social at 5:00pm, Location TBA
- Candidate 3: Monday, 3/1/10 Campus Presentation @ 4:00pm followed by Social at 5:00pm, Location TBA
- Candidate 4: Thursday, 3/4/10 Campus Presentation @ 4:00pm followed by Social at 5:00pm, Location TBA

Those that do participate should send Margaret Roberts (mroberts1@pacific.edu) comments and feedback about the sessions.

University Facilities- No meeting, not report.

Scholarship Committee – Rebecca Stovall reported that the SAC Scholarship committee has not met since the last meeting. However, FYI - The Staff Advisory Council (SAC) Scholarship Committee has awarded four scholarships for the first 2010 quarter. Sheri Grimes - Marketing and University Communications; Jennifer Jones – Athletics; Teresa Kuhlman - Arthur A. Dugoni School of Dentistry; and Spencer Ton - Global Center for Social Entrepreneurship, were all awarded scholarships to help them pursue professional development activities. Hot Topic: In an effort to promote and encourage staff development opportunities, the Staff Advisory Council (SAC) awards scholarships to staff members wishing to pursue professional educational development. Details and instruction on how to apply and the application form are available on the SAC Scholarship webpage (http://web.pacific.edu/x9137.xml). The application deadline for the Next quarter is February 28, 2010. Please submit all completed applications to Rebecca Stovall, Chair of the SAC Scholarship Committee. For campus mail please indicate ATTN: Rebecca Stovall at the Office of Information Technology (OIT) – Customer Support Center (CSC) or Fax to 209.946.3971. For questions, call 209.946.3965 or email SAC@pacific.edu.

Sustainability Committee: Kelli Page reported via email: Asked to please watch for info about Sustainability month: March.

University Diversity Committee – Cathy Martinez shared: The first draft of Staff Diversity Guidelines is making its way through the process. Dr. Arturo Ocampo, Assistant Provost for Diversity, will be talking about that, and other initiatives, including the Diversity Scorecard, when he comes to speak with us.

A Pioneering Diversity Community Forum will take place on Friday April 30th from 9:30-12:30, with a reception to follow, at a location in the community to be determined. This forum is an opportunity for the underrepresented communities in Stockton to share with President Eibeck our past successes in diversity and provide recommendations on how to be serve them in the future. This is part of the President’s “listening” series with the Stockton community.

“Colors of Rhythm and Rhyme”, a cultural performing arts show will take place the evening of April 30th at 7:00 p.m. in the UC Ballroom. We are encouraging groups representing youth from K-College to submit an application to audition for the performance. Those forms should be sent out to campus student organizations and cultural organizations in the community by early next week. Performances at the event will include, but are not limited to, vocal, dance, instrumental and spoken word pieces. The show is a part of the Presidential Inaugural Series.

Beginning in Fall 2010 (entering freshmen) and Fall 2011 (entering transfer students) Pacific will be requiring a new diversity curricular requirement for students earning a bachelor’s degree. Faculty are submitting proposals for new diversity courses. They can also indicate how current courses either satisfy the criteria for a diversity course or how they would with some adaptation. Those courses chosen will be listed in a section of the General Catalog, much like the General Education section of current catalogs.

University Safety and Security Committees – No meeting, not report.

Dinning Committee – No meeting, not report.
WASC Review Committee – Rebeca Stovall reported: The WASC Steering Committee has not met since the last meeting. The WASC Final Capacity and Preparatory Review (CPR) was published. The document can be found at: http://iris.pacific.edu/wasc/cpr.report.html

IX. What’s on your mind?
• Silver Tiger Dinner – March 4th, Reception is 5:30 – 6:30pm dinner at 6:30. In DUC Ballroom.
• Staff Luncheon is on May 18th, Tuesday. Start thinking of any nominees you’d like to put in for the Pat Cavanaugh Distinguished Service Award. Announcements from HR will come out soon.
• Rebeca Stovall asked all Committee reports and documents please be sent via email to SA_Council@lists.pacific.edu.

IT was proposed that we take efforts to minimize printing documents including the SAC Budget and Agenda. Possible double sided to reduce waste.

X. Adjournment
Meeting Adjourned at 1:50pm.
The next SAC meeting is scheduled March 5, 2010 at the DeRosa University Center room 211.
STAFF ADVISORY COUNCIL
APPROVED MINUTES
December 4, 2009

Attended: Ana Orellana, Ash Chaudhry, Colleen Truden, Gail Stovall, Jaci Griffen, Kelli Page, Margaret Roberts, Tabitha Clinton, Rebeca Stovall, Rena Quilenderino, Rosie Fox, Sally Draper, and Pat Speer.

Permanent Guests/Committee Reports: Jay St. Clair, Karen Mendoza, and Kim Cosel

I. The meeting was called to order at 12:06 pm. Jaci Griffen, Chair, welcomed everyone.

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 Nov 6, 2009 meeting were not yet posted to the group. They will be posted electronically and reviewed at the next meeting on Feb 5th, 2010. Additionally, there was not enough SAC Representatives present for quorum.

III. Treasurer’s Report – Rena Quilenderino, Treasurer
Rena distributed the treasurer’s report. The report reflected a total of $8,161.74 available in the General SAC Fund and $3,222.40 in the SAC Scholarship funds. The Holiday Reception should hit the budget in Dec and Jan and use a majority of the funds.

IV. Chair’s Report – Jaci Griffen, Chair
- Suggestions for future SAC guest speakers – Jaci asked the group about any guest speaker ideas. She was contacted by Dr. Ocampo who requested to come to a future SAC meeting. The group seems to approve of adding Dr. Ocampo. Jaci will ask for Dr. Ocampo to come to the March 2010 SAC meeting.
- Jaci called for elections, as there are 3 SAC representative positions and SAC Secretary position open. Currently the open areas are being covered by Rebeca Stovall, Chair Elect but specifically the SAC Secretary position should be filled ASAP. Please feel free to contact Jaci directly or email SAC@pacific.edu with recommendations.
- Discussion regarding state of current SAC representation. Related to the open positions in SAC representations. HOT TOPIC: Call for SAC Representatives or Staff that would like to participate in the SAC Sub Committee to Review SAC Representation. With some changes in the University organizational structure there is a need to re-review how SAC representation of staff is formatted. Rebeca Stovall, SAC Chair Elect will chair this Sub-Committee. Please email rstovall@pacific.edu if you have an interest to participate. Ash Chaudhry asked to be included on this subcommittee.

V. New and Ongoing Business
- New Staff Orientation/SAC Presentation: The remaining 2009 scheduled New Staff Orientation in Dec that was not yet covered was cancelled by HR. SAC members are encouraged to sign up to present the SAC portion of the Orientation when the 2010 New Staff Orientation dates are published.
- Update on Angel Tree of San Joaquin County: The majority of the assigned children have been distributed to the departments that requested children. HOT TOPIC: SAC has children from Angel Tree of San Joaquin County who still need a sponsor this Christmas. This year, we are asking faculty and staff to bring the gifts, unwrapped, to the SAC Holiday Reception on Wednesday, December 9th, 11:30 a.m. - 1:30 p.m., in the DeRosa University Center Ballroom. Please let us know if you can help. Contact Silvea Rodriguez at 209.946.2780 or srodriguez1@pacific.edu with questions or to have name tags sent to you. If you’d also like to get a generic Angel Tree Tag these are available on the Holiday Tree at the lobby of the University Center. SAC would like to thank the Pacific family in advance for their generosity this holiday season.
- Holiday Reception: All plans are pretty much finalized for the event this Wednesday, Dec 9th. HOT TOPIC: Join fellow staff and faculty as we come together to celebrate the holiday season at our annual event. Enjoy networking, food entertainment on Wednesday, December 9 from 11:30 am - 1:30 pm, in the DeRosa University Center Ballroom.

