I. The meeting was called to order at 1:37pm

II. Approval of Minutes
Marylou Bagus moved and Kristina Juarez seconded to approve the May 2011 minutes as amended.

III. Treasurer’s Report
A. There is $2,558.38 remaining in the SAC budget.
B. Sara is going to attempt to roll as much of this as possible into the reserve account.
C. Sara has passed out mileage reimbursement forms which needs returned as soon as possible.

IV. Chair’s Report
A. Margaret Roberts introduced the new Staff Advisory Council Executive Board
   1. Margaret Roberts, Chair
   2. Kristina Juarez, Chair Elect
   3. Julie Deverell, Treasurer
   4. Wendy Cornwall, Secretary
B. Review of 2010-2011 Priorities and Accomplishments
   1. Items of concern determined by a survey of staff
      a. Staff salary plan and compensation
      b. Job analysis and recategorization
      c. Staff support
   2. Accomplishments
      a. Have been working with Human Resources on a salary plan and compensation
         1) A task force has been started
         2) Members of the executive board meet with Human Resources monthly
         3) We had Pat Cavanaugh make a presentation on the staff salary plan
         4) We are still struggling with job analysis and classification
         5) We know we have a lot of work to still do in this area
b. Staff Support Program  
   1) We instituted research on a catastrophic leave policy  
   2) We are working with Human Resources on a volunteer policy. What is the maximum number of hours an individual can use in a year  
c. We lowered the cost of events we sponsored  
d. We increased the amount of funding for scholarships  
e. We are working to increase the awareness of SAC  
f. We worked for the President’s Address to Staff  
g. Hosted seven students for Junior Achievement Job Shadow day

V. What’s on Your Mind  
   A. What is the biggest issue with salaries/classification?  
      1. Transparency  
      2. We know things are looked at geographically  
      3. How are salaries defined within a grade? We got very differing answers when we asked. Why is faculty aiming for a higher percentage of grade than staff?  
      4. We haven’t made a huge amount of headway in this area.  
      5. We have to continue to share that this information is still not clear. We are getting inconsistent answers and there is dissatisfaction.  
   B. It was brought up that people would like to see more opportunities or ways for staff at other campuses to support each other. It doesn’t need to be a big event. Maybe a way to bring McGeorge staff to Stockton.  
   C. SAC does not want to be known as the party planners. We want to support each other. We have a lot of things in common outside of work.  
   D. University-Wide Learning Objectives  
      1. Are there ways we as staff can contribute to the University-Wide Learning Objectives.  
         a. Major Field Competence  
         b. Critical and Creative Thinking  
         c. Communication  
         d. Collaboration and Leadership  
         e. Intercultural and Global Perspectives  
         f. Ethical Reasoning  
         g. Sustainability  
      2. Does McGeorge have its own set of objectives? The answer is yes. These are the overarching objectives but each school have their own.  
      3. Kristina asked how are our values reflected in the Learning Objectives  
      4. Scott said that OIT was asked this question. OIT said that as a staff they hadn’t really thought about it before.  
      5. Quite a few things on the list apply to all staff even if you took the students out of the equation.  
   E. Questions  
      1. How can we be more supportive advocates?  
      2. Are you comfortable emailing your representatives?  
      3. McGeorge would like a mini advisory council at McGeorge. Or it was suggest having brown bag lunches with their representatives
4. The representatives from McGeorge suggested having brown bag lunches every few months.
5. SAC is committed to coming to McGeorge once a year.
6. Someone asked when will video conferencing be more readily available? Rebecca said that video conferencing is coming soon. Currently we need to use the rooms that have that capability.
7. Someone asked why they don’t have access to the fax server. They want to use email to send a fax.
8. It was mentioned that this is the most non SAC representatives we have had a meeting.
9. They need a better explanation of what SAC does.
10. It was suggested that we put more information about SAC in the emails.
11. Send out more information about what we have done.
12. Margaret said hopefully you have a better understanding of what SAC is and understanding that we are committed to making Pacific a better place to work.

VI. Meeting adjourned at 2:36pm.
STAFF ADVISORY COUNCIL
Approved Minutes from August 12, 2011

In Attendance: Marylou Bagus, Sandra Burdi, Scott Christensen, Adrian Cisneros, Wendy Cornwall, Kim Cose, Julie Deverell, Ron Espejo, Kitty Gilbert, Chris Haruta, Cyndi Hughes, Sara Kleinert, Jane Lewis, Andrew Padovani, Margaret Roberts, Jeffrey Ross, Elise Sloan, Jay St. Clair, Kristan Turnbeaugh

Absent: Rick Girardi

Guests in Attendance: Cari Keller, E.Ann Sica, Katrina Jaggears (via conference phone)

I. The meeting was called to order at 10:10am.

II. Approve of Minutes
Marylou Bagus moved and Kitty Gilbert seconded to approve the minutes from the June meeting with slight corrections to spelling of two names.

III. Treasurer’s Report
A. $2,000 was rolled into the Scholarship Account from last fiscal year.
B. We spent down all but $40 from our operating account.
C. We have a budget for this year of $22,700, $2,500 of which earmarked for scholarships and will be paid out of the primary index.
D. There is currently approximately $6,600 in the scholarship reserve account.

IV. Chair’s Report
A. Recap of the July 20th What’s On Your Mind
   1. We talked about the President’s address to staff.
   2. We need to figure out a way to get non-members to attend SAC meetings
B. Recap of the President’s Address to Staff
   1. The President recognized and appreciated SAC. She said they listen to us.
   2. It was generally positive
   3. She appreciated the forum
   4. We hope this will be an annual event
   5. Other topics raised at the address:
      a. Is investment in technology a university priority?
      b. What is the capacity of the university to raise funds?
   6. There was concern about the date – we need to have the event so that it doesn’t exclude the 9 and 10 month employees
C. Volunteer Policy
   1. We have been working with Human Resources on a Volunteer Policy. It will be going to the Cabinet for final approval. When approved employees will have the opportunity to take up to two days of volunteer time a year.
   2. Someone asked if there will be a separate space on the timesheet. Jane said they are working on a code. There will be a form for approval by the supervisor.
   3. There will be information sessions once the policy is approved.
   4. Jane is hoping to have it on the cabinet agenda the last week of August or the first week of September.
D. Other things that came up when Jane was speaking
   1. Someone asked Jane a question about why there is no retirement matching for those under age 26.
      We need to get clarification. Jane said it was reviewed last fall and was an expense issue.
   2. There are concerns about Performance Reviews not being evenly applied.
   3. Elise Sloan wanted to identify a clear way to communicate responses to questions. Jane said she will
      take any ideas on how to communicate to staff, they have problems as well.

E. Career Month Speaker
   1. Assessment, Technology and Training (AT&T) is going to take over Career Month.
   2. They have found an alumnus to come. She wrote a book, 30 Day Job Promotion.
   3. They are asking her to be the Keynote Speaker and give a workshop.
   4. National Career Month is in November.
   5. Career Month is no longer a part of our budget, but we will contribute to the cost.

V. New/Ongoing Business
A. Committee Representatives Review
   1. Dining Committee would like a member from SAC. Let Margaret know if you are interested.
      Katrina Jaggears is interested. Margaret will contact the committee chair.
   2. SAC has been asked to appoint a SAC representative to a task force on learning outcomes. How can
      we as university employees reflect/model these outcomes? Don’t think it will be a huge time
      commitment. Kim Cose said the goal is to align with university objectives and competencies on
      performance review.
   3. Adrian Cisneros and Marylou Bagus are both interested. Adrian will represent SAC.
   4. There will be surveys and focus groups and lots of opportunities for others to contribute.
B. Breakout Conversations from the Retreat
   1. Marketing
      a. There will be tabling beginning September 1 and 8 from 11:00am – 1:00pm. The question is
         what location works best, by the front of DUC or by the Bookstore? The plan is to have
         schedules for the Conservatory, Theatre Arts, Athletics, etc. Want to promote other areas on
         campus. There will be giveaways.
      b. It was suggested that if we are going to be at DUC twice a month that we go to each area once a
         month.
      c. Suggested to have lists of things SAC has accomplished. A “Did You Know” type of thing.
      d. Jane said that the University is going to start Air Friendly Fridays. That might be a good time to
         put out information. One was scheduled for September 9th, but that is the next SAC meeting so
         Jane will change that. 'The University wants to do something monthly.
      e. Everyone on SAC needs to be aware of the information on the SAC slides at the SAC new staff
         orientation.
      f. Late September is the earliest we can get a suggestion box on the website (Has to do with the
         website change).
      g. Ads for Prowl TB
      h. Maybe video conferencing meetings
      i. Coffee with Constituents
      j. Working on a logo
      k. Recommendations for speakers who you bring in more attendance
      l. There is no longer a downtime. People seemed to be more swamped.
      m. The SAC tablecloth is in Margaret’s office.
      n. Kitty asked how some of these ideas help McGeorge. McGeorge wants to be involved. Margaret
         said that she is going to go to the benefits fair at McGeorge.
2. Scholarships
   a. We are working to revamp the application and information on the website.
   b. We will be reworking the scholarship calendar so it matches the fiscal year.

3. Community Engagement
   a. Scott Christensen – the university committee doesn’t seem to be well structured.
   b. It is a work in progress.
   c. The volunteer policy will help.
   d. Margaret said the holidays are coming up. If you know of someone passionate about adopt-a-family let Margaret know. We need to get the ball rolling. SAC took flack for dropping the ball last year.
   e. Elise – we have to not step on toes. We need to coordinate with the University Committee.

VI. Training Update – Kim Cose
   A. Lots of planning is going on behind the scenes.
   B. Kim and Kathleen now have an office. They are in Bannister Hall, 2nd Floor, east end of the building. They have a training room. They are in the process of setting up an e-learning lab.
   C. Lynda.com has quality online training. It will help with training for courses only a few people want/need. They are currently testing it now. There will be a university login. Mr. Cavanaugh is dedicated to providing these resources for staff. The university will absorb the cost.
   D. They are trying to combine soft skill and technology classes.
   E. They won’t be having classes until mid-late September. Part of the delay was the move.
   F. Sally Coleman reviews the performance reviews and passes on topics (not names) of training needs/interests.

