

STAFF ADVISORY COUNCIL

APPROVED MINUTES

June 5, 2009

Attended: Rebeca Stovall, Gail Stovall, Rena Quilenderino, Jaci Griffen, Ash Chaudhry, Patti Dreher, Margaret Roberts, Silvia Rodriguez, Kim Tonetti-Beck, Kelli Page, Cathy Dodson, Gilda Mossadegh, Ana Orellana, Consuelo Roberts, Rosie Fox, Barbara Stanton, and Wendy Stratton.

Permanent Guests/Committee Reports: Jane Lewis, Kathleen Quinn, and Kim Cose,

I. The meeting was called to order at 10:34am. Gail Stovall, Exiting Chair, welcomed everyone and passed the Chair to Jaci Griffen.

II. Roll Call/Minutes – Rebeca Stovall, Chair Elect

We placed a sign-in sheet for everyone attending to sign in as either Guest or Representative for a record of attendance. The sign in sheet will be used for roll call. Minutes from the April 3, 2009 and May 1, 2009 meetings were reviewed. There were a few slight edits and they were approved.

III. Treasurer's Report – Jaci Griffen, Chair provided copies of the Treasurer's Report

Colleen distributed the treasurer's report. The report reflected a total of \$269.40 available in the General SAC Fund and \$1,884.43 in the SAC Scholarship funds. Jaci let the group know that there was a \$3,000.00 base add to the SAC budget for FY 2010.

IV. Chair's Report – Jaci Griffen, Chair

Welcome to again to the new SAC Representatives. A current list of SAC representatives can be found on the SAC website (www.pacific.edu/SAC).

SAC Retreat Date:

Thank you to everyone that provided feedback. The date selected for the retreat is July 22nd, 2009. More information soon to come. All representatives are asked to mark their calendars for the Retreat on July 22nd from 8am – 1pm.

V. New and Ongoing Business

Welcome to the new SAC Executive Board:

Chair – Jaci Griffen

Chair Elect – Rebeca Stovall

Secretary – Silvia Rodriguez

Treasurer – Rena Quilenderino

HR Orientation Signups:

There are still some dates open for the SAC presentation at New Staff Orientation. SAC members are encouraged to sign up to present the SAC portion of the Orientation. If you'd like to sign up for a date please contact Gail Stovall (gstovall@pacific.edu) or email SAC@pacific.edu.

PFFD (Pacific Family Fun Day) – Gail Stovall

Gail announced the theme for the event – “Super Heroes”. There will be no gifts/baskets this year, rather there will be other rewarding events and fun.

If there is anyone that would like to be on the group for planning PFFD – please contact Gail Stovall (gstovall@pacific.edu) or email SAC@pacific.edu.

Tentative Date is Saturday, Sept 26th. 11am – 2pm – please save the Date.

Sustainability Document:

There was a question from a constituent about the new sustainability document/committee

(http://web.pacific.edu/Documents/provost/acrobat/sustainability_committee_2009.04.03.pdf) and SAC or staff

participation. There are several staff on the committee already (Scott Heaton, Kelli Page, Carol Brody, etc) Kelli Page volunteered to report for the committee to the SAC.

Committees:

As some representatives roll off SAC, there may be some positions open on different committees that SAC sits on. The Representatives will be polled about their interest and new appointments will follow.

VI. Guest Speakers: Wendy Stratton and Barbara Stanton:

Wendy Stratton Provided a Powerpoint Presentation about MOVE:

MOVE (Mountains, Oceans, Valley, Experience) – University program for Staff, Faculty and students. Wendy explained that volunteers are needed – most need is with the Local Valley events (Valley 2 Valley 3). Let Wendy know if you have any

skills – ex photography. To learn more about MOVE check out the website at <http://www.pacificmove.org/> . You can also check out First Year Experience: Pacific Style

(http://www.naspatv.com/naspa/c/naspatv_films/v/first_year_experience_pacific_style/).

