

STAFF ADVISORY COUNCIL
APPROVED MINUTES
February 6, 2009

Attended: Rebeca Stovall, Patti Dunne, Colleen Truden, Gail Stovall, Rena Quilenderino, John Sterni, Jaci Griffen, Emilia Segura, Zack Spurlin, Ash Chaudhry, Rebecca Mich, Patti Dreher, Margaret Roberts, Faye Snowden, and Elinore Ceballos.

Permanent Guests/Committee Reports: Jane Lewis, Kathleen Quinn, Kim Cose, Jay St. Clair, Sondra Roeuny

I. The meeting was called to order at 12:05 pm. Gail Stovall, Chair, welcomed everyone.

II. Roll Call/Minutes – Rebeca Stovall, Secretary

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 December 5, 2008 meeting were slightly edited and approved.

III. Treasurer's Report – Colleen Truden, Treasurer

Colleen distributed the treasurer's report. The report reflected a total of \$1,438.11 available in the General SAC Fund and \$3,279.43 exists in the SAC Scholarship funds. Colleen asked that any outstanding charges be turned in ASAP so the final balance could be reflected.]

IV. Chair's Report -- Gail Stovall, Chair

Update on Presidential Search:

The SAC representatives had individual meetings with all three of the Presidential candidates. Feedback from these meetings and other meetings (such as the Open Forums) should be submitted to the Presidential Search Committee via the form available within insidePacific. Generally, the meetings with the candidates went well; Gail reported that all candidates seemed willing to answer questions submitted by the council and staff members.

V. New and Ongoing Business

Holiday Reception – How did it go? Success! The event ended a little early. The DUC Ballroom was a good venue. Images for the event will be posted to the [SAC website](#) soon.

Adopt-A-Family (ADF) – How did it go? Faye reported the ADF went well with 36 departments/individuals participating to support 41 families. The families provided for were from United Cerebral Palsy, Gospel Mission Rescue Center and Child Abuse Prevention Council (CAPC). Pacific's generosity so touched CAPC that they will honor the University with a Heart of Gold Award in the form of a photo album that will contain pictures from the ADF program. The SAC ADF committee also received numerous thank you notes from individual families, which have been forwarded to departments.

New Staff Orientation/SAC Presentation: Gail shared a signup sheet for 2009 scheduled New Staff Orientation. SAC members were encouraged to sign up to present the SAC portion of the Orientation.

Pacific Family Fun Day (PFFD) – Let's start! The current tentative date for PFFD is September 26th, 2009. This date will later be confirmed as we have more information about the university calendar and availability of the new president's schedule. Those that are interested please sign up to help/participate in the PFFD planning committee. Gail Stovall will be chair again for the 2009 PFFD.

SAC Elections/Committee Surveys: March will kick-off the SAC nomination process with April elections. SAC Members are encouraged to start thinking about possible individuals that might be interested in participating for areas where membership spots open up.

VI. Guest Speakers: Arturo Ocampo and Mike Belcher:

Chief Mike Belcher:

- Chief Belcher reported on the level of crime on campus over the last two years and the rate of decrease and increase. Overall the campus experiences less crime than the city of Stockton and less than last year at this time. However, he encourages us to all stay aware of our surroundings and report unusual activity to Public Safety.
- Chief Belcher also confirmed that there would not be a parking structure on campus any time soon. Parking related to the DeRosa University Center is still being reviewed but only occasional events at that location should impact parking availability to staff/faculty/students in the surrounding parking lots.

Arturo Ocampo:

- Mr. Ocampo shared the Diversity Goals with the SAC group. He encouraged review of the resources and information on the Diversity Website (<http://web.pacific.edu/x22478.xml>). He discussed some of the groups and sub-committees to the diversity committee and their roles. One goal that he has is to increase diversity in the curriculum; the subcommittees and groups are reviewing how this could best occur. There is a May 18th Seminar to see how curriculum diversity inclusion might occur. Some of the various subcommittees (which anyone is allowed to join if they would like to) include: Alumni & Community Outreach, Campus Climate, Curriculum Development, Faculty and Staff Recruitment and Retention, Multicultural Programming, and Student Recruitment and Retention. More about these committees can be found on the Diversity Website: <http://web.pacific.edu/x22478.xml>.

