STAFF ADVISORY COUNCIL  
APPROVED MINUTES  
April 2, 2010


Permanent Guests/Committee Reports: Kathleen Quinn, Jay St. Clair

I. The meeting was called to order at 12:07pm. Rebeca Stovall, Chair Elect, welcomed everyone.

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

We placed a sign-in sheet for everyone attending to sign in as either Guest or Representative for a record of attendance. The sign in sheet will be used for roll call. Minutes from the March 2010 meetings were reviewed; Minor edits were noted to the minutes and they were approved.

III. Treasurer’s Report – Rena Quilenderino, Treasurer

Rena provided the treasurer’s report for distribution via email. At the meeting she reviewed SAC Current balance is $227.38. SAC Scholarship budget is $1,080.90. Thank you to HR at McGeorge for covering our lunch for this meeting!

IV. Chair’s Report – Rebeca Stovall read a couple of items Jaci Griffen asked to be shared.

• **Hot Topic:** Opportunity to volunteer at the Pacific booth at the Asparagus festival Apr 23-25th. Steve Whyte is coordinating this - contact him directly at swhyte@pacific.edu. A brief discussion was had to make sure to include McGeorge information for the booth. It was asked that SAC touch base with Steve to see if we have information at the booth both generally and specifically for McGeorge.

• **Hot Topic:** American Cancer Society Relay for Life, please print and post in your areas. Weekend of April 23-25th. The contact for this is Leslie Dietz in the Presidents Office (ldietz@pacific.edu). This will be the first time this event has been held on this campus and the students have initiated it. Leslie’s team is called “Community for a Cure”. If you can’t walk it, it’s easy to donate a luminaria in honor or memory of a loved one. Please spread the word to other staff and faculty. And feel free to call Leslie (209.946.2222) should you have any questions. Here is a link to Pacific’s Team’s website, The American Cancer Society.

V. New and Ongoing Business

• SAC Elections - Nominations will be posted in the next two weeks. Look for this post to the SA_Council list. The links for the nomination ballots will be on the SAC website.

• Pacific Family Fun Day Update – A new date has been identified – Sept 18th based on the availability of the DUC Lawn and Pres. Eibeck. **Hot Topic:** Please contact Gail Stovall (gstovall@pacific.edu or SAC@pacific.edu) if you are interested in participating in the PFFD Planning Committee.

VI. Guest Speakers: Michael Colatrella, McGeorge Assistant Professor of Law spoke about available offerings for Negotiation and Mediation.

• **Hot Topic:** Courses in Mediation and Negotiation for Lawyers are available at a discount for Staff through McGeorge. More information about the courses along with dates can be found at http://go.mcgeorge.edu/exectraining.

Here are some notes from Prof. Colatrella’s talk:

• As business people – how we get ahead is through problem solving and mediation. We know this is a topic that people can learn and get better at. These course offerings through the Executive Training can help people to learn problem solving and mediation. Some people are good natural mediators… some people can learn more about this area.

• Handle Emotional Hijacking – emotions are part of any conflict (another way to say mediation) and negotiations. How you handle emotions is the key here. Emotions are a part of human nature but how you handle the emotion – how you react is the key to learning how to manage. You feel before you think… Part of managing emotion is to learn how to handle feelings before thinking. From Mindlessness to Mindfulness. Use the 3 “P”s – Pause, Perspective, and Prepare. Have the emotions – but pause before reacting. In modern day you need to pause…

• Remember Reciprocity. The basic rule. “I am obligated to give back to you the form of behavior you give to me.” When you operate under a system of reciprocity, you feel free to provide others with time, energy and resources because you don’t give it away. Instead, you get it as credit. “Social Grease” The “pattern of concessions” refers to the incremental, and often alternating, concessions parties make in some mediations to reach agreement.

• Parties often fail to reach agreement because they mismanage the concession-making process.

IX. Training Corner –

• Rebeca Stovall read an announcement form Kim Cose - Business Technology Training.
  o Classes continue to move forward: **Hot Topic:** There is still room in some technology classes, they can be registered for within InsidePacific - http://insidePacific.pacific.edu

  - *What’s New in Office 2007, 4/15/10 @ 9:30am – 11:30am, STK Campus – HR Training Room*
  - *Word 2007 Document Collaboration, 4/7/10 @ 9:30am – 11:00am, STK Campus – HR Training Room*
Pacific's tuition and board rates. Upon the President's recommendation in January, the Board has decided to reduce the gap between undergraduate, graduate and professional program tuition, fees, room and board rates. The Board of Regents will consider an adjustment to undergraduate, graduate and professional program tuition, fees, room and board rates. Upon the President's recommendation in January, the Board has decided to reduce the gap between Pacific's tuition rates and the average rate of other comparable comprehensive private universities in California. The gap, which has grown to $3,734 in FY 2010 up from $13 in FY 2002, may give the misimpression that Pacific's academic reputation is inferior to its comparable peers and limits Pacific's ability to make competitive investments in quality.

Finance Committee on March 24th and presented to the full Board for final approval on April 23, 2010.