VI. Guest Speakers: Rob Alexander:
Alexander expressed that Enrolment management a campus wide effort.
Student should see pacific as one whole entity – from applying to coming, enrolling in courses, etc, all the way to alumni.
Rob Alexander came to Pacific and tried to focus on the balancing out of the inquiry and applicants at Pacific. The strategy was to increase (aggressively) outreach and bust the inquiry and applicants significantly at pacific.
Create a coordinated communication strategy. – how can staff help?
- Creating and crafting the correct messages to external and internal students… all staff can help with this.
- Last 2009 cycle we tripled the applicants. This year we are increasing even more!
- Think about “How do our office, our day to day roles, impact students on campus, student visiting campus, a typical day!!?”

Three things have to happen for student to come to Pacific:
- They need to want to come
• They need to be qualified to attend
• They can afford to attend
Pacific has a great track record in helping the “needier” student via financial aid.
• we have no application fee
• we need to clearly let students know we are affordable
• we have a better worth (4 year guarantee)
• post graduation success
The most negative feedback we have received is actually locally here in Stockton. We can try to change this perception in our interactions within Stockton. Admissions is trying to show incoming interested students the positive things close to campus.
Check out www.pacific.edu – top of the page “Apply Now” – this is where perspective students should go!
Employee children – General philosophy is that “there is a place for every child of a Pacific employee” but sometimes there are different routes. Sometimes there is a need to help these future Pacific Students get into either CPCE or junior college to better prepare them for an application to Pacific.
Goal for next year freshmen enrollment – 905. Modest increments over the years. Also, we are working on balancing the different schools. This year topped the cap of students enrolled at just over 6,000 students.
The SAC asked Rob if it is possible to get a Crib-Sheet of some “facts” about pacific that staff can share with interested parents and perspective students? -- Rob will work with his group to get this for the SAC.

VII. Training Corner –
Kim Cose reported some findings she will post to the SA Council list at a later date regarding the survey results and statistics for Career Development Expo events. Overall good success! Thanks to all that participated. Kim will be posting her MS Office 2007 courses starting Spring 2010 – look for more news on this to come.

VIII. Human Resources: – Karen Mendoza reported:
• Report on the Benefits fair! – just over 500 turn out to the fair. Thank you to all staff that came!
• Long term Care insurance – if you are interested go to the benefits website to find out more. www.mypacific.myusi.com LOGIN: mypacific PW: Benefits
• Eyes of Hope - this went very well. If anyone still would like to donate please bring them to the HR offices throughout the year.
• Karen shared a Flyer – Employee Assistance Plan. This is a free program (legal counseling, Finance counseling, etc).
There is a support group every third Wednesday of every month. 11:30 – 12:30 in DUC 214. Feel free to get more information at HR.

IX. Committee Reports
IPC – Jaci Griffen reported: Waiting to go to IPC with the suggested budget. Trying to prioritize the big budget items.
ISPC –Kelli Page reported: Presentations were made by the University Library and the School of Engineering & Computer Science in regards to the completion of their program planning process (previously known as program review). Their goals, as tied to the Pacific Rising strategic plan, were presented.
Budget presentations for the 2010-2011 FY will begin in December with presentations from OIT and the academic division. IPC’s next meeting will be December 8, 2009.
University Compensation/Staff Salary Plan – No meeting, no report
Business Mangers: Rena Quilenderino reported:
• Innovation Grant Fund, Dr. Rob Brodnick shared information regarding the Innovation Grant Fund program.
• Kim Cose shared information about Staff Career Development Expo scheduled November 17 and 18 in the DeRosa University Center Ballroom.
• Shelby Slaugenhaupt, Sr. Buyer, provided information about the need to create advanced Procard training sessions that will be interactive and tailored specifically to department needs to manage Procard activity more efficiently.
• Audrey George shared the year-end audit was completed in October and presented to the Board. There were no findings in the audit. Audrey thanked everyone for their help during audit time. The Financial Statements is located on the University website.
• Suzy Martegani, Advancement reminded the group gift monies must be turned in as soon as possible by Friday, 11/13 in order to allow processing time before Banner goes down on 11/20.
• Tara Juano reminded the group December timesheets are due on December 15 and December 23 by 9:30 a.m. Should you have questions or concerns contact Payroll.
Next Meeting scheduled for Wednesday, December 9, 2009, 2:00 p.m., Library Community Room
Provost Search – Margaret Roberts reported: Starting to see more applications. Face to face meetings in March 2010.
**University Facilities** - No meeting, no report

**Scholarship Committee** – Rebeca Stovall reported:
Our next meeting is scheduled for Dec 4th right after the SAC meeting that same date.

We have a handful of scholarships to review – we’ll notify the awardees on Dec 15th, 2009. We’ll announce the awardees to the SA_Council List on Dec 22, 2009, at the SAC Meeting on Feb 5, 2010, and in the Pacific Bulletin post in Jan 20th, 2010.

**HOT TOPICS** -- In an effort to promote and encourage staff development opportunities, the Staff Advisory Council (SAC) awards scholarships to staff members wishing to pursue professional educational development.

Details and instruction on how to apply and the application form are available on the SAC Scholarship webpage (http://web.pacific.edu/x9137.xml). The application deadline for the Next quarter is February 28, 2010.

Please submit all completed applications to Rebeca Stovall, Chair of the SAC Scholarship Committee. For campus mail please indicate ATTN: Rebeca Stovall at the Office of Information Technology (OIT) – Customer Support Center (CSC) or Fax to 209.946.3971. For questions, call 209.946.3965 or email SAC@pacific.edu.

**Sustainability Committee**: Kelli Page reported:
The University’s Sustainability Commitment Statement has been approved by the Staff Advisory Council, ASUOP and Academic Council. The Commitment Statement has now been sent over to President Eibeck for her comments.

Current student Chris Brown reported on a carbon survey that he just completed for the years 2006-09 on the Stockton campus. The report showed how the Stockton campus has been very successful in reducing their carbon footprint. The results were so impressive that they are going to do the same survey at the Sacramento and San Francisco campuses.

**REELL** – Residence for Earth & Environmental Living & Learning (student group). This past year they had a goal of making the campus aware of and trying to eliminate the use of bottled water. In addition, they are taking on the task of eliminating plastic bags on campus.

The Sustainability Committee’s next meeting will be January 2010.

*** Student can recycle batteries now via Physical Plant.

Suggestion to have a central point with the information. – Kelli will look into if this can be on the Satiability site.

