

**STAFF ADVISORY COUNCIL  
APPROVED MINUTES  
February 2, 2007**

**Attended:** Sheri Grimes, Brenda Martins, Faye Snowden, Kathy Fritz, Suzanne McNealy, Cathy Martinez, Danny Nuss, Linda Gemelos, Mary Anne Lower, Donna Kodama, Alice Kehoe, Ianthe Chase, Kim McCormick

**Absent:**, Jowette Caldera, Ana Orellana, Crislyn Parker

**Permanent Guests/Committee Reports:** Ginger Hudson, Kathleen Quinn, Cathy Dodson, Pat Spreer, Ed Garrick

**Guests:** Ash Chaudhry, Catherine Rogers, Pam Sanocki, Dan Shipp, Ryan Fetzer, Jason Velo

I. The meeting was called to order with roll call at 12:04PM. ( 27 total attendance/all guests signed in)

II. **Treasurer's Report**

Brenda Martins distributed the Treasurer's Report as of January 31, 2007. The expenditure's for December and January were for the Holiday Reception, Catering \$3,228.04 & decorations \$23.11.

General Fund Ending Balance 1/31/07	\$1,143.38
SAC Scholarship	\$1,145.68

**Guest Speaker, Dan Shipp, Assistant VP for Recreation and Leadership in Student Life**

Dan is from the University of Missouri. He is currently working on a the Baun Fitness Center membership, activities and shaping the programs available during working hours so staff/faculty are able to complete their workouts either before work, during lunch or right after work and the classes of most interest are available during those times. He also encouraged everyone to e-mail him at [dshipp@pacific.edu](mailto:dshipp@pacific.edu) with any questions/concerns or suggestions regarding the fitness center. The current hours of Baun Fitness Center are 6:30am-9:00pm (M-F), 9:00am-9:00pm (Sat) and 12:00 noon- 9:00pm (Sunday). He also mentioned that the Staff is top of the line to help in any area and you will see them sporting new uniforms. A question was asked if the center could open earlier for staff that starts at 7:30am....he said he will definitely look into whether it would be beneficial to pay a staff member to open that early, if its 8-12 members coming in at that time it would be feasible. So he encouraged staff to let him know. They will be sending out a questionnaire to see what the usage for staff is and what everyone's interest is i.e.: yoga, step class, cycling. Some of the issues brought up at this meeting were. He said they are looking into having possible instructors from 24 hr. Fitness come in a give classes at Baun,

These questions were addressed at the meeting by Dan:

1. Why do we pay a fee for a towel when we are paying a membership fee already? *The towels are now free and included with your membership.( effective 1/1/07)*
2. Is the equipment going to be upgraded? Most of the equipment is very outdated and there are no instructions on them as to how to operate, what part of the body does this work. *-Dan indicated that he is currently working to order and price new equipment and all of the new equipment has both how to operate and what part of the body is being worked right on them.*
3. The weight scales are always broken.....*Dan said they just replaced the scales and for some reason they are already broken so he's researching as to why this is happening and how they can supervise the use so they are not damaged during use.*
4. *Could there be a partial membership for staff who want to attend specific classes rather than have a full membership? There is currently a day use fee of \$5 that can be used for things of this nature. He has had something called a Breakfast Club at other places that gives people a morning membership until 1pm. That is something he would be willing to do here if there was interest.*

The Baun Fitness Center Non-Student Membership Fees are as follows:

1. Faculty, Staff, Partners, and Spouses (or dependents over 18 years of age) (guest passes for One (1) visit is \$5.00)
  - a. \$200 Annually
  - b. \$ 75 Semester
  - c. \$ 50 Summer
2. Emeriti Faculty and Spouses

- a. \$250 Annually
- b. \$ 85 Semester
- c. \$ 80 Summer
- 3. Affiliates and Spouses
  - a. \$300 Annually
  - b. \$105 Semester
  - c. \$ 90 Summer

The membership costs are payroll deductible.