VII. Human Resources
   A. There is a new program on campus, Active for Life, which will be competitive between the campuses. You get teams set up, and do wellness activities. Jane will send Margaret the Power Point. It will start in September. They will be coming to campus Tuesday, August 23rd and Monday, August 29th.
   B. Human Resources is looking to promote walking groups on campus.
   C. Upcoming Events
      1. Denim Day in October
      2. Lunch and Learn with Nutricat
      3. Rideshare Week
         There will be eight (8) rideshare parking sports on the Stockton campus. Two are School of Pharmacy and Health Sciences, two behind Bannister Hall, two in Lot 4 (School of Education) and two by the Conservatory.
   D. Parking Permits: Jane originally gave some incorrect information. A and B parking permits will go on sale online for staff and faculty on August 29th. “A” permits will be $200; “B” permits will be $100. Lot 1 (Stadium Lot) will now be $25 and will require a “C” permit which can be only purchased from the Cashier’s Office beginning August 29th. “A” and “B” permits can be purchased from the Cashier’s Office beginning September 12th. Parking enforcement begins September 12th.
      1. Andrew asked if parking will be better enforced.
      2. Someone asked if we have a representative on the Parking Committee. Margaret will look into it.
   E. Email Jane with any security concerns. She is meeting with Mike Belcher on Tuesday.
   F. Marylou said that cameras were installed in the McCaffrey Center. She wants to know how the decision was made. One camera looks directly at her desk. Why were the cameras installed with no input from the people who work in that area? Adrian said that some of those decisions were made by Public Safety, some by Risk Management, and some were required by our insurance broker.
VIII. Miscellaneous
A. Elise asked about Orgsync. It is on the ASuop website. Marylou said that there is an umbrella calendar but it is mainly used by student clubs and organizations.
B. How does staff know what is going on on campus.
C. There are many different calendars around.
D. There is not a current calendar.
E. Margaret said it is a pervasive challenge. We should consider inviting Leslie Rudbeck and/or Steve Whyte to come speak with us in October/November

IX. Committee Reports
A. Business Managers – they met yesterday (August 11th).
   1. They welcomed the new controller.
   2. There are new signature authorization forms that are due October 31st. You need a signature authorization for each index code.
   3. Federal work study money has been cut university wide. Student maximum is now $2000, it was previously $2,500. There is an ongoing discussion about how to handle this.
   4. There is a workshop on September 14th on Contract Standard Services
   5. With the next month they will send out 990 and ubid questionnaires.
B. IPC – has not met this fiscal year.
C. University Compensation Committee – have not met since May.
D. Sustainability Committee – no report
E. University Diversity Committee
   1. The committee has not met a lot this summer.
   2. The University Diversity Retreat is September 23rd and 24th. Time and location are TBD
   3. There is University Safe Zone training on September 17th. This is a train the trainer session.
F. Safety and Security Committee hasn’t met recently
G. WASC Review – no report
H. ISPC – no report
I. University Dining Committee – no report
J. University Facilities Committee – hasn’t met
K. SAC Committees – reports were given earlier

X. Open Forum
A. Student Life goes back to normal hours on Monday, August 15th.
B. New faculty orientation is August 23rd.
C. Marylou thinks we need to build a connection with Academic Council earlier in the year.
D. Guest Speaker Suggestions
   1. Calendar Issues
   2. IT Security
   3. Facilities changes
   4. Send ideas to the SAC Executive Board

XI. September Meeting
The next meeting will be September 9th from 12:00pm – 1:30pm and will include lunch. Please let Margaret know if you have any food allergies. If you just don’t like something you can pick it out.

XII. Meeting was adjourned at 11:33am.

Notes taken by Wendy Cornwall, SAC Secretary
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STAFF ADVISORY COUNCIL
Approved Minutes from September 9, 2011

In attendance: Adrian Cisneros, Wendy Cornwall, Kim Cose, Julie Deverell, Ron Espejo, Kitty Gilbert, Rick Girardi, Chris Haruta, Kristina Juarez, Sara Kleinert, Margaret Roberts, Jeffrey Ross, Elise Sloan, Jay St. Clair, Kristan Turnbeaugh

Absent: Marylou Bagus, Sandra Burdi, Scott Christensen, Cyndi Hughes, Jane Lewis, Andrew Padovani, Rebeca Stovall

Guests in Attendance: Nancy Snider

I. The meeting was called to order at 12:10pm.

II. Approval of Minutes
Sara Kleinert moved and Kristan Turnbeaugh seconded to approve the minutes from the August meeting with the slight correction to the spelling of a name.

III. Treasurer’s Report
We currently have a balance of $21,125.07

IV. Chair’s Report
A. Pacific Family Fun Day is not happening this year. We will be happy to support the event in the future if a committee of volunteers steps forward. Three people have stepped forward so far. We don’t want to have the sole budget responsibility for this event. We received three or four emails to the SAC email. Some were positive and some were negative. We want to continue to communicate and find people who are interested in taking over the event. We feel it should no longer be run by SAC.

B. Holiday Reception.
1. Margaret passed out a sheet with data regarding the cost of the holiday receptions since 2006.
2. Since 2008 SAC has paid over 80% of the budget for this event.
3. The current Academic Council Chair, Chris Goff, was open to contributing more.
4. Elise thought that what we ask Academic Council to contribute should be a percentage, not a set dollar figure.
5. Someone asked what the attendance breakdown has been. We don’t have records of attendance breakdown between faculty and staff.
6. Some people were saying they enjoyed the reception format.
7. We may ask Human Resources to contribute again.
8. Feedback from the attendees was that they would prefer a luncheon.
9. If it is an afternoon reception Physical Plant employees can’t attend.
10. It was brought up that when Human Resources contributed in the past the budget ran over and we asked Pat Cavanaugh for more money.
11. Margaret will propose to Academic Council that they pay one-third of the cost.
12. The date is December 13th from 11:00am – 1:00pm. This is a time space is available for the event and it is an open block in the finals schedule as well.

C. Community Service
A. Margaret received an email from Tabitha Clinton from the University Community Service Committee regarding the Adopt-a-Family Program.
B. They want to make sure the ball isn’t dropped again this year.
D. Parking
1. The term parking committee flew around the room at our last meeting. Margaret couldn’t find a record of such a committee so she sent an email to Pat Cavanaugh and Jane Lewis.
2. Pat sent a reply that Margaret read aloud. A lot of the questions that had come up were answered and we said we wished that information had come out at the same time the changes in parking fees had.
3. It was also brought up that the parking lots don’t have signs saying which lot it is. Public Safety refers to the lots by number, but they lots themselves aren’t labeled.
4. There is still frustration with paying for a parking pass and still not being able to find a parking spot.
5. Kim Cose suggested having specific long term parking spaces for students who do not use their cars on a regular basis.

E. ISPC
1. Margaret is on ISPC. This is the committee that oversees information technology on campus.
2. There is a list of OIT priorities and this committee would like our input on what else we think needs to be on the list.
3. Certain items are considered mandatory by OIT – contracts, required equipment upgrades etc.
4. Document management is coming – it has been worked on over the last few years. It will be rolled out first to admissions, enrollment and advancement.
5. Margaret will pass the document along to us once she receives it. She needs our response by Wednesday.
6. Rick brought up that it is challenging to learn new information online when you only want to learn how to do a specific thing. He thinks we should have online/video instruction.
7. Rick also suggested additional funding for training staff.
8. Rick also brought up that Banner is being slow. It was noted by several people that OIT is very aware of this issue and has been working on it.
9. Margaret will send us the list when it is available. Due to the quick turnaround, please do not distribute the list to your constituents, but you may poll them if you wish.

F. Other
Sandra Rouney called Margaret to let her know that Kathleen Quinn is no longer with the university. The university will hire someone on a contract basis while they are looking to fill the position. They do not want to leave the position entirely vacant.

V. Assessment, Training and Technology
A. Kim said they are testing and reviewing vendors to help staff with computer topics.
1. Staff is Kim’s constituents, faculty have their own resources.
2. This will provide 24/7 access to tech skills and soft skills. It will include topics in various versions of both Windows and Office.
3. The university will absorb the cost.
4. The goal is to roll this out in 6-8 weeks.
5. It is a reference resource, but there are full blown courses as well.
6. This system will allow Kim to provide employees with a record of what courses they have taken.
7. They are working out the costs now.
8. This is a shift to 24/7 access.
B. Human Resources is working on skills testing. This will be an assessment tool that can help with staff development.
C. They are still working on the competency model project.
D. Kim asked what do we feel is the biggest challenge when it comes to training:
1. The length of the classes – 3-4 hours is too long
2. The courses are too general
3. Being able to communicate the importance of training to my supervisor
E. Kim believes that learning is a journey and you need to take bite sized pieces. New training will take place in 90 minute long time blocks. There may be a series, but no more than 90 minutes at a time.
F. Kim is also working with managers and supervisors to help them understand the importance of training and their role in it.

VI. **New/Ongoing Business**
A. It was brought up that sometimes the people on the other side of the river feel disconnected. What about having the next What’s on Your Mind (January/early February) at the School of Pharmacy and Health Sciences. Ron will look into finding a date and space. Will still aim for the noon-1:00pm time block.
B. SAC Terms – more than half of the SAC members term out this year. If you have a desire to continue your term by a year please let Margaret know. Part of the issue is that the Bylaws don’t allow for consecutive terms. We need to look into this.
C. Staff Engagement Events.
   1. Think of an event you would like to host as an SAC representative.
   2. Define a date and event and how many people you think would be a good to have.
   3. You would put the word out via enews.
   4. We would like to have one small gathering a month.
   5. Rick said we can use this as an opportunity to promote SAC.
   6. Bring event ideas to next month’s meeting.

VII. **Committee Reports**
A. Business Managers: No report
B. IPC: No report
C. University Compensation: No report
D. University Diversity Committee: No report
E. Safety and Security Committee: See attached
F. WASC Review: No report
G. ISPC: See Chair’s Report
H. University Dining Committee: Haven’t met yet. No report
I. University Facilities Committee: Meeting today. Will have a report in October
J. Community Outreach: No report
K. Task Force on Learning Objectives: No report
L. HR Task Force: No report
M. Scholarship Committee: We have received three applications that need to be reviewed
N. Marketing Committee: They did some tabling last week but there was not a huge turnout. They are taking some time to try to figure out what they need to do to be seen by more staff. They will look into location and timing. It was suggested that they put something in enews that they will be there.
O. Community Engagement: No report

VIII. **Open Forum**
A. Chris Haruta said that Safe Trick or Treat will be on Wednesday, October 26th. They need costume donations for children and candy donations as well.
B. Kristina Juarez said there will be an event for 9/11 on campus Sunday. There is a service from 11:00am – 12:00pm and then they will be planting 6 olive trees.