**University Diversity Committee** – No report.

**University Safety and Security Committees** – Jay St Clair reported:
The last meeting was held on 12/2/09

- Sue Sharp (Budget and Risk Management) Presented a report outlining accomplishments of department that are to be presented to Board- replaced/repairs several emergency phones, initiated procedures to protect the ‘special papers’ at the library, lighting was installed at several locations (Manor Hall, Business Bldg, etc) identified as risks around campus, Physical Plant has put plates on university operated carts for purposes of identifying who is using them and when, Burns Tower had steps replaced, the outdoor stage/basketball courts had been taken demolished, installed sensors in the library., a consultant was doing an assessment and proposing an ADA Plan for the department, Pilot Test for Drivers Training Program had been completed with a cost analysis being developed to see if it would be feasible to adopt university wide, and AED’s had been installed in several sites around campus as well as in Public Safety vehicles.

- Larry was finalizing the Security Assessments done around campus that involved the Emergency Evacuation Plans for each building (discussion centered on updates of respective Team Leaders/Alternates for each site).

- ADA and Work Comp cases were discussed. Preventive measures such as installation of a railing down stairway in DeRosa Center were suggested. Stripes had been added for visual awareness on the stairs. Signs indicating that there is an elevator available and its location need to be posted.

- Barbeques on campus were discussed. Many outside groups, students, and campus organizations have had functions requiring use of barbeques. Issues of insurance, fire and ADA codes were brought up. It was suggested that the University look at installation of dedicated structures for events requiring the use of barbeques. Current policy suggests clearance be sought from Risk Management with Public Safety being advised as well.

- Mike Belcher (Public Safety) reported on several pieces of equipment (boat trailer and blocking sleds) that had been stored on University property that had to have owners identified. The fire (from a book) on top of the Fire Pit identified weaknesses in the cameras for clear identification due to picture quality. Bike thefts were way down due to preventative steps taken by the department as well as the apprehension/arrests of two suspects. Risk Management and Public Safety reps are to meet behind the Town Houses on the Levy to discuss possible steps to prevent the recent spike in burglaries that have taken place in the area. Mike strongly suggested that the Public Safety’s Facebook website be viewed for recommendations of crime prevention on campus. HOT TOPIC: Public Safety has Facebook! ([http://www.facebook.com/pages/Stockton-CA/University-of-Pacific-Police-Department-Department-of-Public-Safety/87168812157?ref=ts](http://www.facebook.com/pages/Stockton-CA/University-of-Pacific-Police-Department-Department-of-Public-Safety/87168812157?ref=ts)) If you have a Facebook account you can link to and see their safety posts – including a Winter Break safety tips Video ([http://www.facebook.com/video/video.php?v=553980915921&ref=mF](http://www.facebook.com/video/video.php?v=553980915921&ref=mF)).

**Dinning Committee** – No report

**WASC Review Committee** – Rebeca Stovall reported:
The WASC Steering Committee met on Nov 18th, 2009. The WASC Team has been chosen – we will not be contacting the members until they come to the campus. All communications prior to the visit will go through the Provost office - Dr.
Gilbertson. Learning Outcomes proposal was adopted by Academic Council. The Group reviewed and approved the draft of the CPR. There will be some slight edits to adhere to formatting restrictions before final submission to WASC around the first few weeks of Dec 2009. The next WASC meeting will be in Feb 2010 the date/time is TBA.

IX. What's on your mind?
Reminder: No SAC meeting for January 2010.

X. Adjournment
Meeting Adjourned at 2:00pm.
The next SAC meeting is scheduled February 5, 2010 at the DeRosa University Center room 211.
STAFF ADVISORY COUNCIL
APPROVED MINUTES
November 6, 2009

Attended: Rebeca Stovall, Jaci Griffen, Silvea Rodriguez, Dr. Pam Eibeck, Rena Quilenderino, Margaret Roberts, Cathy Martinez, Gail Stovall, Ash Chaudhry, Cathy Dodson, Kelli Page, Ana Orellana, Consuelo Roberts, John Sterni, Sally Draper, Julie Deverell, Koura Fabiny, Sally Coleman, Eric Weir, Sheri Grimes, Pat Spreer

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

I. The meeting was called to order. Jaci Griffen, Chair, welcomed everyone and Dr. Eibeck.

II. Roll Call/Minutes – Silvea Rodriguez
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 2009 meeting were reviewed; a couple of edits made, and then minutes were approved.

III. Treasurer’s Report – Rena Quilenderino, Treasurer
Rena distributed the treasurer’s report. SAC Received $1,200 from Academic Council for the Holiday Reception (an increase from the $900 received in past years).

IV. Chair’s Report – Jaci Griffen, Chair
• SAC will be including Angel Tree in the holiday reception gift giving.
• Benefits Fair – Over 500 attended, 100 more then last year, 7 extra vendors attended.

V. New and Ongoing Business
• New Staff Orientation/SAC Presentation: SAC members were encouraged to sign up for a few open New Staff Orientation sessions.

VI. Guest Speakers: Dr. Pam Eibeck:
Spent last four months getting to know Pacific by visiting the different colleges, campuses (McGeorge and Dugoni) and various departments.

Questions for Dr. Eibeck?
1. Staff Salaries: the group asked for report on last equity adjustment of salaries. Dr. E has asked for a final report of the adjustments.
2. Lateral transfer/interdepartmental promotion: Why is an external candidate offered more for the position; instead of the Pacific employee? Per Jane – The limit is 5%-10% of salary increase
3. Are there differences in faculty and staff benefits? Jane said health and welfare, retirement, dental, life, are all the same.
4. Why does staff have to get a background check and drug test; but not faculty? All faculty and staff do have to do a background check; BUT faculty do not have to submit to a drug test. President Eibeck said that she would look into the disparity of staff having to take a drug test and not faculty and perhaps making the drug test position specific (i.e. Public Safety).
5. NEW Q: Concern about repurposing the old buildings is destroying the beauty and history of Pacific, and it’s traditions.

Discussion:
• Jane, how can the staff be more involved with the community at large? How do we get the word out? There will be a series of presidential community forums. healthcare, environment, education. final forum will consist of community leaders on how to make a strategic difference, while partnering with pacific.
• Dr Eibeck was interested in staff joining the students in volunteering throughout the community. Visual Arts department has an ongoing outreach program invites schools in the area to have class projects. Suggestion: Send the caller information from the web; indicating ways pacific can help their business. The university does have a community resource webpage; but it has not been updated, nor is it in a good location on the website.
• Feels Pacific is battling the ‘perception’ the community has about Pacific.
• IDEA: Release time/required time of employees volunteering at local organizations.
• Does Pacific have an active dialog for community service volunteering?
• Have we asked the ‘community’ to get involved with Pacific?
• Dr Eibeck - What can Pacific do to encourage the community to come to campus? Jay St. Clair wants to bring them to athletic events.
• Cathy Dodson: Some stay away because of parking; staff does not invite community members to campus. It’s parking, signage, don’t want to walk too far to get to where they want to go, not a great.
• Ongoing, continuous events need to happen. They don’t need to be big-ticket events.
• Dr. Eibeck recommends SAC work with CCI & CIP to build volunteer opportunities.
• Mayor recommended that Pacific adopt something in the community (school, park, street) build ownership in the committee.
• Margaret Roberts: Recommends that athletics adopt a local school’s sport team and that we as separate schools/divisions adopt sports teams to support during the year. Is it possible to give free tickets to faculty and staff.