Dan also shared with the committee that we are also invited to attend any of the Outdoor Connection trips

### **Chair's Report**

Proposals submitted to Pat Cavanaugh for date set for Holiday Reception and Family Fun Day and a budget request for moving Holiday Reception to Lunch. Pat was very receptive on our request to increase the budget for next year's Holiday Reception and will be meeting with President DeRosa on the "set" dates for both events in the future.

Provost to visit in March. Sheri reviewed the questions that had come from staff last year. Most were related to OIT and she felt that the Provost could address these concerns. She asked that if staff have any other topics/questions we would like him to address to forward them to her asap for consideration.

Meeting at McGeorge in April. Please check with your supervisors to see if you will be able to go and let me know as soon as possible. Who would we like to hear from for guest speakers?

New Hire Orientation Sign-ups- Sheri will e-mail dates with a need for a SAC Representatives to sign up and share our power point presentation.

### **III. Ongoing Business**

- A. Holiday Reception Final Committee Report
  - 1. The overall opinions that came in were very positive.
  - 2. Suggestions included: Each performer/speaker so be a set time limit & we should spread out each performer/speaker.
  - 3. More food selections
  - 4. A New Holiday Tree, and other holiday decorations for all different type of celebrations.

### **IV. Human Resources Forum - Ed Garrick Farwell**

Sheri presented Ed with a small retirement gift from SAC and a cake for celebration on his new retirement. She mentioned some of the significant accomplishments of Ed's tenure were:

Summer Hours, (that have been approved for this summer too)

Staff Trainer and dedicated training room

Major revision of staff handbook with collaboration with all three campuses and deployment of handbook on-line.

### **V. Committee Reports –The following is a summary of committee activities:**

- A. Staff Salary Plan – Human Resources to send out to committee questionnaires being sent to employers regarding salaries.
- B. IPC – Pacific Rising: The draft version 7 was reviewed by the Regents in committee and approved up to the goals level. The next step is for broader review and input by faculty and staff. A plan to present to updated version is being coordinated by Rob Brodnick. The draft version can also be found on the web.

Divisional Budget Presentations were made by all Stockton campus. Dental School and Law School are scheduled for February.

Innovation initiatives will also be reviewed in the months ahead.

- C. University Compensation – no meeting
  - D. Business Managers – minutes on-line at <http://www.pacific.edu/insidePacific/finance/docs-pdf/Minutes110806.pdf> on the controller's website. Cathy Martinez mentioned that they now have the ability to process expense reimbursements as direct deposit, but a form must be completed with payroll if you want this service.
  - E. University Facilities – Ginger Hudson gave a thorough update on facilities. See attachment. Concern was expressed by several members and guests that there is an increasing traffic problem with more cars driving through the Long Theater Parking lot now that the UC Construction has closed the service road between the fitness center and Hand Hall. There have been several near accidents. Ginger indicated she would bring it up to the committee.
  - F. Scholarship Committee –2 scholarships were requested and approved for this quarter, each for \$500.00. The recipients are both attending a very important Seminar that will improve their knowledge about their positions.
  - G. Safety Committee – Jay was unable to attend due to event in Athletics
  - H. Childcare Taskforce –Funding has been requested from the IPC and we are waiting to see if it is approved. It is still alive and kicking at this point.
  - I. Campus Security Advisory Committee –Robert was unable to attend with an update
  - J. University Diversity Committee – no report
  - K. Fraud Hotline Task Force – One (1) vendor has been selected from the RFP process and once this vendor is notified an announcement will go to the committee.
  - L. Interfaith Chaplain Search Committee – From a large applicant pool, the committee identified 8 candidates for phone interviews. Reference checks were done on 6 candidates and 3 have been selected to come for a full-day interview on campus. The Pacific Community is encouraged to come to the open forums and give feed back to Committee Chair, Peggy Rosson.
- VI. **Training Corner** – Regarding the Web-Based training, it was suggested that several staff members are asking for “Actual” teachers in the class not just a voice. Kathleen is arranging for the Teacher to show up in a small frame on the screen. But the consensus is that we have an actual person teaching the class for better knowledge.
- VII. **New Business** –  
Provost Gilbertson will be our speaker at the March meeting.

Meeting adjourned at 2pm.