IX. **October Meeting**
The October meeting will be on Friday, October 14th in DUC Room 211A/B. Lunch will be provided.

X. Meeting was adjourned at 1:35pm.
Insurance regulations require that we meet three times annually.

Sue Sharp (Risk Management) will be resigning effective September 6th.

Mike Belcher (Public Safety) reported that the Security Consultants had met with different constituents throughout the University Community—graduates, commuters, residents, staff, and police officers (with his department as well as Stockton PD). The two lieutenants (from SPD) mentioned that our campus is the safest spot in Stockton. The consultants did ride along with police on the levees and Miracle Mile where problems had occurred last year. Another positive was the PAT (Pacific Alert Team) manual was considered on the higher end when compared to all universities. Possible solutions involved looking at training through classes (mandatory?) or alternative methods via Web/online courses. A final report is to be submitted to President Eibeck who then will present it to the Board of Regents.

Officers of Public Safety have adopted procedures to incorporate a friendly approach to meet and greet students/staff/and faculty.”STOP-WALK-TALK” has been an adopted procedure to get the engagement/feedback and information from all involved. Residential Hall Buildings have been assigned specific officers that will conduct monthly programs. Housing was having officers join in Ice Cream Socials for communication with their students.

Enforcement of campus wide “Pet Policy” was discussed as per a recent biting incident.

Physical Plant had made several structural changes by the Town Houses/ Levy area with installation of rod iron fences and removal of a wall that made it more open. Officers from Public Safety and Stockton PD are now doing patrols along the levy between Pacific and Pershing.

Mike Belcher also recommended development of a ‘code’ system within your areas to alert others of suspicious elements in the surrounding area. For example- one staff member asked the other to get a blue folder for her and that was the key to call Public Safety.

September is Preparedness Month (for emergencies) and the American Red Cross is conducting several workshops on campus by a grant from PGE Sept 16, 23, and the 29th.
In Attendance: Marylou Bagus; Sandra Burdi, Scott Christensen; Adrian Cisneros, Wendy Cornwall, Julie Deverell, Kitty Gilbert, Rick Girardi, Chris Haruta, Cyndi Hughes, Kristina Juarez, Sara Kleinert, Andrew Padovani, Margaret Roberts, Elise Sloan, Jay St. Clair, Rebecca Stovall, Kristan Turnbeaugh,

Committee Representative: Katrina Jaggears, Ginger Hudson

Absent: Kim Cose, Ron Espejo, Jane Lewis, Jeffrey Ross

I. The meeting was called to order at 12:09pm.

II. Minutes
Elise Sloan moved and Andrew Padovani seconded to approve the minutes from the September meeting. Motion passed unanimously.

III. Treasurers Report
We currently have a balance of $18,822.74 in the account.

IV. Chair’s Report
A. Strategic Planning Process
   1. The Strategic Planning process has begun.
   2. Margaret has been asked to sit on the Strategic Planning Committee
   3. There are working groups looking at each of the cross cutting issues.
B. OIT Budget Priorities
   1. Margaret provided the priorities we talked about
   2. Most of them made it into the packages that OIT is submitting to IPC.

V. Human Resources and ATT
No report. No one in attendance

VI. New and Ongoing Business
A. Lunch Meeting with Human Resources
   1. Margaret reminded everyone about the luncheon with Human Resources next week.
   2. Human Resources is making an effort to work closely with us.
   3. Please try to attend.
B. Staff Engagement Events
   1. Julie tried to set up a bowling event but it is league season. She will keep working on it.
   2. Elise wants to have an event at a Thunder game. But isn’t sure how to handle the tickets.
   3. Adrian is looking into Learn to Row. There could be up to 32 people.
   4. Put your thinking caps on. It doesn’t have to be grandiose. Could be as simple as wine/beer at the Lair after work.
C. Volunteer Policy
   1. The hope is to have it on the Cabinet’s agenda in late October or early November
   2. The hope is to have it roll out in January
D. Holiday Luncheon
   1. Marylou has received a few volunteers
   2. The Cabinet has offered to be the entertainment
   3. We have received a commitment of $2,000 from the Academic Council.
VII. Committee Reports
A. Dining Services – Katrina Jaggears
   1. The committee met in September.
   2. Bon Appetit Corporate is working on getting the Weight Watchers points values for the 600 meals.
   3. They are looking into smaller portion sizes.
   4. Gluten free bread and pasta are available, but you need to ask.
   5. There are seven new items on the EAT Truck this semester.
   6. There is a 10% discount if you bring your own cup, but you may need to ask.
   7. There was a 1.2% price increase this year.
B. University Facilities Committee – Ginger Hudson
   1. There is a new master plan through 2024. The near range is 2011-2014, the mid-range is 2015-2018 and the long range is 2019-2024.
   2. Ginger passed out status of construction projects.
   3. The plan was last updated in 2005.
   4. The plan is available online. Ginger did bring a copy to pass around.
   5. The University is excited about the new Dental School building.
   6. They may start charging for parking in the Mormon Church lot then use that money to upgrade the lot in hopes of getting in good favor with the church to help in getting the new footbridge eventually.
   7. We received a $140,000 grant to develop plans for the Rotunda.
   8. Pat Cavanaugh said that there should have been more communication about reasons for the parking fee increase.
C. WASC Steering Committee – via email from Rebecca Stovall (not reported at the meeting)
   1. The WASC Educational Effectiveness Report (EER) report will be in draft for review by the Steering Committee in November.
   2. In terms of the visit in April 2-4 2012- the visiting WASC committee will determine who they will visit with. They may want to meet with different schools and administrative areas.
   3. WASC materials are available on insidePacific on the PacificToday tab.
   4. Next WASC Steering committee meeting is on Nov 18th
D. Business Manager’s Meeting – via email from Marylou Bagus (not reported at the meeting)
   1. HR reminded everyone that a new hire cannot work until the I9 is completed. Students should have a card stating cleared to work. The background check depends on your requirements and if required a new hire should not work until completed.
   2. Bon Appetit is using spreadsheet by department that Breann Northcutt helped develop to assure that the appropriate staff is notified of orders submitted and/or final invoices.
   3. There is now a Taxability matrix from the Controllers' office.
   4. Purchasing will be using new software to audit procard usage. We are encouraged to use our procard instead of check requests, the rebate received will be under review.
   5. Electronic paystubs could be a reality by November. Direct deposit checks would no longer be issued as a hard copy but would be available from Inside Pacific, a printable version would be updated with the University logo and be print ready.
E. University Compensation – via email from Wendy Cornwall (not reported at the meeting)
   This is the information I received from Debbie Beitz: There has not been another compensation committee meeting. We have been working through all the options and meeting with Leadership several times to ascertain the best options for Pacific and its employees.
VIII. Constituent Concerns
A. Is there a way for non-exempt employees to evaluate their supervisor? Rebecca said it used to be on the exempt evaluation forms a few versions ago. Ginger said she thinks COP had both faculty and staff evaluate the Department Chairs last year. The feeling was there should be a way for all staff (exempt and non-exempt) to evaluate their supervisor.
B. Margaret will be sending out a list of questions for Pat for us to look at before the November meeting.
C. There is an issue with a supervisor approving flex time for a non-exempt employee then Human Resources saying no. Does this situation even need to go to Human Resources?
D. Adopt-a-Family is back. Tabitha Clinton in CPCE will be handling this program.

IX. Guest Speakers
A. Sustainability – Dan Shipp
   1. Dan wants our input on the information that was sent to us.
   2. The plan is for the committee to finalize the goals that have come about over the last 12-16 months.
   3. SAC provided initial input so he is back to get more input from us.
   4. It was suggested that they may want to put the University definition of sustainability on the form.
   5. There is a concern that people separate their recyclables and then watch Physical Plant dump it all together with the trash. Dan said the committee has looked at this issue and Scott Heaton was involved. The best option at the moment is to separate the recyclables and take them out to the University totes yourself.
   6. There was a question about how to handle e-waste. Are students aware? Physical Plant will now handle e-waste. There needs to be a promotional campaign on campus.
   7. Does Bon Appetit provide a recycling tote at events? No, that request needs to be included on the SR to Physical Plant. You need to specify you want a recycling tote.
   8. It seems that our actions and behavior don’t match what is in the documents.
   9. Dan – the goal is to have committee members work in different areas.
  10. Margaret said there is a lack of visibility.
  11. Dan said we have a new Director of Sustainability who comes from Portland.
  12. It was brought up the reusing/repurposing are not listed on the document.
  13. Kristina asked if there is any chance of the President signing the President’s Climate Commitment. Dan said it is on the President’s radar but she wants to sign it responsibly. This plan is helping us get to the point to take the next step.
B. Campus Safety – Mike Belcher
   1. Mike said there was Town Hall meeting last year after several incidents.
   2. Mike and Steve Jacobsen made visits to other campuses that have safety issues based on their location.
   3. USC basically builds a human fort around their campus.
   4. John's Hopkins’ hires three off duty police officers. Their residence halls require swipe cards and have turnstiles at the entrances.
   5. George Washington has about 800 cameras. Their blue phones have built in cameras.
   6. A security consultant has been brought to campus. We are waiting for the final report.
   7. The University is supplementing security on the Miracle Mile.
   8. They have increased STRIPE. There may need to be a change in policy as there are more large groups using STRIPE who require several trips. Or students aren’t there when STRIPE arrives and STRIPE has to wait for them.
   9. They are looking into having a route for STRIPE to follow.
  10. The fencing around the townhouses has been upgraded and there is a security guard at the Townhouses from 6pm to 5am.
  11. They are looking at upgrading the lighting along the levee.
  12. They are looking at upgrading the cameras. The cameras aren’t monitored.
13. Mike talked a little about the carjacking incident. People actually saw the person who committed it, but didn’t contact Public Safety.
14. You need to be more aware of what is going on around you.
15. Public Safety is now on Facebook.
16. There will be videos on the new website.
17. Public Safety’s Contact Information: 209-946-3911 (Priority); 209-946-2537 (Dispatch – not priority)
18. Ginger brought up skateboarders who don’t watch where they are going. She has pulled out of her parking spot and almost hit them. Mike said unfortunately there isn’t much they can do, since it isn’t illegal or breaking University rules. If we banned skateboards on campus that is all his officers would do.

