

**STAFF ADVISORY COUNCIL  
APPROVED MINUTES  
June 1, 2007**

**Attended:** Wendy Cornwell, Danny Nuss, Zachery Spurlin, Ash Chaudhry, Suzanne McNealy, Cathy Martinez, Brenda Martins, Kathy Fritz, Faye Snowden, Sheri Grimes, Patti Dunne

**Absent:** Jowette Caldera, Donna Kodama, Colleen Truden, Ianthe Chase, Jaci Griffen

**Permanent Guests/Committee Reports:** Jay St. Clair, Randall Ogans, Jane Lewis, Cathy Dodson, Sondra Roeuny

- I. **The meeting was called to order at 11:04 pm.** Faye Snowden, Chair, called the meeting to order at 11:04am. Faye welcomed everyone at her first official SAC meeting as Chair. She explained her absence at the May meeting due to being at a month long pre-scheduled conference. She handed out the SAC By-Laws for everyone that did not have a copy or had not looked them up online (for the new Representatives). She also asked everyone to make sure the information on the areas they are representing be reviewed for accuracy. It was asked if Alice Kehoe would possibly need to be replaced due to an extended LOA but Jane Lewis indicated that Alice is expected to return in the next 2 weeks and will be able to resume her duties as a Representative.

I. **Roll Call & Introductions – Kathy Fritz, Secretary**

- We placed a sign in sheet for everyone attending to sign in as either Guest or SAC Representative for a record of attendance. We had Introductions of the new and outgoing reps at the May meeting so everyone is already familiar with the new Representatives.

II. **Treasurer's Report – Brenda Martins, Treasurer**

- III. SAC is looking good for year end. We should have appx. \$500-600 to transfer into the SAC Scholarship budget for 07-08 year.

IV. **Chairs Report – Faye Snowden**

- Faye asked everyone to check out the new web site for SAC and any comments should come to her. The consensus of the group was that the web site looks great. She also mentioned that there will be no meetings scheduled for July or August. The SAC Representatives will be notified of the SAC Retreat as soon as a date is set...it will be late July/early August.

IV. **Officer Elections – Faye Snowden, Chair**

- V. Faye is calling for nominations for the following positions on the Executive committee. The following were SAC Representatives nominated. The final vote for these positions will take place at the retreat in July/August.
- Nominated for
  - Treasurer - Suzanne McNealy (McGeorge Representative)
  - Secretary – Jaci Griffen (Advancement Representative)
  - Chair Elect- No names were brought forward for nomination at this time. This position will be discussed at the retreat.

VI. **Committee Assignments 2007-2009 –**

- A. Campus Security-
- B. Scholarship Committee –
- C. ISPC –

VII. **Pacific Family Fun Day – –**

The two dates suggested are Saturday, Sept. 8<sup>th</sup> & Saturday, Sept. 15<sup>th</sup>. The President will be out of town on Sept. 15<sup>th</sup> so the committee took a vote and it has been agreed to plan it for September 8<sup>th</sup>.

The following representatives agreed to sit on the planning committee:

- Cindy Jackson
- Suzanne McNealy
- Jay St. Clair
- Zachery Spurlin

Faye will also send out notices asking any staff on campus to also participate on the planning committee, the more the merrier!

**VIII. Human Resource Report (Trainer & VP Search)–**

Sondra Roeuny reported on the search for a campus IT Trainer for campus. This person is replacing Maria Myers. The position's job description is being rewritten with input from various areas on campus deciding on needs for training and what type of training this position will perform. Sondra is working closely with Pat Cavanaugh on recruitment. Faye explained that this is a position that the staff has asked for- a commitment from management to have an IT Trainer for staff. She also mentioned why this position became and the function of this position is also again being addressed.

Sondra said she is meeting with Pat Cavanaugh the end of this month to discuss needs and interests. They want this position filled with the appropriate person experienced in training where we are feeling the need. This person will be the trainer for all 3 campuses and they are asking this position have a working budget for training materials and an actual training room for staff to train in during the classes. Sondra asked the group to check with all of their constituents and get input to pass on to her. She said most of the responses have stated the same....No facility and no resources.....this is what we need. Cathy Dodson also indicated that SAC should make a formal request to the IPC (in writing) for next year's budget; the request should also come from Business and Finance. Wendy also mentioned that there is no accountability to supervisors/directors for training. We get additional points for training during the year but our supervisors/directors are not supporting our need for training or requests for training.

**IX. Committee Reports)–**

- A. **ISPC** – Sheri Grimes – With the AVP, Pat Cavanaugh the committee will start in appx. 3 weeks. ( Sheri will also need to be replaced on this committee-this will be discussed at the retreat.)
- B. **Staff Salary Plan** – This committee will meet on June 7<sup>th</sup>.
- C. **IPC**- Cathy Dodson – Community Inventory results for WASC Accreditation/responses were solicited from across the campus. Results were presented to IPC. Responses were consistent when compared to peer institutions. Jean Purnell will lead work to prep for our next WASC review. IPC budget assumptions and planning guideline draft will be distributed to the campus over the summer.
- D. **University Compensation** –Next meeting in July.
- E. **Business Managers**- Cathy Martinez – Cathy distributed the minutes from the meeting with a special note to all –DO NOT USE YOUR PROCARD FOR ANY PERSONAL PURCHASES. EVEN IF IT IS FOR A GIFT FOR ANOTHER EMPLOYEE IN YOUR DIVISION.
- F. **University Facilities**- Ginger was unable to attend the meeting. She will update at the next meeting.
- G. **Scholarship Committee** –Kathy Fritz did not receive any additional requests for the scholarship this period.
- H. **University Diversity Committee** – Randall Ogans – No report
- I. **Fraud Hotline Task Force** – Faye Snowden – No report.

**X. Whats on your mind**

**XI. Adjournment**

The meeting adjourned at 2:00pm