

**STAFF ADVISORY COUNCIL
APPROVED MINUTES
May 4, 2007**

Attended: Ash Chaudhry, Suzanne McNealy, Wendy Cornwall, Sheri Grimes, Gail Stovall, Danny Nuss, Linda Gamelos, Patti Dunne, Cindy Jackson, Zachary Spurlin, Cathy Martinez, Jaci Griffen, Chrislyn Parker, Brenda Martins, Ana Orellana,
Absent: Jowette Caldera, Donna Kodama, Colleen Truden, Faye Snowden, Ianthe Chase, Alice Kehoe, Kim McCormick

Permanent Guests/Committee Reports: Jane Lewis, Pat Spreer, Jay St. Clair, Randall Ogans, Kathleen Quinn
Guests: Marika Wolfe, Matt Olson, Nancy Snider, Margaret Caldwell

I. The meeting was called to order at 12: 02pm

II. Roll Call – Kathy Fritz, Secretary

- This is the first meeting for the incoming SAC Representatives and the last meeting for the outgoing Representatives. Kathy had already made new tent cards for the new members. We had everyone attending tell us who they were and where they are from so the new people could see the Representatives on SAC.
- Sheri formally welcomed all new Representatives.

III. Treasurer's Report – Brenda Martins, Treasurer

- The net funds available as of May 1, 2007 in the SAC general fund are \$1,314.29. The SAC Scholarship fund balance is reflecting a negative balance of -\$104.32. However, this is with a deduction of \$1,250.00 awarded but will not be distributed until FY 2007 with the applicant's department matching the award.
- Brenda also mentioned she didn't have the cost of lunch for SAC members at the McGeorge, April meeting. Suzanne from McGeorge said lunch was provided by McGeorge at no cost to SAC.
 - **THANKS SO MUCH FOR LUNCH MCGEORGE!**

IV. Guest Speaker – President De Rosa (SAC Chair had prepared questions for Dr. De Rosa-those questions are attached for reference)

- Salary- The merit increases are based on the area and cost of living. The university completes extensive research on each area for each position. Normally the dental school receive either a ½% - 1% more of an increase pool based on cost of living, regional competitiveness and other factors.
- The methodology for evaluating Staff salaries: A review of salaries and benefits is completed every year; The H/R department completes surveys for each campus and position to make sure that our positions are in line with the compensation and benefits for that area.
- The Regents approved an additional 2 million for salaries and 1.5 million for medical. This amount is in addition to the regular budget.
- Compensation/Benefits- The University is currently working with attorneys in regards to the law and legalities of age when a person can participate in the TIA-CREF program. This is not a University of the Pacific requirement is a legal issue. Research is ongoing.
- Pat Cavanaugh said they are hoping for an answer before the end of 2007. They have looked at two types of programs. One is like we have in which the eligibility is based on age. In the other type of plan eligibility is based on time in service (for example, after 1 year of employment).
- Medical Insurance Premiums- The Compensation Committee has just met to start discussing the benefits of 2008. Pacific is doing an excellent job during negotiations with the insurance carriers but the cost of insurance for all employers and employee is increasing due to claims. The committee is looking at options to assist in keeping costs down in the future such as wellness programs and other health incentives.
- Child Care: The childcare initiative for Stockton campus has been approved by the Board of Regents. Lynn Beck, Dean of Benerd School of Education will assist in coordinating the program once it's off the ground.
- Budget Planning: Pat Cavanaugh said that the budget planning issue is currently being addressed by divisions. Each Division is responsible to him for their budget costs and overages and he will be meeting with the VPs to address each area.

- Diversity: Diversity on our campus is doing well but can improve. Transferring students that are in coming seem to be more diverse. Many of our divisions are very diverse but we continue to address this.
- General Comments by President De Rosa and/or Pat Cavanaugh:
 - Pat Cavanaugh: The Human Resource Director/Vice President position has been reopened.. The applicants that visited campus were great, but committees felt they were not what Pacific was looking for so they are going to start recruitment once again. They have engaged a search firm.
 - The President wanted to thank all of the staff for doing such a great job this year and especially the Admission and Financial Aid areas. This year we received over 6,000 applications for all three (3) campuses, 3,300 are new students. The dental school has appx. 135 openings for 500 applicants. The law school has 800 openings for appx. 2,500 applicants.