X. Margaret Roberts
   Passed out information on an Employee Survey that she wants feedback on as soon as possible.

XI. Meeting adjourned at 1:45pm.
In Attendance: Adrian Cisneros, Wendy Cornwall, Julie Deverell, Kitty Gilbert, Rick Girardi, Chris Haruta, Cyndi Hughes (via video conferencing), Kristina Juarez, Kim Cose, Jane Lewis, Andrew Padovani, Margaret Roberts, Jeffrey Ross, Elise Sloan, Jay St. Clair, Kristan Turnbeaugh

Absent: Marylou Bagus, Sandra Burdi, Scott Christensen, Ron Espejo, Sara Kleinert, Rebeca Stoval

Armando Ortega via phone conferencing from Dugoni
Norma Abille, Lorna Zink, and Ron Marcroft via video conferencing from McGeorge.

Special Guests: Pat Cavanaugh, Jane Lewis

I. The meeting was called to order at 12:05pm

II. Minutes
Kitty Gilbert moved and Chris Haruta seconded to approve the minutes from the October meeting with minor changes. Motion passed unanimously.

III. Treasurer’s Report
We currently have a balance of $16,338.02.

IV. Chair’s Report
A. Career Month Keynote Speaker
1. The speaker, Susan Britton Whitcomb, will be in Grace Covell on November 11th.
2. They are working to have the presentation available at both Dugoni and McGeorge.
3. There will be copies of her book 30-Day Job Promotion given away to the first 100 people in attendance. There will be fifty copies of her book given away at McGeorge and Dugoni.
4. Human Resources will be providing drinks and desserts. You can bring your own lunch.
5. Doors open at 11:30am.
B. President’s Address to Staff
1. Our input has been requested regarding the timing of the President’s Address to Staff.
2. It was suggested that early Spring, sometime between January and March.
3. Try to not have it during the first or last two weeks of the semester.
4. Avoid the end of the fiscal year.
5. The middle of the semester is good.
6. It was suggested that maybe the student holiday, but it was brought up that some staff take that day off.
7. Armando from Dugoni said they are on the quarter system, but the end of the quarter would work.
C. Potential Commencement Speakers
1. We have been asked to suggest potential commencement speakers for the future, 2013 and beyond.
2. Please send Margaret your thoughts by Monday.
D. What’s on Your Mind Quarterly Gatherings
   1. We have been having interesting dialogues but only SAC representative attend.
   2. Jay likes them even if there are only SAC representatives in attendance.
   3. It is a more relaxed atmosphere.
   4. It was suggested that maybe they be more focused, advertise a topic.
   5. Elise said she appreciated the open dialogue and she got to know people better.
   6. People like the thought that it is a way to have input.

V. New/Ongoing Business
A. Staff Happy Hours
   1. November 17th – Bon Appetit will have discounted drink prices on beverages. SAC will provide
      appetizers. It will start at 5:00pm; staff just needs to show up, no RSVP necessary.
   2. There will be another one in January
B. Stockton Thunder Update
   1. Elise passed around a flyer that will go out later.
   2. Friday, January 27th, SAC has purchased a block of 50 tickets. Staff can obtain up to 4 tickets for
      their immediate family.
C. Holiday Luncheon
   1. Planning is moving forward
   2. The luncheon is December 13th from 11:30am – 1:30pm.
   3. They can use assistance on the day of the event.
D. Coffee with Constituents
   1. This is being set up. An email will be sent out soon. You sign up for dates and locations.
   2. SAC will provide the coffee and the pastries.
E. Adopt-A-Family
   1. Adopt-A-Family is back.
   2. Tabitha Clinton in CPCE is heading it up.
   3. The holiday turkey drive is going on as well. They are accepting either turkeys or money. Contact
      Kaye Mooney (CRC) or Denia Anderson (Student Life).

VI. Pat Cavanaugh and Jane Lewis
A. Margaret reiterated that these questions have come from various channels: the President’s address,
   questions we have received, etc.
B. Pat said thank you for the invitation. He complimented SAC for engaging on key issues, not only social
   events. He also congratulated us on being in existence for almost ten years.
C. Question 1: Does the current 5% increase for promotion policy inhibit internal growth/promotion?
   SAC has heard from multiple staff and employees who perform well above average and are promoted
   feel penalized by this policy. Is there discussion at Cabinet level about this?
   1. Pat replied that this policy has been in effect for quite a while. One grade is a 5% increase; two or
      more grades are a 10% increase. This is what the university will contribute. There are other
      opportunities within budgets. This is not a hard and fast rule. The burden is on the Vice President of
      the unit to present a compelling reason to make it more. Skill set, education, market situation, etc.
E. Question 2: SAC continues to hear constituent concerns about the hiring of external candidates at higher pay than long time employees and the existing equity adjustment program doesn’t seem to resolve this. What is the plan for addressing these inequities?
1. This is an issue we have contended with for a long time. In general for pay grades 2-9 there is a positive correlation – the longer you are here the more you are paid. There are instances where this isn’t true. The university has required that new hires are hired between the bottom and the midpoint of the pay grade unless there is a compelling reason to hire at a higher level.
2. They hope to have specific procedures in place.
3. They are trying to make sure that people, especially from the outside have the proper skill set.
4. We want to be competitive, but we don’t want to create an unwelcome environment for current employees.
5. There was a comment that a merit pool of 2% doesn’t help current employees keep up.
6. There is an equity pool when a pay grade or classification is lower than the market. They try to evaluate the cost of living increase in the market. The 2% is a lot more than a lot of public universities have received. It is hard to find an institution that has provided a pay increase over each of the last 14 years.
7. Question – what is the market? There are a number of different sources. The university looks at where they are competing. For staff in the lower to mid pay grades it is more a local market. Other positions look at a broader marker. There are national markets (upper administration). There are a number of different tools used. They use EDD statistics for Sacramento County, San Joaquin County and Stanislaus County. There is something else they use for OIT position. CUPA – College and University Personnel Association look at private independent institutions of our size. AICCU – Associate of Independent California Colleges and Universities – we use information from their second group (excludes USC and Stanford), institutions of about our size.
8. Question – are there any plans to look at the salaries of professions (psychologists/nurses at the Wellness Center). Pat said when there is an entire category like this the supervisor should request that HR look at the family of positions.
9. Pat said we have improved the compensation package overall over the last ten years, this is not just salary, but includes insurance, retirement, etc.

F. Question 3: What are the determining factors that have limited Pacific’s contribution to retirement savings for employees prior to 26th birthday? (Concern raised at President’s Staff Address in June).
1. The federal rules allow for ages 30, 26 or 21. It was 30 years old at one point. It was easy to make the move to 26 years old because that affected a lot of faculty. Moving to 21 year old does not affect faculty.
2. This is part of the proposed budget for 2013. We don’t know what will happen yet.
3. Employees will still have to work one year before they are eligible. If it goes through current employees who have already worked for one year will be eligible immediately.
4. Question – Do we know how many staff this would effect? The answer is there are 156 people in this age group across all three campuses; however some of them may not have completed their first year of service yet.

G. Question 4 – There are rumors of summer hours being eliminated in 2012. How does Pacific Administration measure the impact on staff morale that summer hours influence?
1. Summer hours does save money on energy costs.
2. Issues have been raised on the impact on customer service. The kicker for certain areas is that want to be open for normal business hours to the outside world.
3. The have been conversations with the Cabinet.
4. The biggest issue is Friday afternoons. We need adequate coverage in certain areas.
5. No decision was made to eliminate summer hours. We are looking are ways to ensure no loss of service.
I. Questions 5 – How are parking costs and increases and these rates determined? What percentage of the total associated costs for parking lot upkeep and security does the revenue from parking permits actually cover?
   1. Revenue from parking permits only covers a small percentage of the costs. The money from this year’s cost increase has been earmarked to pay for lighting and security.
   2. Our parking rates are low compared to other universities.
   3. There was a conversation with Dr. DeRosa when the DUC and Biology buildings were being built that Dr. DeRosa did not want a parking cost increase at that time.
   4. The decision for a parking fee increase was made late in process and the communication about it to campus was poor. There is no excuse for that. We will work on better communication.
   5. Jane said that carpooling is now available with special parking spots.
   6. There will be access to showers and lockers for those who want to ride their bikes to work.
   7. Pat said they are in conversation with the Mormon Church to have the students pay to park there and we use that money to help with upkeep of the parking lot.

J. Question 6 – What is the University policy on flexibility in work schedules when adjustments are approved at the department level? Are flexible work schedules a department level decision? If not, why not?
   1. Normally the department makes the decision. A lot of time the issue is the department not having coverage.
   2. Jane said they work with departments on an individual basis.
   3. It can cause issues with other employees.
   4. Kitty asked what the steps the staff member goes through are.
   5. It can get into labor law if someone wants to work 4 ten hour days for example.
   6. Question – what about going from a 37.5 hour week to a 40 hour week? Jane said that is a budget issue.
   7. They want to make sure that there are not unintended consequences
   8. If there are issues with coverage then sometimes people will need to take turns. The supervisor needs to provide for that.

K. Question 7 – What measures are in place to ensure that every staff member has a face to face performance evaluation meeting with their supervisor at least once per year? (Concern raised at President’s staff address in June).
   1. Human Resources only approve salary adjustments only with the completion of a performance evaluation.
   2. Evaluations have to be signed by the employee, their supervisor and the supervisor’s supervisor.
   3. If that feedback doesn’t occur an employee should request it.
   4. The employee should provide comments in the appropriate section.
   5. If the request is denied the employee should contact Human Resources.

