

STAFF ADVISORY COUNCIL
APPROVED MINUTES
March 6, 2009

Attended: Rebeca Stovall, Patti Dunne, Colleen Truden, Gail Stovall, Rena Quilenderino, John Sterni, Zack Spurlin, Ash Chaudhry, Patti Dreher, Wendy Cornwall, Cindy Jackson, Silvea Rodriguez, Sue Sharp, Larry Sydnor, Sean McNally, Jeanne Swift, Catherine Rogers, Dana Isaacs, Josephine Pena, Lisa Reed, Ana Orellana, and Rosie Fox.

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

I. The meeting was called to order at 12:00 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 Feb 6, 2009 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 \$1,220.73 available in the General SAC Fund and \$3,279.43 exists in the SAC Scholarship funds.

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

SAC Year End Report:

Gail will start working on this. She may start asking for information from various sub-committees so the report has the most accurate information.

V. New and Ongoing Business

Pacific Family Fun Day (PFFD): 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. Nominations and Elections will be held online via survey monkey. Nominations should be verified with those nominated. Look for emails with links to share with your constituents.

VI. Guest Speakers:

Craig Yarborough:

- Craig gave an overview of the Dental School. He shared many "little know" fun tips and information. Such items like Dugoni campus student population facts: 49% female/51% male, 10% minorities, etc. Dugoni has two dental specialties: Oral Surgery and Orthodontics. We have some of the best student relationships. Dugoni is more clinical based rather than research. Some nice items for staff: there are services here at the STK campus for dental hygiene. There are discounts for Stockton local residents and even more discounts for students/staff/faculty of Pacific. STK/SF have some different "plus" programs for student: 2+3, 3+3, and 4+3. Any questions can be directed to Craig via email (cyarborough@pacific.edu).

Sia Mohsenzadegan and Steve Jacobson:

Sia and Steve discussed previously sent concerns about various items related to Bon Appétit.

- For catering items. Please email requests to Sharron Johnson (sjohnson@pacific.edu). Please allow for plenty of time to process the request. Include in requests the full details and index for charges.
- Express catering is available. The menu was shared at the meeting and can also be found online (<http://www.cafebonappetit.com/pacific/>). Can be picked up at the Grove and the PHS café. This is a less expensive option than off campus.
- There was a question about larger sized cups. Drinks from the soda fountain can be refilled multiple times. Or, you can purchase a drink and bring your own sided cup to us. If questioned, simply show your receipt for the purchase.
- Can specific items be ordered at the Davey's Café or PHS Café? Yes, just look online for the menu and order the item to be picked up at the preferred location.
- Online ordering hopefully available in Fall 2009.
- Gift Cards can be purchased for the River Room only. They can be picked up/purchased at the main offices (behind Lair).
- Sia and Steve shared some cost comparisons with local vendors for closely comparable food items.
- Discount for use of PacificCard is currently 3%. They are working to see if they can get it to 10% for faculty and staff starting Fall 2009. More updated on this item will be announced as they happen.
- Shared some of the summer hours for the Marketplace, Lair, and cafés. Look online (<http://www.cafebonappetit.com/pacific/>) for updates as we get closer to the summer.

- If there are additional items please email either Sia (smohsenzadegan@pacific.edu) or Steve (sjacobson@pacific.edu).

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 April courses include:

- *The 7 Habits of Highly Effective People: 4/15/09 9am – 4:30pm SF -- Conference Room, 515B*
- *The 7 Habits of Highly Effective People: 4/16/09 9am – 4:30pm SF -- Conference Room, 515B*
- *The 7 Habits of Highly Effective People: 4/23/09 9am – 4:30pm SAC -- Student Center, Seminar Room 18*
- *The 7 Habits of Highly Effective People: 4/30/09 9am – 4:30pm STK -- Human Resources, Training Room*

Some March courses may include topics like communication skill sets.

Kim Cose discussed how many of the technology courses are filling up. Some classes may have second postings. 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 future MS Office 2007 and Banner 8 courses to come. Look for announcements.

VIII. Human Resources: Jane Lewis

- The Cavanaugh Distinguished Service Award is open for nominations. Deadline is April 3rd. Forms can be found on HR website (<http://web.pacific.edu/x5639.xml>).
- Mark your calendars, May 21st is the years of service luncheon.

IX. Committee Reports

IPC- Reviewing 2010 budget items posted.

ISPC – No report.

University Compensation – No meeting, no report

Staff Salary Plan – No meeting, no report

Business Mangers: Feb 11th meeting: Milage is at \$0.55/Mile. 1st class air must be approved before purchased. Controller Debra Denie asked that all programs that use Gift Cards should be reviewed based on new policy. Tabgable items are Okay – as long as they are under \$100.00. Timesheets must be in on time, for current calendar contact PayRoll or get it online.

University Facilities- No meeting, no report

Scholarship Committee – Meeting to follow this SAC session.

University Diversity Committee – Retreat delayed.

University Safety and Security Committees Newsletter from Risk Management to come out soon. Next meeting is March 25th.

Dinning Committee – Nothing beyond what Sia and Steve reported on.

WASC Review Committee – Last meeting the group reviewed the findings of a survey about how much the campus new about WASC and direction it should be going for the 3 different key areas of WASC.

X. What's on your mind?

XI. Adjournment

Meeting Adjourned at 2:00pm.

The next SAC meeting is scheduled for April 3rd, 2009 from 12noon – 2pm on the McGeorge Campus in S-4 and S-5 Northwest Hall.