If you have additional question or want to volunteer email: move@pacific.edu . Please let Wendy know by July 1st if you can participate.

There are some forms that need to be filled out for HR as a volunteer, please check with HR for any questions.

Barbara Stanton – Angle Tree

Barbara talked about her involvement in the Prison Fellowship Program – more general information can be found on the website: <http://www.angeltree.org> Barbara's involvement is with the Stockton, San Joaquin support group.

Barbara is looking for volunteers – email bstanton@pacific.edu Possibly add or alternative to Adopt a Family during the holidays.

VII. Training Corner –

Kathleen provided information for upcoming classes: More details can be found on the HR Training website (<http://web.pacific.edu/x3743.xml>) or within insidePacific (<http://insidePacific.pacific.edu>).

Some June courses include:

- *Workplace Relationship Strategies: Building Bridges Using the MBTI 6/18/09 8:30am – 12:30pm SAC Lecture Hall Building, Seminar 2*
- *Workplace Relationship Strategies: Building Bridges Using the MBTI 6/18/09 1pm – 4pm SAC Lecture Hall Building, Seminar 2*
- *Workplace Relationship Strategies: Building Bridges Using the MBTI 6/23/09 9am – 12noon SF Conference Room, 515B*
- *Workplace Relationship Strategies: Building Bridges Using the MBTI 6/23/09 1pm – 4pm SF Conference Room, 515B*

Kim Cose provided information for upcoming classes in June, July and August: More details can be found within insidePacific (<http://insidePacific.pacific.edu>).

- *Outlook 2003 Calendar: 6/18/09 1pm – 2:, 30pm STK Human Resources Training Room*
- *Banner 7 Fundamentals: 6/23/09 8:30am – 11am STK Human Resources Training Room*
- *Outlook 2003 Organizing Information: 7/1/09 8:30am – 10am STK Human Resources Training Room*
- *Excel 2003 - Working With Charts: 7/22/09 9:30am – 11am STK Human Resources Training Room*
- *Word 2003 Mail Merge: 8/12/09 9:30am – 11am STK Human Resources Training Room*
- *Orientation to Pacific's Business Technology: 8/13/09 9:30am – 12noon STK Human Resources Training Room*

VIII. Human Resources: Jane Lewis – Jane reported:

Introduced Compensation Administrator in HR, Benny Foronda. Compensation Committee will meet next week and review benefits for 2010.

The University of the Pacific will contribute \$100 to the cost of Weight Watcher's membership to support weight loss success. The Weight Watcher's At Work Program is 17 weeks and will only cost \$86. Staff/Faculty are able to pay this in three installments. Meetings will be on Wednesdays from 11:30-12:30 in the University Center. A free Information/Registration meeting is scheduled for Wednesday, June 10th at 11:30 in room 211A of the University Center Our leader's name is Cathy Sloan and she is eager to get started. Please contact Cari Keller (ckeller@pacific.edu or 6.2126) with any questions. Programs on other campus contact Kara on SF, Elisa on SAC

IX. Committee Reports

Career Month Planning Committee – Kim Cose reported that she needs committee members. Please send Kim an email if interested at kcose@pacific.edu.

ISPC- Jaci Griffen reported: Continued review of Strategic Plan for OIT

IPC – Cathy Dodson reported for the May 12th meeting: The Institutional Priority Committee's approved minutes, upcoming agendas, budget assumption documents and other special reports can be reviewed by all interested parties on the University web site under the Provost pages. To link directly go to: <http://web.pacific.edu/x13116.xml> the DRAFT budget assumptions for FY10 are posted there now.

An enrollment update was provided by Assoc. Provost Rob Alexander.