L. Question 8 – Staff would like to have the opportunity to give both positive and constructive feedback on supervisors during the performance evaluation period in a structured and safe process. (Note: Some staff recall a prior version of the performance evaluation documents that included a place for such feedback but in recent revisions of this document that has disappeared. There is also some opinion that an anonymous feedback process would be more likely to elicit input from staff.) Would the University consider implementing some type of formalized 360 degree performance evaluation process?
   1. It is important if you have issues with your supervisor to talk to them. If your supervisor is not willing to talk contact Human Resources.
   2. There is no plan for a 360 Review. A 360 review is an assessment of an individual from people who report to them, people they report to, and their peers. It needs to be done with skilled facilitators and can be expensive. Pat does encourage it for people in managerial areas of responsibility.
   3. Margaret says this comes from where people feel they are not being treated fairly by their supervisor.
   4. Pat said the performance review is a chance to provide feedback. Jane said Human Resources has worked with people to write an evaluation of their supervisors.
   5. Jay said he has worked places where evaluation is an ongoing process, not a once yearly meeting.
   6. Pat said to use the goal setting in the performance review as a time to bring up issues.
7. This shouldn’t be something that happens every twelve months.
8. Supervisors may need more training.
9. Nancy Snider said that there are issues in the College where a supervisor is an elected Department Chair who many only serve for three years. And you don’t always get a satisfactory response. Pat suggested going to the Associate Dean, or Sara Klei. This is an issue that a lot of colleges and universities face where supervisors are faculty members. It can be a real challenge.
10. We have to look at the options. Maybe we need to make that clearer.
11. There may be changes with the new Provost, including more training for academic chairs.
12. The comment section of the performance review is the place to document issues with a supervisor. Pat realizes this may not be easy to do. This is the place as the employee’s supervisor’s supervisor signs the form as well.
13. Pat admitted that some people are managers who shouldn’t be.
14. What ownership fall on the supervisor. Some people are just given the form and told to sign and return it.

M. Question 9 – Staff have brought to the attention of SAC representatives various inconsistencies in communication of information related to compensation, salaries of open positions etc. What measures are in place to reduce confusion around these matters?

1. Example 1: Salary ranges for OIT jobs are listed on postings on the website, but only salary grades for other jobs. There is not currently access for employees to view the salary ranges by grade in a public fashion.
   a. Pat was not aware that the grade pay ranges were not public. The new CIO wanted salaries listed on job postings. One proposal was to list the grade pay ranges on insidePacific. Pat thinks there is more upside to disclosing them than not. Pat thinks it is better for everyone to know what the ranges.
   b. Concern was raised about posting a range when they are hiring at the lower end of the range due to budget reasons.
   c. If you get a new position and are below the minimum pay range for that grade you are raised to the minimum.
   d. Grades pay ranges will be published soon on job openings.

2. Example 2: Discrepancy in calculation of stipend pay for staff taking on additional workload. Employee told by compensation analyst that different formula was used last year to determine the stipend and no explanation given as to why the formula changed.
   a. Extra stipends for staff are not provided except in compelling cases.
   b. In the past Human Resources has been told about promised stipends after the fact. Now they are controlled. They have to be approved beforehand. They have to be related to the duties being done. There are guidelines that are now being followed.

3. Example 3: Work related travel on a non-business day to attend conferences, etc. Some departments allow “comp time” to staff when they have travelled on weekend, others do not. No clarity around this issue can be found in the current Staff Handbook (dated 2006) or in the Business Policies re: travel.
   a. Pat agrees that this needs clarification. Reminder that there is NO COMP TIME FOR HOURLY EMPLOYEES.
   b. Jane said this will need to be addressed. You can change the work week, but you cannot give comp time.
N. Question 10 – The Staff Handbook available on the Pacific website is dated 2006 and signed by Dr. DeRosa. When will this resource be updated and made available to staff?
   1. The handbook should be updated every year.

O. Questions for Pat and Jane
   1. A follow-up regarding comp time: So you can adjust the days you work in a week but not allow comp time. Correct, if you know someone will be working Saturday you can give them the Monday of that week off.
   2. Are we going to move to electronic timesheets?
      a. The complication is that we are paid in advance. We need to correct this, and pay in arrears. We are paid for work that hasn’t been completed yet.
      b. We have to figure out a way to do it where it won’t create a hardship for the employees. That is the biggest challenge.
      c. Ken Mullen, the new controller, was in a similar situation and Pat believes Malik Rahman, CIO, was as well.
      d. This needs to be done so there is no impact on the employees.

VII. Margaret Roberts
    Thank you to Pat and Jane. WE appreciate you candor, honesty and willingness to come speak with us.

VIII. Meeting adjourned at 1:40pm.
Dining Services Advisory Committee Report, Meeting of October 27, 2011:

- For Native American Heritage Month in November, Bon Appetit will feature a special dessert of Indian fry bread with strawberries and other toppings.
- At the Lair, those purchasing bundles now have the option of a side salad. Previously, the only side options were crudité and French fries.
- Bon Appetit will be offering complete Thanksgiving family meals for take-home purchase, similar to those offered at grocery stores and some restaurants. The meals will consist of a cooked turkey and side dishes. The cost will depend upon the size of the turkey and the number of servings required. The last day to purchase will be Tuesday, November 22. As soon as I have more details on menu and cost, I will pass them on.
- If anyone has praise, constructive criticism, queries, or suggestions for Bon Appetit, please email me. Our next meeting is November 17 at 3:00 p.m.

IPC report
The University divisions have begun their budget requests for FY 2013 to IPC. Each IPC meeting we hear two division requests. This will continue through February. I will make a final report to SAC when the budget process is completed in early spring.

Business Mangers: No report

University Diversity Committee:
- University Diversity Retreat was held on 10/28/11. The theme was Student Success and the keynote speaker was Dr. Mitchell Chang from UCLA.
- There will be a VISIONS, Inc. Social Justice Training on the Dr. Martin Luther King, Jr. Holiday on 1/16/11.
- There will be a Call for Nominations for the Martin Luther King, Jr. Peace and Social Justice Luncheon Awardees will be put out on Wednesday, November 16.
STAFF ADVISORY COUNCIL
APPROVED MINUTES
Friday, December 9, 2012

In Attendance: Marylou Bagus, Scott Christensen, Adrian Cisneros, Wendy Cornwall, Kim Cose, Julie Deverell, Ron Espejo, Kitty Gilbert, Rick Girardi, Kristina Juarez, Sara Kleinert, Margaret Roberts, Jeffrey Ross, Elise Sloan, Jay St. Clair, Kristan Turnbeaugh

Absent: Sandra Burdi, Chris Haruta, Cyndi Hughes, Jane Lewis, Andrew Padovani, Rebeca Stovall

Guests: Nancy Snider, Koura Fabiny

I. The meeting was called to order at 12:09pm.

II. Minutes
Sara Kleinert moved and Marylou Bagus seconded to approve the minutes. Minutes were approved unanimously.

III. Treasurer's Report
We have a balance of $8,019.80, which includes the holiday luncheon expenses.

IV. Chair's Report
A. Holiday Reception
1. Make sure you RSVP.
2. The call for volunteers email worked.
B. Career Month Recap
1. Keynote speaker was the best attended session. There were 30 people at Stockton, 15-20 at McGeorge and 2-3 at Dugoni. The presentation is available for viewing on insidePacific.
2. The panels were abysmally attended. We probably won't have the panels in the future.
3. If you have thoughts about what you would like to see in the future please talk to Margaret or Kim.
C. Strategic Planning Committee Update
1. The group is busy and active.
2. They are getting the 26 reports from the working groups.
3. They will meet weekly beginning in January.
4. There is concern about the participation of staff.
5. Please attend the Symposium on January 28th to give your input. This is a university-wide event.
D. WASC Feedback
1. We will be asked to host a speaker early next spring on the WASC process.
2. The Provost sent out the EEER report for WASC.
E. Staff Survey
1. We have gotten a lot of great insight.
2. Kim, Margaret and Sondra Roeuny will be reviewing the results next week.
3. They will take it to upper administration directly.
F. SAC Terms
1. Margaret passed out information about SAC terms.
2. She will be asking for feedback in February.
G. SAC Video Project
1. We want to add video testimonials to the SAC website, why did you get involved etc.
2. A sign-up sheet was passed out – with basic days and times.
3. Want to get the videos done in early January so they can be on the website by February.
4. Kristina will come to us.
V. New and Ongoing Business
   A. Staff Engagement
      1. Happy Hour on Thursday January 12th. Special priced drinks. SAC will provide munchies. We can’t
         start any earlier than 5:00pm as Bon Appetit doesn’t staff bartenders until that time. We want to
         have these once a month.
      2. Stockton Thunder
         a. Will distribute a flyer on January 3rd. Staff will be able to get up to four tickets per staff member
            for themselves and their immediate family.
         b. If there is a great demand we will buy a second block of 50, or however many more.
   B. Recap of meeting with Pat and Jane
      1. It brought out more constituents.
      2. There will always be frustration with salaries.
      3. We acknowledged Pat’s admission that parking increase was handled badly.
      4. Thanked them for posting salary ranges on jobs.
      5. Talked about giving staff a way to include training
      6. Staff Learning and Development also has issues with people not showing up.
      7. People say they want advancement, but what does advancement look like. It is a fine balancing act.
         Kim is trying to address it.
   C. Volunteer Policy
      The Volunteer Policy is nearly ready to be approved by the Cabinet. It will be implemented for a one
      year pilot program beginning in January. There are limitations on how it can be used.
   D. Lunch with Human Resources
      1. They are doing this to help us become more educated.
      2. There have been two session so far.
      3. This is a one hour lunch once a month. Please put them on your calendar and attend.
      4. These lunches are part of the partnership/relationship with Human Resources.
      5. Sara K said they do a more in depth session with Business Managers.
      6. In the summer maybe have them do a ½ day workshop with the reps as part of the retreat.
   E. Coffee with Constituents
      1. Kristina passed around a signup sheet.
      2. These can be hosted together or you can host more than one.
      3. Try to get back to Kristina by the 17th.
   F. Constituent Lists
      Updated constituent lists will be sent out as an excel spreadsheet by the end of the day.

VI. Training Corner
   A. There were sessions during Career Month.
   B. They are working diligently to enhance course offerings.
   C. Need to hire another person. They are working on that now. Have been doing phone interviews.
   D. There is a committee making the final decision. The goal is to make an offer before break.

VII. Committee Reports
   A. IPC – Kelli Page via email
      The Institutional Priorities Committee (IPC) has been meeting regularly over the past several months
      hearing and reviewing budget presentations from the various division. All presentations have now been
      completed. In January, IPC will make its budget recommendations, as well as tuition, room and board
      increases and staff salary merit increases. Beginning in February, IPC will host several campus forums to
      discuss these recommendations. As soon as the forum dates are set they will be announced to the
      campus community.
   B. Scholarship Committee – Wendy Cornwall
      We reviewed seven scholarship applications and partially funded four of them.
C. Learning Objectives – Adrian Cisneros/Kim Cose
   There have been focus groups on all three campuses. There is a consultant who will review the results. They are waiting for the final report. Next steps cannot take place until after the report is received.

