

**STAFF ADVISORY COUNCIL
APPROVED MINUTES
October 5, 2007**

Attended: Cindy Jackson, Gail Stovall, Ana Orellana, Danny Nuss, Patti Dunne, Jaci Griffen, Suzanne McNealy, Faye Snowden, Zac Spurlin

Permanent Guests/Committee Reports: Jane Lewis, Cathy Dodson, Pat Spreer, Jay St. Clair, Kathleen Quinn

I. **The meeting was called to order at 12:05 pm.** Faye Snowden, Chair, welcomed everyone.

I. **Roll Call** – Jaci Griffen, Secretary

- Please sign roll call sheet.

II. **Treasurer's Report** – Suzanne McNealy Treasurer – Suzanne McNealy handed out the current report. Our budget is tight. The money spent on lunches for the meetings is higher this year than last.

III. **New and Ongoing Business** - The HR slides for orientation have changed. They can be reviewed on the SAC drive. If you are unable to attend an orientation that you have signed up for, please contact Danny Nuss. Danny is our backup for orientations. Jane Lewis will be the speaker at the November meeting. Faye will be calling a bylaws meeting within the next 3-4 weeks. **Payroll:** Tara Juno from payroll presented the new employee self-service program for payroll. She distributed handouts that showed how to access this through Inside Pacific for W2, vacation and sick hours among other things. They are shooting for a November rollout. Questions were asked regarding the physical distribution of paychecks. Tara stated that as of now, she is not aware of a change in this process. Business managers' minutes had referred to a change in the distribution beginning in January. It has since been learned that the decision regarding distribution has been tabled.

IV. **Chairs Report** – Faye Snowden - PFFD: Faye thanked everyone on the PFFD committee for all of their hard work. There will be a wrap up meeting to be scheduled. President DeRosa attended and was very impressed with the gift table. Ana will contact Sheri to see if photos can be posted on the web page. **SAC "A" Priorities:** Faye will be heading an ad hoc committee to determine a process for dealing with the "A" priorities. Rebecca Stovall, Gail Stovall, Jaci Griffen, Cindy Jackson and Danny Nuss expressed an interest in serving on the committee. **Holiday Reception:** Cindy reported that the committee for the holiday reception has not yet met, but will before the next SAC meeting. A date of December 13th was set. Cindy will be getting an estimate on the food costs. **Adopt-a-Family:** Rebecca Stovall and Gail Stovall will work with Crislyn Parker to organize this effort. **Vice-Chair:** Discussion centered around the imperative need for this position to shadow the chair and fill in as needed. The filling of this position is imperative to the survival Tabled for discussion at the November meeting. **Shirts:** Faye emphasized that due to budget constraints, shirts will only be ordered for new members this year. Sample sizes will be available at the November meeting.

V. **Committee Reports**–

- A. **Staff Salary Plan** – Faye Snowden/Pat Spreer - The scorecard format is set. There is enough data from the survey this past spring for evaluation. Report card should be complete by December.
- B. **IPC-** Cathy Dodson – Cathy presented a handout which included her report and a link to the IPC webpage.
- C. **University Compensation** –Nothing to report.
- D. **Business Managers-** Cathy Martinez – Nothing to report.
- E. **University Facilities-** No report.
- F. **Scholarship Committee** –Gail Stovall - Gail reported that two scholarships have been awarded. Watch enews for name announcement.
- G. **University Diversity Committee** – Randall Ogans – No report.
- H. **Campus Advisory Committee** – Ash Chaudhry – Ash reported that Risk Management is in the process of rewriting the policies and procedures manual. A reminder that pets are not allowed on campus. On November 14th, the federal government in conjunction with the Port of Stockton will be holding a disaster preparedness drill on campus. Watch e-news for details. The name for this drill is Golden Guardian.

- I. **Safety Committee** – Jay St. Clair - A reminder that it is illegal to drive University 15 passenger vans without a Class B license. Call Jay at 62375 with any questions. It is imperative that no one drive these vans without the proper license. It is illegal in this state to do so.

- VI. **OIT – Cyber Infrastructure: Emergency Notification:** Greg Walton reviewed the new emergency notification system to be implemented on campus. This will be an early warning system with instant mobile alert when an incident happens on campus. Highlights:
- A. System implemented on all 3 campuses
 - B. Registration will be through Inside Pacific
 - C. Tied to response plan outlined in public safety policies & procedures
 - D. Enrollment the key to success – Dr. Griego making mandatory for student life
 - E. FAQ's are on the OIT website
 - F. An emergency website will be created

Questions for Greg centered on the issue of cell phone notification and the fact, that due to the phone system, work extensions cannot be used as the emergency notification contact.

- VII. **Training Corner** – Kathleen Quinn – Kathleen reviewed training sessions that will be held on 11/15 & 11/27 regarding emotional intelligence. Training will also be scheduled for McGeorge and San Francisco. General computer support will be held each month, once a month for a 3 hour session.

VIII. **What's on your mind?**

Cigarette butts are a problem. Need central receptacles for smokers. Can the maintenance budget be increased with the new building? Cathy Dodson reported that every new building is required to have a maintenance endowment..

IX. **Adjournment**

Faye adjourned the meeting at 2:10 pm. The next SAC meeting will be held on Friday, November 2, 2007 in the Pine Room.