STAFF ADVISORY COUNCIL  
APPROVED MINUTES  
December 4, 2009

Attended: Ana Orellana, Ash Chaudhry, Colleen Truden, Gail Stovall, Jaci Griffen, Kelli Page, Margaret Roberts, Tabitha Clinton, Rebeca Stovall, Rena Quilenderino, Rosie Fox, Sally Draper, and Pat Speer.

Permanent Guests/Committee Reports: Jay St. Clair, Karen Mendoza, and Kim Cosé,

I. The meeting was called to order at 12:06 pm. Jaci Griffen, Chair, welcomed everyone.

II. Roll Call/Minutes – Rebeca Stovall, Chair Elect
   We placed a sign-in sheet for everyone attending to sign in as either Guest or Representative for a record of attendance. The sign in sheet will be used for roll call. Minutes from the Nov 6, 2009 meeting were not yet posted to the group. They will be posted electronically and reviewed at the next meeting on Feb 5th, 2010. Additionally, there was not enough SAC Representatives present for quorum.

III. Treasurer’s Report – Rena Quilenderino, Treasurer
   Rena distributed the treasurer’s report. The report reflected a total of $8,161.74 available in the General SAC Fund and $3,222.40 in the SAC Scholarship funds. The Holiday Reception should hit the budget in Dec and Jan and use a majority of the funds.

IV. Chair’s Report – Jaci Griffen, Chair
   - Suggestions for future SAC guest speakers – Jaci asked the group about any guest speaker ideas. She was contacted by Dr. Ocampo who requested to come to a future SAC meeting. The group seems to approve of adding Dr. Ocampo. Jaci will ask for Dr. Ocampo to come to the March 2010 SAC meeting.
   - Jaci called for elections, as there are 3 SAC representative positions and SAC Secretary position open. Currently the open areas are being covered by Rebeca Stovall, Chair Elect but specifically the SAC Secretary position should be filled ASAP. Please feel free to contact Jaci directly or email SAC@pacific.edu with recommendations.
   - Discussion regarding state of current SAC representation. Related to the open positions in SAC representations. HOT TOPIC: Call for SAC Representatives or Staff that would like to participate in the SAC Sub Committee to Review SAC Representation. With some changes in the University organizational structure there is a need to re-review how SAC representation of staff is formatted. Rebeca Stovall, SAC Chair Elect will chair this Subcommittee. Please email rstovall@pacific.edu if you have an interest to participate. Ash Chaudhry asked to be included on this subcommittee.

V. New and Ongoing Business
   - New Staff Orientation/SAC Presentation: The remaining 2009 scheduled New Staff Orientation in Dec that was not yet covered was cancelled by HR. SAC members are encouraged to sign up to present the SAC portion of the Orientation when the 2010 New Staff Orientation dates are published.
   - Update on Angel Tree of San Joaquin County: The majority of the assigned children have been distributed to the departments that requested children. HOT TOPIC: SAC has children from Angel Tree of San Joaquin County who still need a sponsor this Christmas. This year, we are asking faculty and staff to bring the gifts, unwrapped, to the SAC Holiday Reception on Wednesday, December 9th, 11:30 a.m. to 1:30 p.m., in the DeRosa University Center Ballroom. Please let us know if you can help. Contact Silvea Rodriguez at 209.946.2780 or srodriguez1@pacific.edu with questions or to have name tags sent to you. If you’d also like to get a generic Angel Tree Tag these are available on the Holiday Tree at the lobby of the University Center. SAC would like to thank the Pacific family in advance for their generosity this holiday season.
   - Holiday Reception: All plans are pretty much finalized for the event this Wednesday, Dec 9th. HOT TOPIC: Join fellow staff and faculty as we come together to celebrate the holiday season at our annual event. Enjoy networking, food entertainment on Wednesday, December 9 from 11:30 am to 1:30 pm, in the DeRosa University Center Ballroom.

VI. Guest Speakers: Rob Alexander
   Alexander expressed that Enrollment management a campus wide effort.
   Student should see pacific as one whole entity – from applying to coming, enrolling in courses, etc, all the way to alumni.
   Rob Alexander came to Pacific and tried to focus on the balancing out of the inquiry and applicants at Pacific. The strategy was to increase (aggressively) outreach and bust the inquiry and applicants significantly at pacific.
   Create a coordinated communication strategy. – how can staff help?
   - Creating and crafting the correct messages to external and internal students… all staff can help with this.
   - Last 2009 cycle we tripled the applicants. This year we are increasing even more!
   - Think about “How do our office, our day to day roles, impact students on campus, student visiting campus, a typical day!!”