D. Safety/Security Committee – Jay St. Clair
   1. Ash wants to be more detailed in meetings. They are going over inspection reports.
   2. The consultant’s report has gone to the Board.
   3. January 4th there will be an emergency response exercise on campus. The Board hasn’t been involved in the past, but will be this time. There will be notifications going out to campus.
   4. A new provider has taken over Pacific Connect.
   5. There were concerns about the number of updates with the power outage. People were upset that there were too many alerts and not enough alerts.
   6. They are working to establish guidelines.
   7. Kitty said that her messages went to junk mail.
   8. Some people said there phones still worked. Phones average about 40 minutes when they are still usable.
   9. Buildings with card readers were locked.

E. ISPC – Margaret Roberts
   1. A lot less money is being allocated this year. The larger capital purchases (building in San Francisco) mean less discretionary money this year.
   2. It is very important that everyone attend the IPC forums.

VIII. Open Forum
A. Jeff Ross said we could make active directory lists. Scott suggested using Sakai. The drawback is that the representatives change. Maybe we can do this when we make changes at the end of the year.
B. Margaret – what can/should/could we do to generate more interest to fill the roles we need to fill?
C. Sara – staff engagement is a huge plus
D. Coffee with Constituents might help as well.
E. Video some of the events
F. People think the meetings are only for the representatives
G. New hire orientation
H. Bring someone to a meeting. It doesn’t connect until you see what happens at the meetings.
I. Have a flip cam at the Holiday Luncheon.
J. January 12th – HR luncheon and Happy Hour. Bring a non-SAC buddy to Happy Hour.
K. We are looking into having the March meeting at March Lane

Meeting adjourned at 1:32pm.
STAFF ADVISORY COUNCIL
APPROVED MINUTES
February 10, 2012

In Attendance: Marylou Bagus, Sandra Burdi (via phone), Adrian Cisneros, Wendy Cornwall, Kim Cose, Julie Deverell, Amanda Elrod, Ron Espejo, Kitty Gilbert, Kristina Juarez, Sara Kleinert, Jane Lewis, Andrew Padovani, Margaret Roberts, Jeffrey Ross, Jay St. Clair, Kristan Turnbeaugh

Absent: Scott Christensen, Chris Haruta, Cyndi Hughes, Elise Sloan, Rebecca Stovall

Guests: Cynthia Brooke, Gail Stovall, Nancy Snider, Joyce McCallister, Kathy Kassab, EAnn Sica, Susan Burkhardt, Greg Joksch, Lauri McInnis, Amy Burke, Debbi Bell, Consuelo Roberts, Rosie Fox, Jennifer Maroney, Carole Dominguez, Ron Tacan, Cathy Martinez, Katherine Berglund, Lynda Davis, Ash Chaudry

I. The meeting was called to order at 12:05pm.

II. Minutes
Jeff Ross moved and Kristan Turnbeaugh seconded to approve the minutes. Minutes were approved unanimously.

III. Treasurer’s Report
A. We have a balance of $7,705.24 in the budget.
B. Sara Kleinert suggested using some of the money to help pay for a theatre group that does supervisor training. Jane said the Sacramento HR person is going to see a performance and Jane will report back next meeting.

IV. Chair’s Report
A. Engagement Events
1. The reports we have received said that people enjoyed the hockey event.
2. Suggestions for other events: family film event at the theatre, bus to an event in San Francisco, Ports game with a tailgate at the University Plaza Waterfront Hotel; Pacific baseball game, learn to row day
B. Term Transition
If we go with the schedule as it stands now we will turn over 14 of 19 representatives. We also will need two new representatives one non-exempt in the Development area and one non-exempt in the President’s area. Four people have agreed to stay on and extend their term by an additional year. The new configuration would result in 10 of 19 returning, plus 2 new positions.
C. Holiday Luncheon
By and large the feedback was fantastic. Everyone enjoyed the children’s entertainment.
D. President’s Address
1. The President’s address will be Wednesday, March 21st in the DUC Ballroom with a reception to follow.
2. The executive board will be talking with the President late this month.
3. Suggestions for topics she can talk about: summer schedule, internationalization of Pacific.
4. It was recommended that the event be simulcast like it was last year.
E. Children on Campus Policy
   1. There will be a formalized policy regarding children on campus.
   2. This will address children in the workplace, and children on campus for camps etc.
   3. The committee is meeting next week to look over recommendations made for changes to the policy.

F. Pacific Family Fun Day
   1. There is a group putting forth a last ditch effort to reinstate Pacific Family Fun Day.
   2. Margaret asked that they submit a proposal to SAC by the next meeting.
   3. EAnn Sica from School of Pharmacy is on the committee. If you are interested in participating
      please contact EAnn at esica@pacific.edu

G. Familia Latina de Pacific
   Margaret has met with the leadership of this group and encouraged them to engage with SAC.

H. Awards Proposal
   1. Margaret has forwarded a proposal from staff at the Dental School for an employee of the quarter
      award. It would be inclusive of all staff. There would be open nominations and anyone could
      nominate anyone. A first review would be done in HR and then the nominations would be passed to
      a committee.
   2. The award could include one day’s worth of vacation hours, certificate, and an announcement in the
      Bulletin and on the video screens.
   3. This would be completely separate from the Cavanaugh Distinguished Service Award and would be
      more for a one time action than overall service.
   4. It was suggested that they may want to look into awarding by division and/or exempt/non-exempt.
   5. Another suggestion for an award would be lunch in the River Room for two. It would be good to
      offer choices for the award.

V. Human Resources and Assessment, Training and Technology
   A. Human Resources
      1. Jane thanked those who have been attending the HR/SAC lunches. HR is looking for new ideas of
         what to cover. Tuition remission/tuition exchange is on the radar.
      2. The years of service luncheon will be May 23rd.
      3. Someone asked the status of the staff handbook. Jane said it is about half done. It has gone to the
         attorneys for review. The goal is to have it complete by the end of the fiscal year.
   B. AT&T
      1. Kim said that they are not able to move forward with online training through Linda.com. The cost is
         prohibitive. She is looking into another vendor.
      2. The class schedule for February has been distributed and registrations are coming in fast. There will
         be a new class schedule coming out in mid-March. They are now utilizing outside instructors.
      3. Kim introduced Amy Burke, Staff Learning and Development Program Manager. She is originally
         from Stockton and recently moved back to the area. She has been involved in training programs for
         the last seven years.
VI. New/Ongoing Business
A. SAC Video Project – Kristina Juarez
   We want to incorporate more video on the web. Kristina will be contacting people in the next few weeks. Email kjuarez@pacific.edu if you are interested in participating.

B. Happy Hours
   Happy Hours occur at the Lair beginning at 5:00pm one Thursday a month. Bon Appetit has agreed to discounted pricing on beer and wine for these events. We are looking at theming some of the happy hours with food and music. Bon Appetit is not setting a time limit on the reduced prices, they begin and 5pm and continue all night. However, this is only the once a month, not every Thursday. Please remind people that the reduced prices are only during SAC Happy Hours.

VII. Committee Reports
A. Business Managers – Marylou Bagus (read by Wendy Cornwall)
   1. ZipCars are at Pacific and are open to students and staff. For more information please visit zipcar.com/university.
   2. Electronic paystubs started today.

B. IPC – Kelli Page (read by Wendy Cornwall)
   1. Kelli attached the Power Point presentation that was presented at the community forums. The PowerPoint will be sent with the minutes. Neither forum was very full with staff, faculty or students.
   2. IPC allocated $800,000 amongst the University division (Stockton campus), but these allocation are on hold because of the Cal Grant situation. The 2% merit increase and 1% equity that are proposed this year could also be on hold.
   3. The situation she referred to is that Governor Brown is proposing a cut to the amount of Cal Grant funds that a private university would receive. This is a proposal and nothing is definite. There is a University task force that is meeting on a weekly basis to make sure we are top of any new developments, etc. There is a slide in the Power Point presentation that goes into more detail.
   4. One point that needs to be noted is that it is being recommended that the retirement benefit age be reduced from the current 26 years of age to 21 years of age. She believes this originally came from a request/proposal from SAC to reduce the age so that younger staff members could receive this benefit. But again, this could be on hold if the Board of Regents decides that we need to cover the funds we would not receive from the Cal Grants.
   5. The next IPC meeting is on February 28th.

C. University Compensation - Has not met – no report

D. University Diversity Committee - Marylou Bagus (read by Wendy Cornwall)
   1. Safe Zone Training is always available. If your department would like to have a training, please contact Marylou Bagus in Multicultural Affairs/Women’s Resource Center at mbagus@pacific.edu
   2. Congratulations to this year’s MLK Peace and Justice Award Winners – Lisa Cooper, Kerry Robinson, Charlie Moynahan, Anthony Young, Dr. Sacha Joseph-Mathews, and Professor Lorena Beccera. The luncheon was SOLD Out and everyone is encouraged to get their tickets early next year.

E. Safety and Security Committee – Jay St. Clair
   1. Jay passed out notes from the last two meetings. (Scanned and sent with the minutes).
   2. Everyone needs to be aware of what is going on around them.
   3. The Townhouse fences have been rebuilt.
   4. There is now extra security at the Townhouses.
   5. There is a van that circles campus certain nights for students.

F. WASC Review – no report
G. ISPC – Margaret Roberts
ISPC meets bi-weekly and is engaged in a parallel strategic planning process to define the ongoing and future strategic IT plans of Pacific. In addition a sub-committee of ISPC is working on prioritizing Phase 2 video conferencing implementation plans with a focus on administrative/staff utilization versus academic needs. A few academic spaces with strong utilization trends (dental/pharmacy) will be considered but most likely the list of approved rooms for upgrade/installation in Phase 2 will be those expected to be in high demand for administrative/staff use in the 12-18 months. It has been discovered that the vast majority of use is between the three campuses and not outside.

H. University Dining Committee – Katrina Jaggears
Committee did not meet in December and Katrina missed the January meeting due to illness.

I. University Facilities Committee – Ginger Hudson
No report this month, Ginger is ill. She plans to have a report at the March meeting.

