

**STAFF ADVISORY COUNCIL
APPROVED MINUTES
September 7, 2007**

Attended: Wendy Cornwell, Danny Nuss, Zachery Spurlin, Ash Chaudhry, Suzanne McNealy, Cathy Martinez, Jaci Griffen, Faye Snowden, Sheri Grimes, Cindy Jackson, Colleen Trudeau, Linda Gemelos, Ianthe Crosby-Chase, Gail Stovall, Patti Dunne & Ana Orellana

Permanent Guests/Committee Reports: Randall Ogans, Jane Lewis, Cathy Dodson, Pat Spreer

I. **The meeting was called to order at 12:03 pm.** Faye Snowden, Chair, welcomed everyone.

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

- We placed a sign in sheet for everyone attending to sign in as either Guest or SAC Representative for a record of attendance. The sign in sheet will be used for roll call. We had introductions of all in attendance.

II. **Treasurer's Report – Suzanne McNealy Treasurer** – Suzanne handed out the current budget and gave an update of expenses for PFFD.

III. **Chairs Report – Faye Snowden**

PFFD: Faye thanked everyone on the PFFD committee for all of their hard work. She passed out posters for everyone to post in their divisions advertising the event. Thanks for the posters Sheri! It was reported that approximately 220 have signed up to attend. **Holiday Reception:** Cindy reported that the committee for the holiday reception has not yet met, will begin to meet after PFFD. **Adopt-a-Family:** Rebecca Stovall volunteered to chair this committee. **Vice-Chair:** Faye emphasized the need for a chair-elect to come forward. For SAC to survive and thrive it is imperative that this position be filled. Discussion centered around time the duties for the position would take in addition to job duties. How SAC reps are compensated for meeting attendance during the lunch hour was also discussed. Cathy Dodson said we need to define the process for finding a vice-chair as well as define with managers and administrators that SAC is a viable and necessary committee. Kathleen Quinn suggested the possibility of a co-chair for chair elect then progressing to co-chair share the next year. Faye suggested we table further discussion/decision until the November meeting. SAC reps emphasized that a letter from the President endorsing SAC and the necessity of such is required as it has been some time since upper level management has been reminded of the importance of this body. **Training position:** Faye drafting a letter to the Administration regarding the training position to make sure that the position will be training not only in banner but all software used at Pacific and ensure that this person will have the resources required to do the job (training room, software licenses). **A, B, C issues:** Faye reviewed the priority issues that were brainstormed during the retreat this summer. The "A" issues: establishing a career path/ladder within the University, address need to increase support staff, parking/security issues, revamp sick time restriction policy to include a flexible donation policy. The "B" issues: public transportation/carpool board, create/promote an effective teamwork atmosphere between supervisors and support staff rather than the adversarial atmosphere that seems to exist now. "C" issues: work on events calendar, involve McGeorge more, work on a physical staff directory, possibly to be published every other year. Discussion regarding creating subcommittees to address "A" issues. Will discuss at next meeting best way to get the request out to the constituency.

IV. **Committee Reports**–

- A. **Staff Salary Plan** – Faye Snowden/Pat Spreer - Faye and Pat are working on a report card requested by Pat Cavanaugh that rates perception vs. reality. The committee was unable to meet this summer, but hope to have something for review by December. They also requested that the reclassification process be outlined, as it is very difficult as it stands.
- B. **IPC-** Cathy Dodson – IPC just had its first meeting. There has been a significant decrease (200) in the number of students this year. Due to the healthy budget, we will not suffer any freeze in hiring or significant budget cuts. It is felt that the increase in enrollment at the UC school contributed to the decline in enrollment.
- C. **University Compensation** –Nothing to report. However, Jane Lewis reported that the benefit costs should remain the same, there may be a slight increase in some plans. Pacific is working on instituting a

wellness plan to keep benefit costs down as well as working with Baun to offer a better gym benefit to employees.

- D. **Business Managers-** Cathy Martinez – Nothing to report. Linda Gemelos asked for a confirmation field to be added to the FAMIS form. Theater arts has had some challenges confirming that there requests are being processed..
 - E. **University Facilities-** Ginger was passed out information regarding the new tiger statue. She gave a detailed report regarding the new housing for campus.
 - F. **Scholarship Committee** –Gail Stovall - Applications have been received. The awarded scholarships will be announced at the next meeting. The next deadline is in November for the December award.
 - G. **University Diversity Committee** – Randall Ogans – First meeting coming up. All encouraged to attend.
 - H. **Campus Advisory Committee** – Ash Chaudhry – Ash reported that 97% of crime reports received have been incidents involving off-campus persons.
- V. **Training Corner** – Kathleen Quinn – Kathleen is working on a new staff survey to find out what staff would like to be trained in. She is aiming for a 97% participation rate in the survey. Kathleen is investigating the possibility of an online survey to improve participation. She is also working on the performance evaluation process to improve consistency.
- VI. **What's on your mind?**
The UPC box lunch fundraiser is coming up. Please participate if you can. Information will be sent out via email. There was a request for a suggestion box on the SAC webpage. Faye is working to get the election process online.
- VII. **Adjournment**
Faye adjourned the meeting at 2:10 pm. The next SAC meeting will be held on Friday, October 5,2007 in the Pine Room.