Three things have to happen for student to come to Pacific:
   - They need to want to come
• They need to be qualified to attend
• They can afford to attend
Pacific has a great track record in helping the “needier” student via financial aid.
• we have no application fee
• we need to clearly let students know we are affordable
• we have a better worth (4 year guarantee)
• post graduation success

The most negative feedback we have received is actually locally here in Stockton. We can try to change this perception in our interactions within Stockton. Admissions is trying to show incoming interested students the positive things close to campus.

Check out www.pacific.edu – top of the page “Apply Now” – this is where perspective students should go!
Employee children – General philosophy is that “there is a place for every child of a Pacific employee“ but sometimes there are different routes. Sometimes there is a need to help these future Pacific Students get into either CPCE or junior college to better prepare them for an application to Pacific.
Goal for next year freshmen enrollment – 905. Modest increments over the years. Also, we are working on balancing the different schools. This year topped the cap of students enrolled at just over 6,000 students.
The SAC asked Rob if it is possible to get a Crib-Sheet of some “facts” about pacific that staff can share with interested parents and perspective students? -- Rob will work with his group to get this for the SAC.

VII. Training Corner –
Kim Cose reported some findings she will post to the SA_Council list at a later date regarding the survey results and statistics for Career Development Expo events. Overall good success! Thanks to all that participated. Kim will be posting her MS Office 2007 courses starting Spring 2010 – look for more news on this to come.

VIII. Human Resources: – Karen Mendoza reported:
• Report on the Benefits fair! – just over 500 turn out to the fair. Thank you to all staff that came!
• Long term Care insurance – if you are interested go to the benefits website to find out more. www.mypacific.myusi.com
LOGIN: mypacific PW: Benefits
• Eyes of Hope - this went very well. If anyone still would like to donate please bring them to the HR offices throughout the year.
• Karen shared a Flyer – Employee Assistance Plan. This is a free program (legal counseling, Finance counseling, etc). There is a support group every third Wednesday of every month. 11:30 – 12:30 in DUC 214. Feel free to get more information at HR.

IX. Committee Reports
IPC - Jaci Griffen reported: Waiting to go to IPC with the suggested budget. Trying to prioritize the big budget items.
ISPC –Kelli Page reported: Presentations were made by the University Library and the School of Engineering & Computer Science in regards to the completion of their program planning process (previously known as program review). Their goals, as tied to the Pacific Rising strategic plan, were presented.
Budget presentations for the 2010-2011 FY will begin in December with presentations from OIT and the academic division. IPC’s next meeting will be December 8, 2009.
University Compensation/Staff Salary Plan – No meeting, no report
Business Mangers: Rena Quilenderino reported:
• Innovation Grant Fund, Dr. Rob Brodnick shared information regarding the Innovation Grant Fund program.
• Kim Cose shared information about Staff Career Development Expo scheduled November 17 and 18 in the DeRosa University Center Ballroom.
• Shelby Slaugenhaupt, Sr. Buyer, provided information about the need to create advanced Procard training sessions that will be interactive and tailored specifically to department needs to manage Procard activity more efficiently.
• Audrey George shared the year-end audit was completed in October and presented to the Board. There were no findings in the audit. Audrey thanked everyone for their help during audit time. The Financial Statements is located on the University website.
• Suzy Martegani, Advancement reminded the group gift monies must be turned in as soon as possible by Friday, 11/13 in order to allow processing time before Banner goes down on 11/20.
• Tara Juan reminded the group December timesheets are due on December 15 and December 23 by 9:30 a.m. Should you have questions or concerns contact Payroll.

Next Meeting scheduled for Wednesday, December 9, 2009, 2:00 p.m., Library Community Room
Provost Search – Margaret Roberts reported: Starting to see more applications. Face to face meetings in March 2010.
University Facilities - No meeting, no report

Scholarship Committee – Rebeca Stovall reported:
Our next meeting is scheduled for Dec 4th right after the SAC meeting that same date.
We have a handful of scholarships to review – we’ll notify the awardees on Dec 15th, 2009. We’ll announce the awardees to the SC Council List on Dec 22, 2009, at the SAC Meeting on Feb 5, 2010, and in the Pacific Bulletin post in Jan 20th, 2010.

HOT TOPICS -- In an effort to promote and encourage staff development opportunities, the Staff Advisory Council (SAC) awards scholarships to staff members wishing to pursue professional educational development.

Details and instruction on how to apply and the application form are available on the SAC Scholarship webpage (http://web.pacific.edu/x9137.xml). The application deadline for the Next quarter is February 28, 2010.