J. Community Outreach – no report

K. Task Force on Learning Objectives – no report

VIII. Provost María Pallavicini
A. Strategic Planning
1. The strategic planning process started at a symposium in September. We were asked to think about how students want to learn in the future, how, when and where they want to learn.
2. A strategic planning committee (SPC) was formed.
3. Various groups were asked to discuss what is the future of their area/discipline? What challenges will we need to face. There were also interdisciplinary topics, the business of higher education etc.
4. In November the documents came to the SPC from the groups. The SPC synthesized major points from the documents. These documents are available on the Strategic Planning Website (http://www.pacific.edu/About-Pacific/AdministrationOffices/Office-of-the-President/Strategic-Planning.html).
5. A second symposium was held on January 28th. This was to brainstorm big ideas. About 40 posters of big ideas game out of this symposium. SPC then developed preliminary clusters from the big ideas and are beginning to look at the clusters.
6. Everyone on SPC recognizes that it can’t be done without increasing the efficiency of the university. They realize that technology will be needed. Ability to improve how staff does their jobs will also be necessary, including resource management and staff development.
7. It was noted that staff have good ideas about academics.
8. There will be more opportunities for input.
9. What’s next?
   a. There are a series of forums and meetings planned. The Cabinet and the Deans will each be meeting about the Big Ideas.
   b. There will also be open meetings on all three campuses.
   c. They will also be reaching out to staff, alumni and employers.
   d. Staff is welcome at the forums or you can contact SPC members.
   e. The plan is to put 6-12 big ideas before the Board of Regents in April. The Regents have been involved throughout the process. The Regents have a Strategic Planning sub-committee. The Regents came up with criteria they think are important. Two of the ideas they feel are important are financial and keeping the university strong.
   f. We need to look at how we are positioning ourselves to students and their families.
   g. The challenge is to build the integration of liberal arts and professional schools.
   h. Once the Board gives approval, the schools and colleges will look at how they line up with the plan over the summer. The entire program will go before the Board in October.
10. Margaret introduced Sondra Roeuny and Corrie Martin as other staff members who are on SPC.

11. Kim Cose mentioned that she worked well with the faculty in her group at the January symposium.

12. SPC took the preferences from the symposium into account.

13. The university needs to realize that we can’t be all things to all people.

14. Margaret was encouraged that there were overlapping ideas.

B. Questions for the Provost

1. What were some of the ideas that were rising to the top? Personalized, individualized education, which will require a lot of IT and training; better leverage the 3-city campus and how to leverage it; cross disciplinary working across and within campuses; and the need to build/develop organizational capacity.

2. There was a question about access. Everyone has a different definition. The university will need to decide what our definition of access is at some point. We will also have to face financial issues. SPC will be having a financial tutorial in the future.

3. Are they looking at what the region will look like in the future? There are environmental scans that look at the futures. Whatever we do has to be in the context of what we think the future will be like. What has changed in the environment? Look at the for profits. How do we compete? Understanding that the demographics of California are changing. Where will jobs be in the future? Students will look at the university as a road to get a job.

4. Can you speak to the reorganization of the office? When the Provost arrived she found she has 23 direct reports. There is currently a search going on for Vice Provost. There are both internal and external candidates. They are hoping to have phone interviews done by the first week of March. This position will have responsibility for student retention. The university will be measured by its retention rates.

5. There are three new Assistant Provost positions that will come from the faculty. They will be three year term appointments and then they will return to faculty. This will allow faculty to get training as an administrator. The first position is Assistant Provost for University Wide Programs. This includes the honors program, experiential learning, etc. Lou Matz will be the first in this position. The second two are Assistant Provost for International Programs which will be 40% appointment and Assistant Provost for Academic Affairs which will be a 50-60% appointment. The latter two appointments will wait until the Vice Provost is hired.

C. WASC

1. The site visit for WASC is April 2-4, 2012.

2. They are looking at how effective we are in delivering out programs.

3. What do we expect are students to know/learn? How do we get data tracking this and how do we improve.

4. We now need to provide evidence.

5. WASC also cares about what students learn outside the classroom.

6. The support units will need to look at how effective they are as well.

7. This needs to be developed from the staff in the unit. Units need to develop goals to achieve the mission of the university. Also need to determine how to achieve the goals if they are not met.

8. Administrative units will be involved in assessment as well.

9. There are institutional wide learning objectives that we as staff need to be aware of as well.

10. Sondra is working on metrics for the non-academic units.

IX. Margaret introduced Amanda Elrod. She is replacing Rick Girardi as the representative for Development.

X. The meeting was adjourned at 1:40pm.
I. The meeting was called to order at 12:10pm.

II. Minutes
Kitty Gilbert moved and Sara Kleinert seconded to approve the minutes. The minutes were approved unanimously.

III. Treasurer’s Report
We have a balance of $6,629.85 in the budget.

IV. Committee Reports
A. Business Managers – no report
B. IPC – Kelli Page
   1. IPC has completed reviewing the budget requests.
   2. IPC had some community forums.
   3. They are waiting for the governor’s budget to see what will happen with Cal Grant.
   4. IPC separated their proposals into Tier 1 and Tier 2.
   5. The idea is to fund the Tier 1 proposals and then hold the remainder of the money to see what happens with the Cal Grant.
   6. IPC will be meeting again next week.
   7. Two buses full of people from Pacific went to Sacramento on Wednesday, March 7th. There were about 20 universities represented. Our students had an opportunity to speak to the legislators and give a face to the situation.
   8. The merit increase is separate from Tier 1 and Tier 2.
C. University Compensation – Wendy Cornwall
   1. The University Compensation committee met and went over the Health and Welfare Change protocols.
   2. Wendy had to leave the meeting early for another meeting and hasn’t received the minutes yet.
   3. Jane said that they are aware that the communication wasn’t handled well last year.
   4. Human Resources is currently meeting with the various vendors.
   5. They do not want to increase co-pays.
D. University Diversity Committee – no report
E. Safety and Security Committee – no report
F. WASC Review – no report
G. Strategic Planning Committee – Margaret Roberts (read by Wendy Cornwall)
   The SPC held a very productive Student Summit on February 29th to get input on the clusters of
   strategies developed from the January 28th symposium and to provide students an opportunity to
   generate additional “big ideas”. The input was exceptional and reviewed by SPC in our weekly meeting
   on March 1st. The committee is ensuring that the student voice is included in the filtering process. SPC
   takes the synthesis of ideas on the road to San Francisco, Sacramento and to the wider Stockton
   communities for “Strategic Planning Reviews” starting Monday, March 5th. Breakfast meetings will be
   held on each campus (San Francisco-March 5, Sacramento-March 14, and Stockton-March 22) to invite
   internal and external stakeholders an opportunity to weigh in on the strategy ideas that are forming.
   Watch Enews and messages from the Provost’s office for details on events on your campus.

H. ISPC – Margaret Roberts (read by Wendy Cornwall)
   Sub-committees with the group continue to work on developing short-term technology strategic plans
   that will keep Pacific moving in a positive direction with regard to technology during the short-term
   until the strategic planning alignment to the University plan begins in Fall. ISPC will complete the
   current strategic plan by the end of Spring 2012.

I. University Dining Committee – Katrina Jaggears (read by Wendy Cornwall)
   There is no news to report from the Dining Committee

J. University Facilities Committee – Ginger Hudson
   1. See attached
   2. Ginger passed out an athletics facility program plan (attached)

K. Community Outreach – no report

L. Task Force on Learning Objectives – no report

M. HR Task Force – no report

N. Scholarship Committee – Wendy Cornwall
   We received seven applications for the quarter ending February 29th. We partially funded five
   scholarships.

O. Marketing Committee – no report

P. Community Engagement – no report

V. Human Resources and Assessment, Training and Technology
A. Human Resources
   1. Jane said thank you for attending the Human Resources lunches. Let her know of other subjects you
      would like to have covered.
   2. There will be a program on April 26th on tuition remission/exchange. Human Resources, Financial
      Aid and Admissions will all be there. The location has not yet been determined.
   3. They are still pushing for the quarterly award. It will be on all three campuses.
   4. Summer hours will be in effect this year, but they will be looking at the program for the future.

B. Assessment, Training and Technology
   Sent an email saying they are still moving forward with training and look for a new training schedule to
   be released soon.

VI. Chair’s Report
A. Nominations and Elections
   1. Please make suggestions of people you think would make good representatives and talk it up in your
      area.
   2. Nominations will be accepted through March 23rd.
   3. The vote will take place April 2-6, 2012.
   4. We want to invite the newly elected representatives to attend the April meeting as guests.
   5. The official email will be going out.
B. President’s Address
1. The President’s Address to Staff will be March 21st from 3-5pm. Please RSVP as their will be a reception following the President’s address.
2. The SAC Executive Board recently met with the President.
C. President’s Budget Recommendation Town Hall
This event will take place, Monday, March 19th at 7:00pm in Grace Covell.
D. Pacific Family Fun Day
We did not receive a proposal from the group who was interested in reviving this event.
E. WASC Visit
1. The back of the agenda lists the university wide learning outcomes.
2. New initiatives need to line up with the learning outcomes.
F. New and Ongoing Business
1. Staff Survey Results
   a. The survey was conducted in September 2011 in preparation for National Career Month.
   b. The survey was conducted to give Susan Britton Whitcomb, the keynote speaker, an idea of the opportunities and challenges to career growth as perceived by Pacific staff.
   c. SAC also wanted to know what general concerns staff have to help us prioritize our focus and initiatives.
   d. 71% of the participants were from the Stockton campus. Sacramento also participated and San Francisco opted for their own independent version of the survey.
   e. 67% of the participants were non-exempt staff members.
   f. Things people like about working at Pacific
      1) Work atmosphere
      2) Academic environment
      3) Campus
      4) Benefits
   g. Things people do not enjoy about working at Pacific
      1) Work atmosphere
      2) Communication
      3) Career growth
      4) Compensation/classification
      5) Safety
   h. Next steps…. Addressed with the president the issues of communication, staff morale and job performance reviews
2. Junior Achievement Job Shadow Day
   a. This event takes place on March 21st. You would host a high school student.
   b. Lunch will be provided for the student by Margaret Roberts.
   c. If you know of someone who is willing to be a host please let Margaret know.

VII. Open Forum
A. Kristan hosted her Coffee with Constituents. She only had four people show up, but they did find out things about SAC that they weren’t aware of, like SAC can act as a liaison. Julie picked the day it rained to host her Coffee with Constituents. She had eight people show up, but again her constituents learned things about SAC they weren’t aware of. Ron and Kitty have theirs scheduled for April 19th.
B. Elise asked about the feedback form on the SAC website. Kristan has been in contact with OIT, but the person who did something similar for COP has left the university. Someone said maybe we should have a paper version of a comment box. It was suggested talking to the mailroom and having mail addressed to SAC go to the current SAC chair and then people can just put comments in an envelope and put it in campus mail.