VII. Training Corner –
Kim Cose reported no online registration (banner down) the week of November 20-29. Can do departmental ‘on-site’ training upon request.

VIII. Human Resources: – Karen Mendoza reported:
• Office is working on salary and compensation.
• Sexual harassment reminder HR/training & development/
• 2008 was a university wide training year; so will 2010. It’s required by the state of California to complete every 2 years. Pacific requires all pacific, faculty, and staff to take every 2 years
• Keep it consensual – if staff has anyone comes to you with a sensitive matter; contact HR right away.
• The sexual harassment quiz takes 2 hours. The tests will never be the same.
• Flu update – if someone in the office is sick; they need to go home sick. Available sick days should not be taken into consideration.
• Seasonal flu shots are still available at the health center; and it’s still free to staff and faculty.

IX. Committee Reports
Career Month: Flyers given out. Have constituents RSVP it’s important. Wants large turn-out for dr. Eibeck event, November 17 at 10:00 in ballroom, November 18: 10, Career Development. Per Jane Lewis: If our supervisor is not letting us off for this series, let her know.
IPC- No Report.
ISPC – Still formulating budget. Big expense this year, banner finance and student modules. Still going through negotiations.
University Compensation/Staff Salary Plan – New committee needs to be formed for retirement benefits.
Business Mangers: No meeting, no report.
Provost Search – Margaret Roberts reported: Actual meeting candidates should begin this month; face-to-face will happen in November; top candidates will visit Dr. Eibeck in March.
University Facilities- No meeting, no report.
Scholarship Committee – Rebeca Stovall reported: The SAC Scholarship Committee met this week on Sept 29, 2009.
The Agenda we worked through:
• Determine SAC Scholarship meeting schedule – schedule posted to all SAC Scholarship Members
• Developed a timeline for announcements/deadlines posting to Enews, the Pacific Bulletin and the SA_Council List serve
• Discussed the processes/procedures for handling submitted scholarships (Produced a SAC Scholarship Committee Guide with various details)
• Edited the SAC Scholarship Form
• Reviewed some enhancements to the webpage/form

Our next meeting is scheduled for Dec 4th right after the SAC meeting that same date. We’ll review and decided on Scholarship Forms submitted for the 1st Quarter (Nov 30 deadline). We report the results to the SA_Council list on Dec 22nd and also report at the Feb 5th, 2010 SAC meeting.
Sustainability Committee: Kelli Page reported:
Shared the most recent version of the University’s Sustainability Commitment Statement Revised report handed out. Motion to approve Ash C. moved to approve, and Gail S second. The committee as a whole voted in favor for support.
University Diversity Committee – Cathy Martinez reported: First general meeting on November 20, 2:30. Talking about ongoing initiatives. Will be meeting monthly.
University Safety and Security Committees – No meeting, no report
Dinning Committee – No meeting, no report
WASC Review Committee – Rebeca Stovall reported: The WASC Steering Committee last met last week on Sept 23, 2009. The bulk of the meeting was used to review the WASC Draft Capacity and Preparatory Review (CPR). The document can be found at: http://iris.pacific.edu/wasc/draft.2009.10.01.html
The WASC group is trying to get feedback on the Draft CPR by Nov 18th. I expressed some concerns to the WASC group that it would be difficult to schedule a meeting on an existing SAC scheduled timeframe since the guest speakers were
already booked.

My suggestion:
1. We request feedback from SAC members via the SAC email list serve. I will post the relevant links/document and provide the feedback channels preferred.
2. We encourage the SAC members and constituents to participate in the STK Campus Open Forum and again provide feedback.

The WASC Committee will be happy to have an individual meeting with SAC to review the CPR, if that is needed. Open forms are also available, information of the WASC CPR Discussion open forums can be found at http://web.pacific.edu/x31553.xml.

The group also briefly discussed the draft Strategic Action Plan (SAP) that contains the 20 Strategic items that the university has defined to try and meet/work on the Pacific Rising Plan. This Draft SAP can be found on the IRIS website (http://iris.pacific.edu/pacificplan/SAP/default.asp) -- I’d suggest reviewing the link to the database (http://iris.pacific.edu/pacificplan/SAP/SAP_report.asp) specifically.

IX. What's on your mind?

X. Adjournment
Meeting Adjourned at 2:00pm.

The next SAC meeting is scheduled December 4, 2009 at the DeRosa University Center room 211.
STAFF ADVISORY COUNCIL
APPROVED MINUTES
October 2, 2009

Attended: Ana Orellana, Ash Chaudhry, Cathy Martinez, Gail Stovall, Gilda Mossadegh, Jaci Griffen, Jay St. Clair, Kelli Page, Margaret Roberts, Rebeca Stovall, Rena Quilenderino, Rosie Fox, Sally Draper, Silvea Rodriguez, Christopher Lozano, Laura McInnis, Ginger Hudson, Jennifer Maroney

Permanent Guests/Committee Reports: Jane Lewis and Kim Cose
Guest Speaker: Patrick Cavanaugh, Vice President for Business and Finance

I. Meeting called to order at 12:10 p.m. SAC Chair Jaci Griffen welcomed everyone and counted representatives to see if there was a quorum – there was not.

II. Roll Call/Minutes – Silvea Rodriguez, SAC Secretary
A sign-in sheet was used to record meeting attendance of SAC representatives and guests. Minutes from the September 4, 2009 meetings were reviewed. There were no edits. The council voted to approve the minutes.

III. Treasurer’s Report – SAC Treasurer Rena Quilenderino
A current Treasurer’s Report was distributed to the committee. The cost of Pacific Family Fun Day Event went over the overall projected event budget, approximately by $2,172. The primary source of the overage was due to catering. The charge was approximately $1,917 more than the estimated charge.

The charges for Physical Plant set-up services also increased, approximately $255. It was noted that Physical Plant also encountered costs for this event as they had to pay their staff overtime to work on Saturday.

SAC Scholarship Fund – There is currently $3,397.40 net funds available.

Jay asked if there is an appeal process for disputing Bon appétit charges

IV. Chair’s Report - SAC Chair Jaci Griffen
Jaci asked if anyone in the committee has photos of PFFD to send to her for SAC website

University Advancement won the contest of being the division donating the most food for the Stockton Food Bank at the PFFD event. A plaque and student-made ‘Pacific Bowl’ was awarded to SAC Advancement Representative Silvea Rodriguez. University Advancement will hold onto the plaque and bowl for one year.

It was announced that Margaret Roberts from the Eberhardt School of Business is now serving as a university staff representative on the Provost Search Committee (PSC).
V. **New and Ongoing Business – SAC Chair Jaci Griffen**

Jaci announced that she is serving on the President’s Advisory Council. If any of us have questions about this committee, or issues, let her know. She represents university staff on this committee, which will last through FY10.

President Pamela Eibeck will be speaking at next month’s SAC meeting. Committee members are welcome to bring in any questions they have for her.

Jaci met with Jane Lewis and Sally Berry, yesterday regarding the ‘Staff Salary Plan Compensation Plan. This plan will now be referred to as the “University Compensation Committee”.

