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.

HOT TOPICS!!

Gail Stovall – Informed the committee that PFFD was a huge success, thanks in big part to Steve Whyte, University Events Manager! On Tuesday, October 6th, the PFFD committee will meet for event debriefing. The PFFD is also accepting ideas for next year’s event. Any suggestions on themes, games, giveaways, etc., are to be forwarded to either Gail Stovall or Rebeca Stovall.

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 has 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 online 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: http://iris.pacific.edu/pacificplan/SAP/SAP_report.asp)
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](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