VIII. The meeting was adjourned at 1:13pm.
In attendance: Marylou Bagus, Adrian Cisneros, Wendy Cornwall, Amanda Elrod, Ron Espejo, Kitty Gilbert, Cyndi Hughes (via phone), Kristina Juarez, Sara Kleinert, Jane Lewis, Andrew Padovani, Margaret Roberts, Jeffrey Ross, Jay St. Clair, Kristan Turnbeaugh

Absent: Sandra Burdi, Scott Christensen, Kim Cose, Julie Deverell, Chris Haruta, Elise Sloan, Rebeca Stovall

Committee Representatives: Katrina Jaggers, Kelli Page

Guests: Christine Hammerberg, Scott Rivinius, Terra Roane, EAnn Sica, Jean Han, Lisa Cooper, Elizabeth Griego, Nina Massoumi, Serjio Acevedo

I. The meeting was called to order at 12:04pm.

II. Minutes
Adrian Cisneros moved and Kitty Gilbert seconded to approve the minutes. The minutes were approved unanimously.

III. Treasurer’s Report
We have an available balance of just over $5,500.

IV. Chair’s Report
A. March 21st we hosted four home schooled high school students for the Junior Achievement Job Shadow Day. The students got a lot out of it. Please think about participating next year.

B. WASC Visit
   1. They responded to an anonymous email about a lack of a staff forum.
   2. Two WASC members met with staff.
   3. The Chair of the WASC Committee will do a letter to President Eibeck about concerns raised.

C. President’s Address to Staff
   1. Kitty heard back from constituents who thought it went well.
   2. Likelihood of not receiving merit increases was a negative.
   3. Still didn’t hit staff concerns.
   4. People felt she needed more emphasis on the tiered approach to merit postponement.
   5. Several representatives had feedback that they felt talked down to (How she referred to WASC).
   6. Talked about Cal Grant, but around everything else.
   7. Communication plans need to be made. Surprise that merit deferment information was not made available until the President’s address. Staff felt surprised.
   8. Is it the responsibility of SAC to share this information? No, but it is our responsibility to quell rumors.
   9. Kelly Page – some of the information was shared at the IPC forums, but very few people attended.
   10. If some topics of the address are known in advance, people may be better able to formulate questions.
   11. President’s Advisory Council
   12. The SAC Executive Board is presenting the survey results at the President’s Advisory Council in May. One of the topics will be communication.

D. IPC
   1. Kelli Page has been serving as the SAC representative to IPC (Institutional Priorities Committee), but her term is up and we need a new representative. You are the voice from SAC to IPC. There are faculty, two deans, SAC representative and the cabinet.
2. It is time consuming. During the budget process they met twice a month for two hours, for two months they met every week. It is a great way to learn about the University and the intricacies of the budget.
3. IPC is asking for someone to serve a three-year term.
4. Serving on a university wide committee gives you access to people you might not otherwise meet or deal with.

V. New and Ongoing Business
A. Election Results

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<th>Area</th>
<th>Exempt/Non-Exempt</th>
<th>Name</th>
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<tr>
<td>Development</td>
<td>Exempt</td>
<td>Scott Rivinius</td>
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<td>Development</td>
<td>Non-Exempt</td>
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<td>President</td>
<td>Exempt</td>
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<td>Student Life</td>
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<td>Austin Ogan</td>
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1. The formal transition will take place at the May meeting. Reminder the May meeting is at 10:00am due to summer hours.
2. People felt that a week for accepting nominations was too short.
3. We had over 200 votes for SAC representatives.

B. SAC Retreat
We will discuss retreat plans at that meeting. Kristina is exploring off-campus options in Stockton. It will most likely be a full day event.

VI. Human Resources
A. Cavanaugh Award nominations are due April 25th.
B. Years of Service Luncheon is May 23rd.
C. Summer Hours are May 7th – August 10th. This fall they will be reviewing summer hours going into the future and will be asking for input from SAC.

VII. Staff Hiring Document – Lisa Cooper
A. This was put together in collaboration with Human Resources.
B. We are looking for ways to expand the diversity of applicants for staff positions.
C. Faculty have had a hiring plan in place for years.
D. Lisa Cooper is available to help staff through their searches.
E. There is a checklist to make the process a little easier.
F. Margaret said she read through it and found it to be overwhelming and redundant. Is there a way to streamline it?
G. Need to think about what skills are needed in advance.
H. Need to plan to offer training.
I. Maybe need to make the training mandatory.
J. Margaret – communication will be brought up at the meeting with the President’s Advisory Council.
K. Would it be possible to have the training recorded so people could view it?
L. This is not a cookie cutter approach. It is more how you think about the search process.
M. Suggestions were made to remove references to Pacific Rising and include more learning outcomes.
N. There are differences in hiring from within and outside of Pacific.
O. Add Skype instead of phone interviews.
P. How to staff show interest in serving on search committees? For academic searches contact Arturo Ocampo.
Q. Bigger issues – don’t understand how people can’t be mandated to take training.

VIII. Diversity Task Force – Elizabeth Griego
A. Elizabeth introduced Nin Massoumi and Lisa Cooper.
B. The deadline to finish the report is June 1, 2012.
C. Elizabeth passed out the Executive Summary of Ten Major Recommendations from the Task Force for Diversity and Inclusion.
D. The committee is honoring the work of what has gone on before.
E. The first two of the ten are representational and the others follow from that.
F. Margaret said there is a lack of consistency in the training supervisors get.
G. Task force would like to receive feedback.
H. How can we advance diversity even if not mandated? Have a sense of respect for everyone. Intentional mentoring.
I. It is more than one class or one workshop. It is the totality of the opportunities on campus.
J. There needs to be a willingness to engage.
K. There needs to be training for staff and faculty as well.
L. Katrina Jaggaers said the University has a partnership with Intercultural Communication Institute in Portland, Oregon. Faculty and staff don’t have to pay tuition.
M. Serjio Acevedo said the biggest issue is getting past the golden rule to the platinum rule – treat others as they want to be treated.
N. If you haven’t had the training, seek the training. Expand your own awareness. Be aware and seek to understand.
O. Each person has an obligation to represent the university.
P. There is a disconnect between faculty and staff. Staff are treated like second class citizens. Diversity in role and how you are perceived.
Q. Diversity is a difficult subject to talk about.
R. Everyone has a lot to learn. Pacific has enough diversity that we can learn from it.
S. Please feel free to send individual emails to Elizabeth Griego.
T. How does this report fall into the University’s strategic planning?
U. Strategic planning committee needs your feedback. WASC said this draft report was good. WASC also recommended that the University must relentlessly pursue diversity.

IX. Committee Reports
Committee reports are attached to the minutes. Reports were not given orally.

X. Meeting was adjourned at 1:37pm
I. **Dining Services Advisory Committee Report** – Katrina Jaggears

A. Gluten-Free News
   Gluten-free bread is currently available. Chef Marco may switch to all gluten-free pasta and tortillas next academic year due to a high number of requests from students, and the difficulty of providing both wheat and gluten-free options at food prep stations.

B. New at The Grove
   New coolers have been added to create a fresh produce section. Sales have been good.

C. Community Garden
   The Port of Stockton donated 6.7 acres of land in the Boggs Tract area for underprivileged families. The families will produce a community garden and rotate crops throughout the year. The produce will go to the families, and Bon Appetit will also purchase produce from the garden. Bon Appetit participated in a groundbreaking ceremony and brunch that was attended by 120 guests. When the first crop is harvested, Bon Appetit will return to participate in another celebratory event.

D. Catering Cost Study
   As a result of concerns expressed regarding the cost of Bon Appetit catering in comparison to some outside vendors, a consultant was brought in to do a study. The report that was produced does suggest some changes to Bon Appetit’s service. It has been submitted to President for review. It was pointed out that Bon Appetit offers full-plated services, as compared to other caterers who simply drop off platters and leave.

E. The next meeting is April 26th from 3-4pm in DUC 215. We will discuss plans for exciting new menu items for next year.

II. **University Facilities Committee Report** – Ginger Hudson

A. Showed some of architect’s drawings of proposed new quad north of the Calaveras. Using a more creative style, mimicking the river by a more wavy look, rather than the more general look of Monagan and Brookside. Pending acquisition of all permits, the first phase will start by mid-June, to be completed by 2013. That will allow all the furniture and incidentals to be done over the summer for Fall 2013 occupancy.

B. Proposal to demolish the stadium will be taken to the Board of Regents for approval. Previously, the plan was to decrease the size of the stadium and make it into a soccer field, but now they want to demo it altogether. They want to repurpose money for parking lots to do the demo. The stadium is underutilized and costly to maintain. It is about 12 acres of unused space.

C. Discussion about consolidating customer service for students, “one stop shopping”, so students don’t have to run all over campus to do business. Virtual vs. Physical access. Looking at vacant space (ex. Knole Hall).

D. Safety. Consultants recommend better lighting indicating problem areas. Natural surveillance, lowering bushes, raising foliage beds, improving lighting needed by buildings where people can hide. Defining “our” territory by posting no trespassing signs, identifying people who have no business on campus, etc. They have doubled the amount of Stripes. There is a shuttle that stops for students from 6pm-2am, around 8 stops on campus. They have seen an increase of usage up from about 8 to 50 a night now. There are night time security guards at the Townhouses. Video cameras are activated when the emergency phones are used.

E. San Francisco relocation. In bidding process now and hope to start in June. The top two floors will be rental/commercial offices. This is a change from the first plan to make floors four and five rental space. The rental space will have its own entrance and elevator separate from the campus space. The building being sold to help finance this is still occupied and the new owners have agreed to let us stay rent free until the fall.

F. Reviewed approval for a new position: Director of Capital Planning and Space Management. This is to help with the “way-finding” for the campus. One of the things to be looked at is the signage from the highways to the campus.
III. ISPC – Margaret Roberts
Draft of IT Strategic Plan is progressing well. Committee will begin aligning IT plan to University Strategic Plan over summer/fall.

IV. University Diversity Committee – Marylou Bagus
See Diversity Task Force Report

V. Business Managers – Marylou Bagus
Please begin to be mindful of year end as you close out your expenses and budgets. Dates to consider will be out shortly.