Anyone in need of an SAC shirt is to e-mail their request and shirt size to Silvea Rodriguez, srodriguez1@pacific.edu.

Rebeca Stovall – Announced that the next confirmed dates for New Employee Orientation are Monday, November 16th; and Monday, December 7th. SAC Committee members are needed to make brief SAC presentations on these dates. Committee members interested are asked to contact Jaci, Rebeca, Rena, or Silvea.

A new Weight Watchers program will begin on Wednesday, October 7, 14 in Morris Chapel, 11:30 a.m. on both days. Anyone interested in participating is to contact Cari Keller in Human Resources at extension 62126 to reserve their space. The 17-week program will cost staff members $75, which can be paid over a 3-month period.

VI. **Guest Speaker – Vice President of Business & Finance Patrick Cavanaugh**

Apologized for not being able to attend PFFD; it was due to a family matter.

Mr. Cavanaugh met with Dr. Eibeck and the audit team on October 1, 2009. The findings from the university’s audit will be presented to the Board of Regents the week of October 5, 2009.

Reiterated that the economy has hit Pacific's endowment fund hard; but definitely not as bad as other universities (i.e. CSUs & UCs). Pacific is not particularly dependent on endowments. Pacific has a healthy surplus on campus this year. That’s why everyone got raises this year.

Pacific is again looking at record enrollment for fall 2010.

Pacific once again received a positive credit rating (an indication of financial strength).

Bond money is needed to complete the Janssen-Lagorio Gym and the John T. Chambers Tech Center, which had its’ grand opening on September 5, 2009.
Pacific has a mixed financial bag; but overall Pacific is on good standing.

Mr. Cavanaugh his confidence in our new president and all the great things she will contribute to Pacific and the Stockton community.

For the coming year, Pacific is looking at:

- Salary adjustments. He is working with Jane Lewis on a preliminary plan to go ahead and do a full-market survey on salary and pay grades. This survey will be looking at the market locations, salary growths, and regional and national pay grades comparable to Pacific. This is being done to ensure Pacific staff stays on par with market-value pay.

- Jane has hired Benny Foronda as the university's Compensation Administrator. Benny will lead the compensation and market surveys.

Pacific has a new system to provide tracking and completing applications (for internal and external applicants). It helps coordinate a set of job descriptions and will provide an on-line performance management system; providing more access and information. All three campuses will be doing this. This will start 2010.

The top topics Mr. Cavanaugh will be discussing with Dr. Eibeck:

- Salary Adjustment
- Equity Adjustments
- Compensations
- The Emeriti Plan (January 2011)

**Facilities Update** - the McCaffrey Center. It's been empty for a year. Tweaks and adjustments are being done to house Student Life departments, Career Resource Center, Greek Life & Housing. The McCaffrey center should be ready for move-in in one year.

Construction drawings are being prepared for the east side of the summit.

Another future plan is to demolish Banister Hall; with the possibility of returning the sand volleyball court in its place.

The Chambers Tech Center will be open in Fall 2010

**Classification policies** – Mr. Cavanaugh addresses the council’s concern about change in grade classification when an employee advances to a higher grade. An automatic pay increase for one pay grade up is 5%; if two grades up the increase is 10%. Last year there were 72 requests for reclassification; only 34 of those requests were granted. This issue will be reviewed during the staff salary plan review.

Units have had their salary budgets wiped out; making it impossible to be competitive to offer a higher salary to a staff member who is leaving for another position, whether on-or-off campus.

- The university pays about ¾ of the medical costs.

- POS plans are a lot fancier/richer program; the university’s goal is to offer every employee full medical coverage, at no cost to the employee. He doesn’t feel it's fair for the university pays 75% of the health share costs of the expensive (POS) plans. If the employee wants coverage for spouse/dependents, the employee would continue with paying part of the benefit.

**Question to Mr. Cavanaugh by Rebeca Stovall** - Will there be a town hall meeting about the changes to the medical billing, Pacific contributions to staff plans? Mr. Cavanaugh says something like that should happen soon.

Mr. Cavanaugh indicated that market research shows companies on average are showing the employees cost of contributions increased by 15%. Pacific employees are only seeing an increase of 4.5%.

The university is sponsoring Weight Watchers again. It’s seen as ‘good business' to sponsor Weight Watchers. It reduces the overall amount of sick hours/days taken by the university. Employee share on this cost is $75.

Ginger Hudson commented on how much she likes the “Flex-Pay” for savings of co-pays, prescriptions, etc. this is taken out of our paycheck, via payroll pre-pay deduction. Anyone interested in enrolling in the Flex-Pay plan can contact Human Resources.

**Question to Mr. Cavanaugh by Rebeca Stovall** - Are we ever going to get a second foot-bridge? Mr. Cavanaugh said the university would like to. It's been part of the Pacific Master Plan since 1999. The hang-up with it is the Mormon Church on the other side of campus. They have concerns about this being on their property. The church feels that if another bridge is there; when events on campus, event participants will park in the their lot; vandalism, etc.

**Question to Mr. Cavanaugh by Kelli Page** – What is the future for Raymond Great & Elbert Covell Halls? Mr. Cavanaugh indicated that a firm will be hired to do a ‘facility utilization assessment’. This company will show us how to use our facilities effectively. It’s a long-term issue. What he would like to see there is a new residence hall.

**Question to Mr. Cavanaugh by Jaci Griffen** - How can SAC acquire a small storage space? Mr. Cavanaugh recommends that Jaci ask Scott Heaton, Director of Support Services. Some departments rent space off-site. Jay St. Clair says he has some space he can lend us. He’ll run it by Lynn King.

**Holiday Reception - Lorena Quilenderino**

The Holiday Committee met for this first time last week. SAC will not be asking local vendors for donations this year, due to recession. Dr. Eibeck suggested (when she met SAC Executive Committee), that attendees of the reception bring a gift for charity.
The committee will be discussing whether or not to continue participating in ‘Adopt-A-Family’? Poinsettias will be donated by Morris Chapel. The entertainment is still being discussed. Staff from McGeorge and Dugoni Dental will be invited.

**HOT TOPICS!!** The next meeting for the Holiday Reception Committee is Tuesday, October 13th, in the Finance Center Conference Room, 2nd floor, at 10:00 a.m.

**HOT TOPICS!!** The Reception will be held on Wednesday; December 9th, 11:30 a.m. - 1:30 p.m. The meal will be a turkey dinner.

### VII. Training Corner – Kim Cose

The ‘Staff Development Fall Calendar’ was distributed to the committee. She is continuing to train faculty and staff in Office 2003. The majority of campus is using Office 2007. Next year 2007 classes will be offered.

The upgrade to Banner 8 is happening soon. There will be no Banner access November 21-29. This includes no Banner access via InsidePacific. The changes of this upgrade are ‘minuscule’. A town hall meeting will be offered to discuss and ask questions about this upgrade. The Alumni Department will have their Banner shut down November 9-29.

**Question to Kim from Rosie Fox** - Will Office 2007 change how we function in banner? Kim said no.

**Question to Kim from Silvea Rodriguez** - What is the cost to upgrade to Office 2007? Kim said approximately $52 per person.

Kim is working on creating a “manager’s focus group”. This group will determine if adequate training needs are being met for faculty and staff; from the manager’s perspective. There’s currently a big gap between staff having their tech needs met; and management having their staff (tech) needs met.