IV. Chair's Report – Sheri Grimes, Chair

- Sheri went over the election results for each area and gave instructions for the transition of the new reps. Outgoing reps can send out the minutes with an introduction to the new rep. The new reps can send out the June agenda with an introduction. New constituent lists will be sent to the new reps before the June meeting.
- She also handed out Thank You gifts to the out going SAC Representatives.
- Sheri also mentioned that the new Chair for SAC, Faye Snowden was unable to attend the May meeting but will take her position at the June 1st meeting. NOTE: The June 1st meeting will be held from 11:00am-1:00p due to summer hours. The meeting place is the same.
- She also encouraged staff to attend the Diversity Retreat going on today on the campus.
- She then shared with the council that Advancement is going to solicit staff/faculty donations under a letter signed by Academic council and SAC Chair so everyone should be receiving donation request letters via campus mail.

V. Ongoing Business –

- A. In Jowette and Kim's absence Sheri presented the results of the dates for Pacific Family Fun Day (PFFD) and the Holiday Reception. The Holiday Reception will be scheduled the 2nd Thursday of December. Planning for PFFD encountered problems with religious holidays –Yom Kippur and Ramadan usually happen sometime during the month of September. We discussed how to handle this issue which would effect participation in fun day by many of our staff and faculty. The consensus was put to a vote and carried to set the dates for the events for 4 years out, taking the holidays into account. We will try for the 3rd Saturday of September; however adjust if needed for holiday observance because it would impact participation of staff/faculty of these faiths. President De Rosa also mentioned this year is his mother's birthday is Sept. 15th and he will be out of state on that date. So we need to also keep that in mind when planning 2007. Kathy Fritz voted to accept this, Chrislyn 2nd the motion and the committee voted to adopt this procedure.

VI. Committee Reports – Please note that President De Rosa's presentation time ran into the Committee Report time so the committee reports were very brief.

- A. **ISPC-** Sheri Grimes – ISPC has been reviewing several policies: the E-Mail Policy, Data Retention, Computing and Communication Confidentiality Policy. Although many of the policies themselves are very general and require few changes over time, the operating policies have undergone many revisions. Discussion continues on the issue of document imaging and new discussion over the plan to form an event calendaring task force to explore needs and solutions for a broad array of calendaring issues. There has also been discussion about how to address concerns over student and non-permanent employee access to confidential (particularly student) data, and whether this should be dealt with in an official policy.
- B. **University Compensation –** Suzy Martegani – The committee met on May 3rd to discuss the benefits program for 2008. Our premium increase rates will not be in until this summer; however the projected increases do look very favorable (low) but are not finalized yet. The committee is looking at options to assist in keeping costs down in the future.

- C. **Scholarship Committee** – Kathy Fritz — We have granted partial scholarship on one request received. The scholarship award will not take effect until next fiscal year as the recipient's department is assisting with costs and will match our award amount.
- D. **Business Manager**- Cathy Martinez – Business Manager's available at the Business Manager's link on the Controller's Website.
- E. **Safety Committee** –Jay St. Clair – no report received
- F. **Campus Security Advisory Committee** – This committee needs a new SAC Representative
- G. **University Diversity Committee**- Randall Ogans- reminded everyone about the Diversity Retreat and encouraged staff to participate
- H. **Fraud Hotline Taskforce** –Faye Snowden – no report

VII. HR-Jane Lewis

Jane had planned to update staff on HR Director search, however, VP Cavanaugh had already done so. Sheri asked that the University move forward to fill the IT Trainer position since the HR search is being extended. The position has now been vacant since September 2006, and there has not been coordinated staff IT training since then.

Kathleen submitted written information on upcoming training: May 8 "Leading Extraordinary Customer Service;" May 15 "Talent Management & Performance Reviews;" and Jun 5 "Managing for Managers." Also there will be training related to the conversion to Outlook email. Notices will go out to each department as they undergo the conversion process.

VIII. Adjournment

The meeting adjourned at 2:16pm