

**STAFF ADVISORY COUNCIL
APPROVED MINUTES
April 13, 2007**

Attended: Cathy Martinez, Faye Snowden, Crislyn Parker, Danny Nuss, Jowette Caldera, Suzanne McNealy, Donna Kodama, Sheri Grimes, Linda Gemelos. Brenda Martins, Ana Orellana, Ianthe Chase,

Absent: Kathy Fritz, Kim McCormick, Alice Kehoe

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

Guests: Dianne Alhaik, Kris Scivoletto, Emily Randon, John McIntyre, Sherri Anderson, Nancy Whalen, Colleen Truden, Lorna Zink, Joe Pinkas

I. The meeting was called to order at 12:35 pm.

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

Treasurer Report: Balance as of April 1 is \$1,452.70. Any extra monies at fiscal year end will go into the scholarship fund.

III. **Chair's Report**

- A. President DeRosa *will* be at the May meeting. Questions for him may be sent to Sheri by April 30th.
- B. There are openings on the Campus Security Advisory and the Safety Committees. The Diversity Committee will need a new rep for the next school year. A survey will be sent out to staff to see who might be interested in serving.
- C. Sheri sent letters of appreciation to supervisors, thanking them for allowing their staff to serve on the Council.
- D. Compensation questions which came up at our last meeting resulted in Jane Lewis asking Pat Cavanaugh to meet with the SAC Executive Board and the Salary Ad Hoc Committee to review concerns. One is the lack of collaboration with developing salary packages. Pat C was not aware of this. There are definitely expectations that the new Director will be made aware of issues and will work to resolve them. Pat S. offered the update below:

Report on Compensation Issue: Pat Spreer gave a thorough report on the Executive Board and Salary Committee's meeting with VP Cavanaugh. The discussions with VP Cavanaugh included salary compression issues, lack of competitive salaries, workload issues, reclassifications, accountability in the performance review system, and salary increases that are nullified by the rising cost employees must pay for benefits. Pat mentioned that the VP was very open: he acknowledged there are ways the University leadership and he can be more engaged with regard to compensation and other staff issues. He also stressed the need for collaboration between HR and SAC especially as it related to the salary surveys. (Pat S mentioned that the next SAC survey will contain more focused questions on compensation so we can quantify the issues.) He would like SAC to develop a score card for the incoming HR Director to make sure they are aware of these issues. One of the first assignments for the new HR Director will be to review staff salaries and how the University is approaching equity issues. Cabinet is now discussing whether 3% is an appropriate amount for salary merit increases. Some parking issues were raised. There was discussion regarding the 'under 26' retirement university contribution limitations; there are some legal restrictions we were not aware of – specific to what the University is allowed to contribute.

IV. **Ongoing Business**

- A. PFFD and Holiday Reception Date Committee: Jowette gave a status on finding a standing date for the two major SAC events. For PFFD, they propose September 22 for this year, which would be Saturday in the 3rd full week in September. There was some uncertainty about this date and some confusion about the time frame for the Holiday Reception. Sheri will meet with Kim and Jowette to discuss further.

- B. Elections: Faye reported that these are occurring on the Stockton Campus with great response. Ballots must be in by April 24th. Successful candidates will attend the May 4th meeting and need to be contacted prior to that.

VI. Human Resources Update

- A. HR Director Update: Jane and Faye mentioned that three finalists had visited the University the previous week. Responses from the Search Committee, Diversity Committee, and SAC are being collected. So far, there is no clear predication of which one will be a favorite.
- B. HR Update: Hiring of an IT Trainer is on hold, probably until July 1st. Faye stressed that this is a position that SAC had lobbied for during its formation and the staff is concerned that it does get filled. Jane will pass on this concern on. The 2008 Holiday schedule will be on the website soon. Summer hours will begin May 21st, the Monday after commencement. A report will be coming from HR on benefits within the next month.

VII. Committee Reports

- E. **ISPC** – The committee has been reviewing ongoing work on E-mail data retention policy, E-mail policy, and discussed concerns over the issue of student/temporary staff access to sensitive employee or student records and if there should be a policy developed, continuing to look at needs across campus related to document imaging and reviewing the major IT issues. A discussion was brought forward by the Provost on the need for comprehensive calendaring.
- F. **Staff Salary Plan** (see update above)
- G. **IPC** - Cathy Dodson reported that the IPC is reviewing the process for Program Reviews. They would like to ensure that Program Reviews coincide with the budget year for planning purposes and supporting the MVP. To support the university's Creative Vision Plan, a Legal Scholars Program and a Center for Digital Media are being developed.
- H. **University Compensation** – Meeting May 3rd. Report next month.
- I. **Business Managers**- Cathy Martinez – new procedures for reserving video conferencing have been implemented. We now go through the help desk. Minutes posted on the finance website in Inside Pacific.
- J. **University Facilities** – Ginger reported that Ginger reported that the restriping of parking spaces on campus, making them vertical and smaller, still exceeds the city's minimum width. There will be a rebate given students who bought 'N' parking permits. Lights and security will be addressed in lots 1 & 2. Angled parking will be implemented on Mendocino. Cost for the new University Center has increased from \$30 to \$38million. There are plans to develop the areas on the NE side of Baxter Way, to include an Alumni House with coffee house and garden.
- K. **Scholarship Committee** - Kathleen was absent. There is one scholarship application for this term that is being considered.
- L. **Safety Committee** – Jay asked staff to save the 11/14/2007 date as The Department of Homeland security will be conducting exercises on campus in conjunction with the Stockton police department and Pacific Public Safety. The event will start at the Port and move to campus, utilizing athletic facilities and other on-campus facilities. No specifics are available at this point, but it will be a major event designed to help our police respond to major emergencies.
- M. **Childcare Taskforce** - A recommendation regarding this project is included in the IPC budget
- N. **Campus Security Advisory Committee** – No representative serves on this committee. There will be a town hall meeting on Monday and a retreat on May 4th.
- O. **University Diversity Committee** – The committee has been sponsoring a number of Town Hall Meetings and will have a Diversity Retreat on May 4.

P. **Interfaith Chaplain Search Committee** – The Rev. Donna McNiel has accepted the position. She will be starting July 1st. Feedback on her is positive and enthusiastic.

VIII. **Guest Speaker:** Dean Rindskopf-Parker gave a talk on the Campus Pipeline initiative to reach out to youth in under-represented groups to get them on track for law school. She shared that the program was born out of a need to increase student diversity on campus. Research showed that there were not enough well-prepared prospects coming up through feeder schools. Nationally, Law is 2nd least diverse profession. McGeorge partnered with a local Education School to host a conference to discuss the idea and come up with ways of encouraging students in under-represented groups and at-risk to be motivated for college and consider law as a possibility. Some of the ways they have reached out included donating computers and used law books to a local high school, and having speakers from McGeorge go to the high schools to speak. A national conference 'Wingspread' was organized, with invitations sent out to 190 law schools. 8 accepted the first year; now, 41 are involved. Needs on all fronts began to be met: State, Foundations, and University funds were identified; additional monies were raised by Alumni Associations. The concepts of mentoring and servant leadership bore fruits all around. There is a sense of inclusiveness now at McGeorge; students, staff, faculty are dedicated, happy. The goal of creating a diverse law profession pool has been realized and McGeorge is now one of the most diverse law schools in the country.

IV. **Training Corner:**
Kathleen Quinn announced new staff training opportunities being offered in the next few months at all three campuses. She also had registration forms. The information will be on-line soon as well. These are instructor-led courses.

V. **Adjournment**
The meeting adjourned at 2:40 pm