Any questions regarding tech training should be directed to either Kim Cose or Kathleen Quinn.

**Question to Kim from Gail Stovall** – She requested a list of all classes that have been taught at the university, with brief descriptions, and which are still being offered. Similar to a catalog of classes.

**Question to Kim Cose** – Are there any audio/CD learning media available to teach us the latest technology? Kim said not yet. Human Resources is still trying to figure out what staff needs are.

**Question to Kim Cose from Ana Orellana** - Are Banner ‘specific’ module classes still available? Are there any future plans to train staff on specific modules? Kim said the only specific module being taught right now is the Finance Module. Training offered in specific modules is typically offered internally.
VIII. **Human Resources** – Assistant Vice President Jane Lewis

Next week is ride share week. People can still sign-up by calling Cari Keller at ext. 62126. All who sign up will be eligible to receive a $50 gas card.

**HOT TOPICS!!** The Benefits Fair is Thursday, November 5th, 11:00 a.m. – 3:00 p.m. in the DeRosa University Center Ballroom. There will be games, contests, lots of fun things to do. Volunteers are needed to sign up for 30 minute shifts at the benefits fair.

Reiterated what Pat Cavanaugh said, Human Resources is working with the local Employment Development Department to determine salary trends in the market.

IX. **Committee Reports** – Career Month Planning Committee – Kim Cose

SAC Career Month begins on Tuesday, November 17th in the DeRosa Center Ballroom. Dr. Pamela Eibeck will be the opening speaker. Director of the Career Resource Center John Carvana will be doing the Myers Brigg Assessment for interested staff members.

On Wednesday, November 18th we'll have a guest speaker from San Francisco discussing ‘Starting a Career Dialog with Your Supervisor’. This will be a 90 minute session on how to create a sound-byte out of your strengths, then turning the event into a networking session.

**ISPC – Jaci Griffen**
Document imaging
Uniform use of banner

**IPC-Kelli Page**

IPC's September meeting continued to review the Pacific Rising 2008-2015 – Strategic Action Plan. The October meeting will focus on enrollment and program planning. Budget presentations will begin in November. IPC’s next meeting will be October 13, 2009.

**University Compensation – Margaret Roberts**
Reiterated Patrick Cavanaugh comments above

**Provost Search Committee – Margaret Roberts**

Margaret announced that her role in the PSC is to be the voice for university staff; and asked SAC council members to respect that there will be times she is unable to discuss the details of the search, due to confidential/sensitive information regarding the search.

**Business Managers - Lorena Quilenderino**

There was a very brief meeting last week. Eric introduced the new training schedule for the budget. Council members can register on-line for classes. Also on the website is the new assignment list.

The Telecommunications staff asks that every department update their contact list (who is authorized to charge supplies, purchase phones, etc). Faye Snowden is asking Pinnacle for a new ‘on-line’ system. If we have any suggestions on to improve site, let Faye know.

More auditors will be coming to campus soon. They’ll be staying for about six weeks.
Purchasing has asked if we request reimbursements for students, confirm their addresses. Lastly, we will now be paying the tax for carbonated drinks purchased in the DeRosa Center.

**University Facilities – Ginger Hudson**  
No meeting, no reports.

**Scholarship Committee – Rebeca Stovall**  
The SAC Scholarship Committee on September 29th. The Agenda worked through:

- Determine SAC Scholarship meeting schedule – schedule posted to all SAC scholarship members.
- Developed a timeline for announcements/deadlines posting to E-News, the Pacific Bulletin and the SAC list serve
- Discussed the processes/procedures for handling submitted scholarships (producing an SAC Scholarship Committee Guide with various details and examples)
- Edit the SAC Scholarship Form
- Reviewed some enhancements to the webpage/form

Our next meeting is scheduled for Friday, December 4th, right after the SAC. We’ll review and decided on Scholarship Forms submitted for the 1st Quarter (Nov 30 deadline). We report the results to the SA_Council List Serve on Tuesday, December 22nd, and also report at the Friday, February 5, 2010 SAC meeting.

**HOT TOPICS!!** In an effort to promote and encourage staff development opportunities, the Staff Advisory Council (SAC) awards scholarships to staff members wishing to pursue professional educational development.

Details and instruction on how to apply and the application form are available on the SAC Scholarship webpage (http://web.pacific.edu/x9137.xml). The application deadline for this quarter is November 30, 2009.

Please submit all completed applications to Rebeca Stovall, Chair of the SAC Scholarship Committee. For campus mail please indicate ATTN: Rebeca Stovall at the Office of Information Technology (OIT) – Customer Support Center (CSC) or Fax to 209.946.3971. For questions, call 209.946.3965 or email SAC@pacific.edu.

**Sustainability Committee – Kelli Page**  
Thank you for your comments and suggestions to the University’s sustainability commitment statement. Next week Gene Pearson, chair of the Sustainability Committee, will make a presentation to the Board of Regents. The Staff Advisory Council will vote on the final draft of the commitment statement at their November meeting. The Sustainability Committee’s next meeting will be October 15, 2009.
University Safety & Security Advisory Committee – Jay St. Clair
Informed council about upcoming seasonal flu shots that are free to Pacific faculty and staff.

The council that the incident with a student found with a gun on campus is being handled by Stockton and University police.

Memo from the Pacific Alert Team/Crisis Response Team Meeting on September 15th was handed out.

University Diversity Committee –
No meeting, no reports.

Dining Committee –
No meeting, no reports.

WASC Review Committee – Rebeca Stovall
The WASC Steering Committee last met last week on Sept 23, 2009.

The bulk of the meeting was used to review the WASC Draft Capacity and Preparatory Review (CPR). The document can be found at:
http://iris.pacific.edu/wasc/draft.2009.10.01.html

The WASC group is trying to get feedback on the Draft CPR by Nov 18th. I expressed some concerns to the WASC group that it would be difficult to schedule a meeting on an existing SAC scheduled timeframe since the guest speakers were already booked.

My suggestion:

1. We request feedback from SAC members via the SAC email list serve. I will post the relevant links/document and provide the feedback channels preferred.

2. We encourage the SAC members and constituents to participate in the STK Campus Open Forum and again provide feedback.

The WASC Committee will be happy to have an individual meeting with SAC to review the CPR, if that is needed.

Open forms are also available, information of the WASC CPR Discussion open forums can be found at http://web.pacific.edu/x31553.xml.

The group also briefly discussed the draft Strategic Action Plan (SAP) that contains the 20 Strategic items that the university has defined to try and meet/work on the Pacific Rising Plan. This Draft SAP can be found on the IRIS website below.
http://iris.pacific.edu/pacificplan/SAP/default.asp

I’d suggest reviewing the following link to the database specifically:
X. What’s on your mind?

HOT TOPICS!! Want to learn more about the WASC Review the campus is preparing for? Please attend the open forums. Open forum schedule can be found at http://web.pacific.edu/x31553.xml.

HOT TOPICS!! Saturday Partner’s in Education (PIE) Program
The Center for Community Involvement's (CCI) Saturday Partners in Education (PIE) Program is having its next event on Saturday, October 31st.