Enrollment was tracking at 910 YTD Confirmations as of the May 12th meeting although transfer numbers remain a bit below the target (-10). Combined, Pacific's enrollment numbers are 13 students above the enrollment status for the same time last year and the enrollment count may grow to as much as 950 or 975 students. If these confirmations stay on track and summer "melt" (melt = students who do not enroll after submitting their confirmations and deposits) is at 7% or less Pacific will experience enrollments in the 860-907 student range by the fall. Among Freshmen the GPA and SAT averages both increased, SAT by 26 points and GPA by .03. This level of GPA increase is rarely seen in a one year time span and GPA is considered a solid indicator of potential for academic success at the collegiate level.

A Program Planning Report was provided from the recent review of the recreation and Fitness division of Student Life. Greater collaborative planning was recommended in relation to communications about recreational facility planning and placement decisions as well as faculty staff wellness initiatives. The current “summer stimulus” program of free faculty/staff access to Baun Fitness Center during specific times and dates over the summer is an outgrowth of this review. Another outgrowth of the report are collaborative meetings which are being scheduled with Athletics, Sports Sciences and Campus Recreation for review of facility scheduling with a goal to also consider possible collaborative programming elements for the future. Additional outcomes of the Planning Report include implementation of new “membership management” software for BFC and plans for a limited recreational facility feasibility study in the fall.

Draft budget assumptions for FY10 are available on the IPC documents web page include sections on the enrollment assumptions and tuition and fees for each campus. Also noted are merit increase recommendations and technology allocations. This year a special appendix was added to highlight strategic investment recommendations that remain unfunded.

IPC also monitored tying budget allocations to the priority initiatives from Pacific Rising.

The next IPC meeting is scheduled for August 25th following the June transitions in the membership for new two year appointments.

University Compensation – No meeting, no report

Staff Salary Plan – No meeting, no report

Business Mangers: Rena Quilenderino reported: There was a meeting May 11: Thank you to Marna Jean. Introduced new Payroll staff.

Famis – there were some concerns about follow up on services requests. Please contact Janet Dentoni with any open requests.

Sia and Steve – Reviewed Bon Appetite food pricing, etc.

ProCard Deadlines – please make sure you have all your times (invoices follow statements).

Open purchase need to be shipped/delivered in month of June. If not – they need to be on July budget.

AP – will be closed First 2 weeks in July.

Controllers website – year end memo with all deadlines

HEAT Ticket procedures were reviewed in the meeting as well.

Note: If you are getting “togo” container at an Bon Appetite locations, please make sure you let the checkout know you are staff so you will not be charged \$.25 togo fee. This fee is waived for staff, so make sure the checkout person knows you are a staff member and not a student.

University Facilities- No meeting, no report

Scholarship Committee -- Rosie Fox reported: There are 4 apps in for review, meeting next week.

University Diversity Committee – Working on Vision and Mission statements. Next meeting in Friday.

University Safety and Security Committees – No report

Dinning Committee – No report

WASC Review Committee – No meeting since last report. Next meeting is in Sep 2009.

X. What's on your mind?

Box Lunches –

UCP delivers gourmet lunches to your office! 2008 was our fourth year delivering box lunches in San Joaquin Valley and what a success! We delivered almost 2,000 box lunches last year and with our goal set to deliver 2,500 next year! Catered by The Black Tie Gourmet, Box Lunches will include your choice of gourmet sandwich (roast beef, Turkey or Vegan) served on Ciabatta Rolls. Each Lunch includes a gourmet pasta salad (artichokes, grilled eggplant, zucchini, Roasted red and golden peppers, kalamata olives in a balsamic vinegarette) an apple, fresh baked cookie and a cool bottle of water (generously donated by Niagara Bottling LLC! Volunteers will be delivering right to your desk!

For information about the 2009 event, contact Theresa (trenberg@ucpsj.org) at 209-751-3006.

XI. Adjournment

Meeting Adjourned at 12:25pm.

SAC Retreat on July 22nd from 8am – 1pm

The next SAC meeting is scheduled for September 4th 2009 at DeRosa University Center 110A-West & 110B-East.