

## 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](mailto: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. 11 am – 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](mailto: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](mailto:Rena.Quilenderino).

**VI. Guest Speakers: Sia Mohsenzadegan, Bon Appetit and Steve Jacobson, Associate VP Housing and Greek Life: Announcements, starting Tuesday, September 9<sup>th</sup>, 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](#).
- In an attempt to try to help with some of the lines at the Market Place and Lair. 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.
- Looking into "ATM" ordering – machines you can order from with your Pacific Cash. Long term maybe in two years?

**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](#).
- 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 24<sup>th</sup> 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>) or within insidePacific (<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:

More details can be found within insidePacific (<http://insidePacific.pacific.edu>).

- *Banner 7 Fundamentals: 9/10/09 9:30am – 12noon STK Human Resources Training Room*
- *Excel 2003 Tips 'n Tricks: 9/24/09 9:30am – 11:30am STK Human Resources Training Room*
- *PowerPoint 2003 Fundamentals: 9/30/09 9am – 11am STK Human Resources Training Room*
- *Orientation to Pacific's Business Technology: 10/14/09 9am – 11:30am STK Human Resources Training Room*
- *Excel 2003 Sorting & Filtering Data: 10/21/09 9:30am – 11am STK Human Resources Training Room*
- *Outlook 2003 Organizing Information: 10/28/09 9:30am – 11:30am STK Human Resources Training Room*
- *Word 2003 Formatting & Tables: 10/29/09 9:30am – 11:30am STK Human Resources Training Room*
- *Excel 2003 Formulas: 11/10/09 9:30am – 11am STK Human Resources Training Room*
- *Word 2003 Mail Merge: 11/11/09 9:30am – 11am STK Human Resources Training Room*

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

Salary Plan Meetings are moving forward – Likely next meeting on Nov 29<sup>th</sup>, 2009. Will discuss the Memo for Salary Adjustment on FY 2010 concerns.

Compensation meeting met.

Reminder the Benefits Fair is Nov 6<sup>th</sup> – 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 12<sup>th</sup>, 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](mailto: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>.

Information about IPC, including their agendas and minutes, can be found on the Provost's webpage at <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 Mangers:** Rena Quilenderino provided via email a copy of the draft minutes which Rebeca read:

August 12, 2009, 2:00-3:30 p.m.

(Unapproved)

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. Defibrillators 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 4<sup>th</sup> 2009, 12noon – 2pm, at the DeRosa University Center 211.