- For ages 6-12 years old
- 10:00 a.m. – 3:00 p.m.
- Cost is $5 per child, lunch included in price
- Drop-off and pick-up at Burns Tower
- Advance registration is required

Saturday PIE is designed to bring children to the Pacific campus and give them a glimpse of the many aspects of college life. While interacting with their college student "buddies" throughout the day, children will also participate in a variety of games, activities, and learning experiences.

If you are interested in registering your child for Saturday PIE, come by the CCI office and fill out a registration form. The CCI is located at 265 W. Knoles Way (at the corner of Pacific and Knoles).

If you have any questions about Saturday PIE or the registration process, feel free to call the CCI at (209) 946-2444.

XI. Adjournment
Meeting adjourned at 12:15 p.m.
The next SAC meeting is Friday, November 6, 2009, 12:00 p.m. – 2:00 p.m.
Library Community Room
Guest Speaker: President Pamela Eibeck
STAFF ADVISORY COUNCIL

APPROVED MINUTES

Sept 4, 2009

Attended: Rebeca Stovall, Gail Stovall, Ash Chaudhry, Kelli Page, Gilda Mossadegh, Ana Orellana, Consuelo Roberts, Sally Draper, Jay St. Clair, Cathy Martinez, and Pat Spreer.

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

I. The meeting was started at 12:10pm. Rebeca Stovall, Chair Elect, welcomed everyone and counted Representatives to see if there was quorum – there was not.

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 June 5, 2009 meetings were reviewed. There were no edits, but the vote to approved minutes will wait until next meeting with quorum.

III. Treasurer’s Report – Rebeca Stovall, Chair Elect provided copies of the Treasurer’s Report

The report reflected a total of $18,791.80 available in the General SAC Fund and $3,397.40 in the SAC Scholarship funds.

IV. Chair’s Report – Rebeca Stovall, Chair Elect read Jaci Griffen, Chair report provided

Good afternoon –

I am sorry I am unable to be at our first official meeting. I look forward to working with all of you this year to represent staff.

A quick reminder:

• While myself and the SAC executive board represent staff voice with varied constituent groups on campus, it is very important that we hear your voice, you represent your constituents to us so we can bring their issues forward. Some issues may be training needs, manpower, workload. We need to hear those so we can try to affect change. Please don’t hesitate to phone or email any one of us on the executive board, we want to make sure these meetings represent staffs issues.

Appointment:

• I have been appointed to the Presidents’ Advisory Council. We will be meeting once a month. This group is comprised of the Cabinet, Dean’s, President, representatives from McGeorge and SF, and others from campus leadership. The first meeting will be held on September 14th. I look forward to reporting back to you at our October meeting.

Speakers:

• Vice President Cavanaugh will be our speaker in October. Please let us know topics you would like to see him address. President Eibeck will be our speaker in November. Her format is being developed.

Pacific Family Fun Day:

• Many thanks to Gail Stovall and her team of dedicated workers for organizing this event. Please make sure your division is aware of the canned food contest this year (this will be an annual contest). We are very excited they will be on campus to accept the donations and that one of our very own Pacific students has designed the bowl for us. Let’s make this event a huge success!

Many thanks for all you do. I look forward to hearing from you soon and seeing you at PFFD! Jaci

V. New and Ongoing Business

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 email SAC@pacific.edu. Rebeca also noted that there was a need to send calendar items to those that already signed up.

PFFD (Pacific Family Fun Day) – Gail Stovall

Gail Updated the Group on the PFFD plans so far. Date is Saturday, Sept 26th. 11am – 2pm – please save the date and remind your constituents. Gail will do a follow up on the location for the Food Donation Contest. Please RSVP to funday@pacific.edu or call Ana Orellana at 209.946.3991. There are vegetarian options on the menu. During RSVP just ask.

Holiday Reception Signups:

Rebeca distributed a signup sheet for those that would like to join in to help plan the Holiday Reception Planning Committee with Rena Quilenderino, Chair of the Holiday Reception Planning Committee. Anyone else interested helping out please contact Rena Quilenderino.
VI. Guest Speakers: Sia Mohsenzadegan, Bon Appetit and Steve Jacobson, Associate VP Housing and Greek Life: Announcements, starting Tuesday, September 9th, 2009:

- **New Meal Plan for Faculty and Staff.** When you go to purchase an item from any of the on-campus dining venues, simply tell the attendant at register that you want to use your Employee Meal Program (EMP) dollars to purchase the item. Once doing so, the amount will be deducted from your PacificCash account.
  
  As a special bonus, those faculty and staff who purchase items using the Employee Meal Program will receive an automatic 10% discount at the register.
  
  Please note that the EMP can only be used by employees with a valid PacificCard ID and is not available using a “department” card. The program has now been activated so be sure to start saving today! For more information on the PacificCash or the Employee Meal Plan program, please visit the [PacificCard website](http://www.pacificcard.pacific.edu).

- For your convenience you can now order your meal from the Lair at the Grove and pick it up! Just order, ask for your receipt, pick it up, and enjoy!

- Smoothie with fresh fruit! Breakfast at Marketplace only for the Fresh Fruit Smoothies.

- Thursday Dessert expo behind the Salad Bar at the DUC

- Adding a Crepe station – Dessert and savory!

- Whole-wheat pasta is back.

**Future items:**

- Online ordering is just not there yet. Eventually we want to go this direction but just not there yet.

**Other information:**

- Busiest day and time – Tues and Thur 12noon – 1pm. Consider taking your meals at non-busy times.

- The # of people coming through is about 400-450 per hour.

- River Room – trying to kick up the food options. Exposition on the Deck. Fridays. Tell everyone about River Room on Fridays!

- Wednesday, Farmers market.

- Dining Videos: How to use Dining Dollars, Freshman 15, etc – on the [Bon Appétit Website](http://www.bonappetit.pacific.edu).

- Anything missing – like plastic forks – contact any Bon Appetit or floor manager should be able to help out get the items.

- Working with ASUOP about water bottles. Getting Eco-Fina water from Pepsi Freshman groups get water containers to keep – Pacific Orange! We are moving away from the plastic bottles, plastic cups, etc.

- There is no restrictions on Pitcher vs. bottled.

- New Catering menu should be posted hopefully next week.

- Passed out Express Catering Menu.

- Sept 24th is the next Dining Committee – need to assign a SAC representative.

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 courses include:

- Interaction Management: Communication Skills for the Workplace 9/10/09 9am – 12noon SF TBD

- Interaction Management: Communication Skills for the Workplace 9/10/09 1pm – 4pm SF TBD

- Interaction Management: Communication Skills for the Workplace 9/15/09 9am – 12noon STK Human Resources Training Room

- Interaction Management: Communication Skills for the Workplace 9/15/09 1pm – 4pm STK Human Resources Training Room

- Interaction Management: Communication Skills for the Workplace 9/24/09 9am – 12noon SAC TBD

- Interaction Management: Communication Skills for the Workplace 9/24/09 1pm – 4pm SAC TBD

December will bring – change management “Who moved my cheese”.

Kim Cose had a few items she wanted to announce related to classes:

- There are still open slots in the courses this month.

- Minimum of 5 participants to have the class take place, if the class is below 5 the class will be cancelled

- The Registration system is still progressing. Please note that you will get an email from Kim to confirm the enrollment of the course.