IPC transmitted final budget recommendations to the President for her budget proposal to be previewed by the Board's Finance Committee on March 24th and presented to the full Board for final approval on April 23, 2010. The Board of Regents will consider an adjustment to undergraduate, graduate and professional program tuition, fees, room and board rates. Upon the President's recommendation in January, the Board has decided to reduce the gap between Pacific's tuition rates and the average rate of other comparable comprehensive private universities in California. The gap, which has grown to $3,734 in FY 2010 up from $13 in FY 2002, may give the misimpression that Pacific's academic reputation is inferior to its comparable peers and limits Pacific's ability to make competitive investments in quality.

Just a reminder - Mark the calendar for the annual Staff Years of Service Luncheon on Tuesday May 18. This year more than 100 staff on the Stockton campus will be honored for their years of service to Pacific, along with the announcement of the recipients of the Cavanaugh Distinguished Service Award. The nomination form can be completed online at Cavanaugh Distinguished Service Award. Please send nomination forms to Human Resources, deadline April 14th.

Training needs assessment results – no new surprises. Things are good – but staff reported that we still needed more. Next steps – Kim Cose, Kathleen Quinn, Sondra Rouney, and Jane Lewis will be reviewing the priorities and trying to see about how to implement this in the 2010 training year.

Kathleen specifically is looking at how she can modify the presentation format. Creating a variety of different way to take the training – blended learning. Taking all aspects to heart and try to be flexible for all those formats. Quick wins will be a key topic… more to come! Report is being consolidated and will be shared with all three campuses soon.

April is still being developed. If there are individual departments that need specific training – contact Kathleen to schedule.

May, Situational Leadership
- May 6th, on the SAC campus
- May 19th and 20th on the STK Campus.
- May 24th and 25th on the SF campus.

June, Seven Habits of Highly Effecting People.
- Jun 24th for SAC campus – still looking for a second date on that.
- Jun 28 & 30 for STK
- Jun 15 & 16 for SF.

X. Human Resources: – Rebecca Stovall reminded everyone:
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Career Month: Kim Cose reported via email “I met with Jane Lewis to discuss how we’ll move forward with this event. Per Mr. Cavanaugh’s request, Jane will work with her HR staff to determine who will be on the committee. I plan on continuing my involvement and hope others from SAC will participate. We’re looking at different ways to run this event. Ideas include but are not limited to:
- Hold quarterly events throughout the year with a special event each November.
- Decide on a theme and plan all events to support the theme”

IPC – Kelli Page reported: Since last fall, the Institutional Priorities Committee (IPC), composed of faculty, students and staff from the University's three campuses, has tested budget proposals against the University's strategic plan, examined enrollment projections, and considered tuition plans. The IPC received budget proposals from the deans of the law school and the dental school, and extensively consulted with President Eibeck regarding all aspects of this budget. In addition to providing consultation and advice to the President on the entire budget, the IPC made specific recommendations for the Stockton campus totaling $1.3 million. Overall, the allocation recommendations in this proposed unrestricted budget reflect nearly $16 M of net new resources across the University's three campuses in support of its strategic initiatives. This represents approximately 6% of the University's total unrestricted budget for FY 2011.

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The President is expected to propose to the Board a 5.9% tuition increase and a 4.9% room and board increase. Overall, tuition, room and board would increase 5.7%. With these rate increases and other revenues, the University will fund Stockton’s mandatory and strategic budget adjustments.

FY 2011 marks the completion of a three-year plan to implement a differential tuition rate for doctoral (Pharm D) students. Three years ago, the Board approved the differential tuition rate in order to support specific initiatives in pharmacy education and research to enhance this quality program to become rated as one of the top 25 pharmacy schools in the nation. It is proposed to increase tuition and fees by 7.2% for FY 2011.

Pacific is one of three U.S. Western universities offering an accelerated Pharm D program. Since the implementation of the tuition differential plan, Pacific has moved from the lowest cost to the fourth lowest. Yet, after accounting for the extra year of salary potential for our three year graduates at approximately $120k, the cost of education at Pacific is very reasonable.

The Pacific McGeorge School of Law is proposing a 3.5% tuition increase for FY 2011 for its JD program. No tuition increase is proposed for the LLM program.

Dugoni School of Dentistry is proposing For FY 2011, a tuition rate increase of 5%. Ortho tuition is continuing to increase at a higher rate in order to match DDS/IDS tuition rates by FY 2013. Tuition covers about 70% of the cost of educating a dentist.

Although the Pacific Dugoni School of Dentistry has the second highest total program cost to the student for dental education among its major competitors, it is the only 3 year program in the country, which allows students to earn a year’s income sooner than its competitors.

Salary Adjustments:
• A pool for “merit” increases averaging 2% for all faculty and staff salaries on the Stockton campus;
• In addition, a pool for “equity” adjustments averaging 1% for all faculty and staff salaries to ensure faculty and staff salaries are at least equal to the competitive benchmark over the next two years.

IPC’s next meeting will be April 13, 2010.

ISSPC – Did not meet.

