

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

Attended: Faye Snowden, Crislyn Parker, Danny Nuss, Jowette Caldera, Suzanne McNealy, Donna Kodama, Sheri Grimes, Linda Gemelos. Brenda Martins, Ana Orellana, Kim McCormick, Kathy Fritz

Absent: Ianthe Chase, Alice Kehoe, Cathy Martinez

Permanent Guests/Committee Reports: Jane Lewis, Ginger Hudson, David Parker, Pat Spreer
Guests: Sondra Roeuny, Sue Sharp, Ash Chaudhry, Cheryl Sloup, Trica Isbill

I. The meeting was called to order at 12: 06

II. **Treasurer's Report** -Brenda Martins

SAC general fund has received their contributions to our budget for the 2006 Holiday Party from Human Resources (\$1,000) and Provost's Office (\$688) to bring our net funds available to \$1,726.61 as of Feb. 28, 2007. The SAC Scholarship Fund is currently at \$1,145.68. The Scholarship Committee has received 1 request for scholarship but has not submitted a request amount as of this meeting.

III. **Guest Speaker** – Provost Gilbertson

He shared about the new initiatives being developed as part of the Pacific Rising planning process and gave a little background on the planning process.

A. Planning Process-

- a. Process initiated by Regents 2 yrs. ago
- b. Program Innovation
 - i. Focus on Interdisciplinary programs
 - ii. Proposal for Center for Digital Arts
 - iii. NANO Technology Program

A new group has been formed called the CVT = Collaboration Vision Teams to develop new initiatives. Looking to introduce new Masters Programs, new PreLaw undergraduate major. There has also been an interest in Wireless Internet areas in the resident halls. His comment on this interest was that it is much too costly for installation of wireless to resident halls. This project has been put on the back burner due to high costs in the following areas: Security/server costs/licensing and the increased costs to complete the new University Center and the Biological Sciences Center. The President has placed priority on delivering these facilities.

On enrollment, he stated that Pacific is tuition driven (Salaries #1), also, for 9 schools our Endowment is comparatively low. Our goal is Academic Profile. We receive 6 thousand applications currently of those we accept 68% and our goal is to accept only 60% of the top academic-minded students. We are currently seeing a lower amount of applications received thought to be largely due to a new fee for applying on line and more students applying at UCs.

New buildings on the horizon:

1. The Technology Building
2. Janssen-Lagorio Multi-Purpose Building
3. Renovation of Knoles Hall

In closing he mentioned that Pacific is focusing on International visits for Student recruitment, which has doubled. We have also been able to form new Alumni Clubs in Japan which along has about 200+ Alumni.

He also addressed questions previously submitted to President DeRosa last year about Information Technology. He shared the process that has gone on to bring positive change and more efficiency to our IT department and services. A consultant was hired to take a broad look at technology on campus: current services, quality of delivery and needs. They made a comprehensive study and made a formal recommendation to the administration. It was suggested that a new committee be formed with the Provost as chair that would take a broader look at the University's overall IT strategy and how it supported the

mission and vision of the institution. The committee would report directly to the cabinet rather than to IPC. This was the basis of the formation of the ISPC or Information Strategy and Policy Committee. This committee has been in action since the beginning of this school year and is working under the above mandate. Sheri Grimes is currently the SAC rep on the committee.