Kim also provided information for upcoming classes:
VIII. Human Resources: Jane Lewis – Jane reported:
Salary Plan Meetings are moving forward – Likely next meeting on Nov 29th, 2009. Will discuss the Memo for Salary Adjustment on FY 2010 concerns.
Compensation meeting met.
Reminder the Benefits Fair is Nov 6th – see more announcements soon.
FYI:
- Welcome Reception for African America Society September 10, 2009 -- information posted to HR website.
- Hispanic Society Welcome date as well. Las Familia Staff/Faculty – Luncheon on Sept 12th, 2009 9am – 2pm in Grace Covell.
- H1N1 Flu info on the HR website and Pacific will be providing free vaccines at the university. Seasonal and H1N1 FREE to staff and on all three campuses.

IX. Committee Reports

Career Month Planning Committee – Kim Cose reported the National Career Development Event – November 17th and 18th Two Day event. President Eibeck will be a speaker. UC ballroom and Conference rooms. Working on funding aspect still. Will hope to have some outside sources. Need more volunteers for the committee. If you would like to get involved – please contact Kim Cose via email if interested at kcose@pacific.edu. Any time you feel you can volunteer. Timeframes are still being determined – about 10am – 3pm w/ a lunch break each day.

ISPC- No Report

IPC – Kelli Page Reported
IPC’s first meeting of the year was held on August 25, 2009. The new members of IPC were introduced. Members of IPC can be found at [http://web.pacific.edu/x14020.xml](http://web.pacific.edu/x14020.xml). Information about IPC, including their agendas and minutes, can be found on the Provost’s webpage at [http://web.pacific.edu/x4742.xml](http://web.pacific.edu/x4742.xml).

The Budget Planning Guidelines were reviewed. There was discussion about the process, the timeline, and the guideline’s ties to Pacific Rising / Strategic Action Plan (SAP). A new time line will be presented in September. The Budget Assumptions were reviewed. Two key issues were discussed. First, discussion was in regards to the possible reduction in the Cal Grant program. This year’s Cal Grants were maintained. In 2011, there is a proposed 5% grant reduction from the State of California. This would be an approximate loss of $500,000 or approximately $500 per Cal Grant recipient at Pacific.

The second discussion was in regards to Pacific’s endowment. Approximately 2/3-3/4 of Pacific’s endowments are “under-water” (down in value). To help maintain the distribution of those endowments it was suggested that a “restoration” plan was needed.

IPC’s next meeting will be September 8, 2009.

University Compensation – No meeting, no report

Staff Salary Plan – They have met.

Business Managers: Rena Quilenderino provided via email a copy of the draft minutes which Rebeca read:
August 12, 2009, 2:00-3:30 p.m.
(Uunapproved)
Deborah Denney welcomed the group to the meeting and the Business Managers introduced themselves to the group. Deborah thanked everyone for their hard work and for a successful year-end closing.
Banner 8 Training:
Kim Cose shared with the group there will be no Banner 8 training. There are no major changes to Banner 8. Kim explained job aides are being developed and tested for various modules. Audrey George explained most Banner forms will remain the same. The go live date will be the week of Thanksgiving 11/21/09.
Audit Update:
Deborah informed the group of the following:
• External financial statement audit begins August 24 with KPMG
• A-133 audit and NCAA review – late October or early November
• Grant specific audits August – November
• Special events accounting and how it relates to 990 reporting
• Policies and procedures are being updated
• Personal cell phones used for business will be taxed by IRS
• Purchasing will send out information regarding bottle water contracts.
• DHHS Indirect Cost rate was negotiated for two years at 58%.

Tara Juano, Payroll Manager informed the group Career Resource Center, Payroll and Human Services will be scheduling 1 hr. training session for supervisors. Employee Authorization forms and timesheets will be some of the items discussed. Training dates and times will be determined.

Audrey reminded the group of the following:
• Procard should not be used for personal expenses. Personal expenses should be kept separate and not filtered through the University. Deposits to cover these expenses should not be made with the Cashier.
• Signature Authorization form has been updated and will be posted on the website in a few weeks. An original form must be submitted each time when updating information. Forms are due to A/P by the end of September.
• Updated Account Code Listing will be posted on the website next week. If you have questions, call Accounts Payable for assistance.

News and View; Tips and Tricks:
Records management training and online EA processes are not ready.

Future Agenda Items:
• JP Morgan Reports and Procard Reporting
• Managing Email and Other Distractions
• Key implications of the new 990 for Business Managers

Adjournment: Next meeting scheduled for September 9, 2009, at 2:00 p.m., Library Community Room

University Facilities- No report
Scholarship Committee - No report.
Sustainability Committee –
Kelli Page reviewed in brief the documents previously sent to the SA_Council list. She explained that the Sustainability committee is asking for feedback and any suggested edits to the documents; specifically, the draft Pacific Sustainability statement. Feedback should be provided before the next sustainability meeting on September 17, 2009. The group discussed sending the items to the SA_Council list again with an email that could be sent to constituents requesting feedback. The final drafts of the documents are to be reviewed and “signed off” at the next SAC meeting October 2, 2009.
University Diversity Committee - No report.

University Safety and Security Committees –
Jay St.Clair Reported for the Safety and Security Committee Meeting held August 26, 2009.
Panic Buttons: limited installations due to communication problems from site to dispatch (they don’t know what assistance is needed). There are different perceptions of what constitutes a problem and some individuals don’t look for alternatives. Recommendation: Have a Speed Dial set up and to work with OIT.
Skate Boarders: problems persist with traffic (pedestrian and vehicular) flows. We can’t blanket the campus with a policy- we just can’t say no more. Several instances of malicious use of barriers around campus have been reported with Physical Plant addressing. It is a method of travel complicated by user’s lack of attention to pedestrians (especially their using Ipods, cell phones and other distracting devices while using skateboards).
Carts and utility vehicles- required training through Risk Management offered through the web site. Risk Management has worked with Insurance Carriers to improve operation and use on our campus. All vehicles are being labeled for identification purposes. The foot bridge will have signage advocating that only one vehicle at a time cross as there is increased pedestrian traffic in a limited space. Education and training hopefully will work instead of punitive actions such as loss of driving privileges.
Public Safety Report- Mike Belcher submitted a handout of a report he submitted to the administration that had information outlining the incidents on and around the campus during the calendar year (this can be found on the Public Safety Web Site). There have been information fairs, presentations, and booths set up for training our campus community about issues concerning bicycles. Bike racks are being monitored to check if those using them are adequately securing their bikes. Stockton PD is converting their radios from analog to a 'narrow band'( by 2012) and Public Safety is working on a plan to convert so the respective agencies can communicate effectively. Defibrators are now in patrol cars.

Dinning Committee – No report
WASC Review Committee – No meeting since last report. Next meeting is in Mid September 2009.

X. **What’s on your mind?**
**Send Out “Hot Topics” and notes to the Constituents.**
Just a friendly reminder to all representatives; We need to make sure we are sending out communications with our constituents.

XI. **Adjournment**
Meeting Adjourned at 2:00pm.
The next SAC meeting is scheduled for October 4th 2009, 12noon – 2pm, at the DeRosa University Center 211.