University Compensation/Staff Salary Plan – Did not meet.

Business Mangers: Rena Quilenderino reported: Jane Lewis shared that Faculty are having background checks as staff do as well. Temp and full time are required to have an application on file. Luncheon May 18th. Vendor diversity policy being developed. Once approved it will become part of the policies. Purchasing reviewed Sustainability practices in purchasing. An RFP to be sent out soon for a vendor to purchase sustainable Office supplies from. This will happen in June 2010 (do you mean we will be purchasing sustainable office supplies by that date?). Unrelated business included details on 990 reporting. Next meeting April 28th.

Provost Search – Margaret Roberts reported via email “We will be meeting mid-April to reaffirm our marching orders and timeline. The objective is to have the committee working diligently through the summer to identify candidates and evaluate prospective finalists before the fall semester starts so that we can bring finalists to campus in Sept/Oct and the President can make a selection during that semester. I’ll have a more specific update at the May SAC meeting.”

University Facilities- No report. Ginger reported via email that she will have a report for the May 17th SAC meeting.

Scholarship Committee – Rebecca Stovall reported: The Committee awarded three scholarships for second 2010 quarter totaling $1,056.50 in awarded funds. Katrina Jaggears – School of International Studies; Marina Torres – Library; Sarah Higgins - Pharmacy and Health Sciences. Hot Topic: In an effort to promote and encourage staff development opportunities, the Staff Advisory Council (SAC) awards scholarships to staff members wishing to pursue professional educational development. Details and instruction on how to apply and the application form are available on the SAC Scholarship webpage [http://web.pacific.edu/x9137.xml]. The application deadline for the Next quarter is May 30, 2010. Please submit all completed applications to Rebecca Stovall, Chair of the SAC Scholarship Committee. For campus mail please indicate ATTN: Rebecca Stovall at the Office of Information Technology (OIT) – Customer Support Center (CSC) or Fax to 209.946.3971. For questions, call 209.946.3965 or email SAC@pacific.edu.

Sustainability Committee: Kelli Page reported: First annual Sustainability Report was produced in February of this year. Highlights from the report:
• The position of University Coordinator was established in January
• The University Sustainability Committee was appointed in May and ASuop established the position of Sustainability Commissioner
• Three significant policies were put in place
  o The Board of Regent’s approved a resolution which will require all new buildings to meet LEED Silver standards
  o The Academic Council included sustainability as one of the seven University wide Learning Objectives for all Pacific graduates
  o A statement of commitment to sustainability was endorsed by the Staff Council, ASuop Senate, and the Academic Council
Almost 900 entering freshmen and transfer students participated in the two day M.O.V.E. educational program, engaging in service projects and learning more about environmental issues.

Don and Karen DeRosa University Center has been LEED Silver certified.

The Chambers Technology Center has been designed to meet LEED Silver Certification.

The Stockton campus added a significant number of bicycle racks during 2009, continues to use non potable water from the Calaveras River to irrigate the campus, requires all waste leaving the campus to be sorted for recyclables before being taken to a landfill.

With input from across the three campuses, we plan to develop a Three Campus Sustainability Action Plan.

Working on implementing programs for students, faculty and staff which will focus greater attention on sustainable approaches.

Sustainability Month: March 25 – April 24

• Bill McKibben (March 25)
• Michael Pollan (April 22 – McGeorge)
• Earth Day BBQ (April 22 – McGeorge)
• Three campus town-hall meeting on Sustainability (April 13)
• John Muir Symposium (April 23-24)

The Sustainability Committee’s next meeting will be April 14, 2010.

University Diversity Committee – Rena Quilenderino reported: Hot Topic: Colors of Rhythm & Rhyme (CR&R), Pacific’s Multicultural Performing Arts Show, is an all-community event that highlights the spectrum of cultural richness at Pacific, in Stockton, and beyond. The event is on April 30, 7:00 p.m. - 10:00 p.m. at the DeRosa University Center Ballroom. Tickets are on sale now at Pacific’s Multicultural Center. *** Pre-Sale: $5 for Students with ID, $8 for Faculty/Staff/Public. *** At Door: $8 for Students, $11 for Faculty/Staff/Public. Please direct all questions to Pacific’s Multicultural Center at 209.946.7707 or multiculturalcenter@pacific.edu. More information can be found on the Pacific Event site: http://www.pacific.edu/x33538.xml

University Safety and Security Committees – Jay St. Clair reported that he would send in the minutes from the last meeting to the SA_Council list. There were come questions about the email about the closure of the footbridge. Jay let us know he would ask the committee and report back to SAC about the reasoning of the email and why PacificConnect was not used.

Dinning Committee – No report.

WASC Review Committee – Rebeca Stovall reported: Thank you to everyone on all three campuses for participating in this week’s successful WASC evaluation team visit. Additional, thank you to those that staff that participated in the Staff Open forum. I think the discussion was good and provided good insight to the team.

XII. What’s on your mind?
XIII. Adjournment
Meeting Adjourned at 1:45pm.

The next SAC meeting is scheduled May 17, 2010 at the DUC 211.