- Mr. Ocampo also let us know that there is a Bias Response Team being formed for situations where there might need to be a university response to large or unique bias situation.

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 February courses include:

- *Building Multicultural Competence in the Workplace: 2/23/09 9am – 12noon SAC -- Lecture Hall Building, Seminar 3*
- *Building Multicultural Competence in the Workplace: 2/23/09 1pm – 4pm SAC -- Lecture Hall Building, Seminar 3*
- *Building Multicultural Competence in the Workplace: 2/24/09 9am – 12noon SF -- Conference Room, 515B*
- *Building Multicultural Competence in the Workplace: 2/24/09 1pm – 4pm SF -- Conference Room, 515B*
- *Building Multicultural Competence in the Workplace: 2/26/09 9am – 12noon STK -- Human Resources, Training Room*

Some March courses include:

- *Fundamental Principles for Talent Management: 3/25/09 9am – 12noon STK -- Human Resources, Training Room*
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- *Fundamental Principles for Talent Management: 3/27/09 9am – 12noon STK -- Human Resources, Training Room*
- *Fundamental Principles for Talent Management: 3/27/09 1pm – 4pm STK -- Human Resources, Training Room*

*** Ash suggested that the Provost Office be notified to make sure Faculty whom supervise staff are notified about the *Fundamental Principles for Talent Management* courses. ***

“Personal Productivity Month” is April. Kathleen will have some courses related to this topic.

Sondra Roeuny discussed the Innovation Grant Fund. She encouraged staff to consider submitting a proposal. More information about the Innovation Grant Fund can be found at <http://web.pacific.edu/x26082.xml>. There will be an upcoming session for help with the proposal process. Proposals are due on March 1 for consideration for one-time grants to be made the following fiscal year (July 1). The Innovation Fund Award Committee will consider proposals and announce award winners in April.

Kim Cose discussed some upcoming technology courses. More details can be found on the HR Training website (<http://web.pacific.edu/x8660.xml>) or in insidePacific (<http://insidePacific.pacific.edu>). Kim also discussed a “Business Technology Advisory Board” she would like to form. She would like to request a SAC representative on the board. Kim will provide a write-up of the responsibilities of the designee from SAC.

VIII. Human Resources: Jane Lewis – Jane reported:

- There have been some requests for a method of organizing commuting. Jane announced that there will shortly be a channel in insidePacific to help try to organize commuters.

*** Jaci Griffen brought up two items for HR attention:

- There are new forms for Re-Classification posted to the HR site. These new forms can be found at: <http://web.pacific.edu/x11855.xml>.
- There is no functional link to the IT Policies in the Staff Handbook. It was suggested that this be added to the Staff Handbook. The current link to the policies is: <http://web.pacific.edu/x16303.xml>.

IX. Committee Reports

IPC- No meeting, no report

ISPC – Jaci Griffen reported the removal of IMS and some review of current IT Policies.

University Compensation – No meeting, no report

Staff Salary Plan – No meeting, no report

Business Mangers: No meeting, no report

University Facilities- No meeting, no report

Scholarship Committee – John Sterni reported 2 Scholarships were awarded. Applicants for the next review period are encouraged.

University Diversity Committee – Nothing to add outside Mr. Ocampo’s report.

University Safety and Security Committees Nothing to add outside Mr. Belcher’s report.

Dinning Committee – No meeting, no report

WASC Review Committee – No meeting, no report

X. What’s on your mind?

XI. Adjournment

Meeting Adjourned at 1:56pm.

The next SAC meeting is scheduled for March 6th, 2009 from 12noon – 2pm in the Library Community room.