IV. Chair's Report

- A. The April meeting is at McGeorge. Let Sheri know if you can go, and if you can drive or if you need a ride. The Guest Speaker is Dean Rindskoph-Parker she will speak on the new Education Initiative called Campus Pipeline that is geared to reaching out to younger children and get them thinking about and entertaining the possibility of studying law (especially in under-represented groups).
- B. She submitted proposals to Pat Cavanaugh for set dates for the Annual Holiday Reception and Pacific Family Fun Day. Sheri asked for a committee to be put together to check with other areas of campus for conflicting events so we can actually set days to annually hold our events and not cross other division events so everyone on campus is able to attend. The Committee volunteers are: Kim McCormick, Jowette Caldera & Jay St. Clair. They will contact primary schedulers across campus for event dates and report back to the SAC by the April meeting.
- C. Sheri passed around a sign up sheet for New Employee Orientation SAC representation. The March 5th session was cancelled due to no new hires. This is a 7-10 minute commitment during the orientation to go through the SAC power point slide and share general information about what SAC is about and encourage new staff to introduce themselves with their representative to start the possible interest in SAC and our projects and events.
- D. Sheri notes that the WASC on-line survey is now available and encouraged staff to participate.
 - 1. Several staff members at this meeting mentioned the following concerns with the survey after attempting to complete it:
 - a. Not relevant to their positions or their staffs' positions
 - b. Too long
 - c. Subjects too general and most staff have no idea how to answer.
 - d. Most said that they decided to stop taking the survey after they reached the mid-way point. They were not interested in the outcome or answers to the questions asked.
- E. Robert Miller e-mailed Kathy Fritz to resign his positions on the SAC Scholarship Committee as well as the Campus Security Advisory Committee due to demands on his schedule. If anyone is interested in serving on either committee as the SAC Representative, please contact Sheri at #62312. In the interim we are asking Faye Snowden to sit on the Scholarship Committee.
- F. A Question was submitted about pro-ration of parking permits. However a time factor prevented this to be addressed at this meeting. NOTE: This question will be forwarded to the next meeting for discussion.
- G. Linda Gemelos brought up a question that had been submitted by Alice Kehoe regarding compensation. Sheri said she had received the question too late to include with the Provost's discussion points and suggested that we bring Pat Cavanaugh to the May meeting as a guest speaker to focus on the topic of compensation. A discussion ensued about issues related to that raised by Alice. It had to do with the difficulty in effecting promotions or reclassifications for employees whose jobs have changed significantly or who have taken on additional responsibility. There were several others in the room who had experienced similar frustrations. Jane Lewis suggested that these concerns should be brought to VP Cavanaugh right away. The discussion took most of the remaining meeting time, so committee reports are being provided with the minutes.

V. Committee Reports

- A. **IPC** –Cathy Dodson-Cathy sent an e-mail indicating that the most important to highlight for the SAC from the IPC is that investments will be made in a number of very broad staff impact areas including:
 - 1. Covering increased staff benefit expenses (costs to continue current benefits) (\$1,239,400)
 - 2. New child care program expenses (\$77,050)
 - 3. Aggregate new benefit expenses from various newly added positions
 - 4. Increased retirement fund contributions (to 10%)
- B. **ISPC**- Sheri Grimes – The committee is meeting following this SAC meeting she will bring an update to the April meeting.

- C. **University Compensation** –Suzy Martegani and Shannon Chi – This committee still has not met.
- D. **Scholarship Committee** – Kathy Fritz – The current balance of the Scholarship fund is \$1,145.68. She has just received one (1) request for Scholarship and the committee will meet in the next two weeks to discuss the request.
- E. **Business Manager-** Cathy Martinez – The minutes have not been sent out from their 2/14/07 meeting (note: minutes sent after our SAC meeting and they are attached)
- F. **Safety Committee** –Jay St. Clair – Jay said they haven't met since January so Sue Sharp could attend a training session. No other update.
- G. **Childcare Taskforce-** Peggy Kay – The proposal is in front of IPC for consideration.
- H. **Campus Security Advisory Committee** –Robert Miller – not in attendance and has resigned from committee. Sheri will look for a replacement volunteer prior to next meeting.
- I. **University Diversity Committee-** Randall Ogans- Randall was unable to attend, he did provide information about the up coming University Diversity Committee "Town Meeting" on March 8th. Which is to:
 1. To provide a forum for expression of community member perspectives on diversity in conclusion,
 2. To create a level of safety and comfort related to participating in this type of dialogue,
 3. To begin to determine what we need to do to respond to the diversity commitments put forward in the University's strategic plan (Pacific Rising 2015), and
 4. to assess what progress we have already made in developing an inclusive campus community.
 This forum is not intended an opportunity to point fingers, accuse and to blame. Rather, it is a time to reflect, listen, seek to understand and, above all, to begin the healing process.
- J. **Fraud Hotline Taskforce** –Faye Snowden – Faye reported that the University was fortunate to receive proposals from three first-rate hotline providers and has decided that Global Compliance is better suited to provide the tools and marketing assistance necessary to effectively implement and communicate this program to the University community. The Director of Internal Audit will administer the hotline and receive all reports taken by Global Compliance to ensure proper investigation and resolution.
- K. **Interfaith Chaplain Search Committee-** Brenda Martins - The week of February 26th, two chaplain candidates were on campus for intensive, full day interviews. The Chaplain Search committee, comprised of students, staff, faculty, and two local clergy, submitted a summary and recommendation to Joanna Royce-Davis. She will be consulting with Elizabeth Griego on the final selection. The appointment of the new chaplain is expected to follow rather quickly.

VI. **Adjournment**

The meeting adjourned at 2:12 pm