Please submit all completed applications to Rebeca Stovall, Chair of the SAC Scholarship Committee. For campus mail please indicate ATTN: Rebeca Stovall at the Office of Information Technology (OIT) – Customer Support Center (CSC) or Fax to 209.946.3971. For questions, call 209.946.3965 or email SAC@pacific.edu.

Sustainability Committee: Kelli Page reported:
The University’s Sustainability Commitment Statement has been approved by the Staff Advisory Council, ASUOP and Academic Council. The Commitment Statement has now been sent over to President Eibeck for her comments.
Current student Chris Brown reported on a carbon survey that he just completed for the years 2006-09 on the Stockton campus. The report showed how the Stockton campus has been very successful in reducing their carbon footprint. The results were so impressive that they are going to do the same survey at the Sacramento and San Francisco campuses.

REELL – Residence for Earth & Environmental Living & Learning (student group). This past year they had a goal of making the campus aware of and trying to eliminate the use of bottled water. In addition, they are taking on the task of eliminating plastic bags on campus.

The Sustainability Committee’s next meeting will be January 2010.

*** Student can recycle batteries now via Physical Plant.

Suggestion to have a central point with the information. – Kelli will look into if this can be on the Satiability site.

University Diversity Committee – No report.

University Safety and Security Committees – Jay St Clair reported:
The last meeting was held on 12/2/09

• Sue Sharp (Budget and Risk Management) Presented a report outlining accomplishments of department that are to be presented to Board- replaced/repaired several emergency phones, initiated procedures to protect the ‘special papers’ at the library, lighting was installed at several locations (Manor Hall, Business Bldg, etc) identified as risks around campus, Physical Plant has put plates on university operated carts for purposes of identifying who is using them and when, Burns Tower had steps replaced, the outdoor stage/basketball courts had been taken demolished, installed sensors in the library.). a consultant was doing an assessment and proposing an ADA Plan for the department, Pilot Test for Drivers Training Program had been completed with a cost analysis being developed to see if it would be feasible to adopt university wide, and AED’s had been installed in several sites around campus as well as in Public Safety vehicles.

• Larry was finalizing the Security Assessments done around campus that involved the Emergency Evacuation Plans for each building (discussion centered on updates of respective Team Leaders/Alternates for each site).

• ADA and Work Comp cases were discussed. Preventive measures such as installation of a railing down stairway in DeRosa Center were suggested. Stripes had been added for visual awareness on the stairs. Signs indicating that there is an elevator available and its location need to be posted.

• Barbeques on campus were discussed. Many outside groups, students, and campus organizations have had functions requiring use of barbeques. Issues of insurance, fire and ADA codes were brought up. It was suggested that the University look at installation of dedicated structures for events requiring the use of barbeques. Current policy suggests clearance be sought from Risk Management with Public Safety being advised as well.

• Mike Belcher (Public Safety) reported on several pieces of equipment (boat trailer and blocking sleds) that had been stored on University property that had to have owners identified. The fire (from a book) on top of the Fire Pit identified weaknesses in the cameras for clear identification due to picture quality. Bike thefts were way down due to preventative steps taken by the department as well as the apprehension/arrests of two suspects. Risk Management and Public Safety reps are to meet behind the Town Houses on the Levy to discuss possible steps to prevent the recent spike in burglaries that have taken place in the area. Mike strongly suggested that the Public Safety’s Facebook website be viewed for recommendations of crime prevention on campus. HOT TOPIC: Public Safety has Facebook! (http://www.facebook.com/pages/Stockton-CA/University-of-Pacific-Police-Department-Department-of-Public-Safety/87168812157?ref=ts) If you have a Facebook account you can link to and see their safety posts – including a Winter Break safety tips Video (http://www.facebook.com/video/video.php?v=553980915921&ref=mf).

Dinning Committee – No report

WASC Review Committee – Rebeca Stovall reported:
The WASC Steering Committee met on Nov 18th, 2009. The WASC Team has been chosen – we will not be contacting the members until they come to the campus. All communications prior to the visit will go through the Provost office - Dr.
Gilbertson. Learning Outcomes proposal was adopted by Academic Council. The Group reviewed and approved the draft of the CPR. There will be some slight edits to adhere to formatting restrictions before final submission to WASC around the first few weeks of Dec 2009. The next WASC meeting will be in Feb 2010 the date/time is TBA.

IX. **What's on your mind?**  
Reminder: No SAC meeting for January 2010.

X. **Adjournment**  
Meeting Adjourned at 2:00pm.  
The next SAC meeting is scheduled February 5, 2010 at the DeRosa University Center room 211.