

STAFF ADVISORY COUNCIL
APPROVED MINUTES
May 1, 2009

Attended: Rebeca Stovall, Patti Dunne, Colleen Truden, Gail Stovall, Rena Quilenderino, Jaci Griffen, Ash Chaudhry, Patti Dreher, Margaret Roberts, Wendy Cornwall, Lynette Zenor, Silvia Rodriguez, Kim Tonetti-Beck, Suzanne McNealy, Cindy Jackson, Pat Spreer, Kelli Page, Eric Weir, and Cathy Martinez.

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

I. The meeting was called to order at 12:04 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 April 3, 2009 meeting were not yet posted to the group. They will be posted electronically and reviewed at the next meeting on June 5th.

III. Treasurer's Report – Colleen Truden, Treasurer

Colleen distributed the treasurer's report. The report reflected a total of \$467 available in the General SAC Fund and \$1,884.43 in the SAC Scholarship funds.

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

SAC Year End Report:

Gail is working on this report and needs reports from committees – Due first 2 weeks in July.

V. New and Ongoing Business

Gail welcomed the new SAC representatives and thanked departing representatives:

Business and Finance:

- Ash Chaudhry will be continuing in a second term for Exempt Staff
- Rena Quilenderino will be continuing in a second term for Non-Exempt Staff

McGeorge School of Law:

- Sally Draper - replacing Dianne Alhaik - for Non-Exempt Staff
- Gilda Mossadegh will - replacing Colleen Truden - for Exempt Staff

President:

- Cathy Martinez - replacing Wendy Cornwall- for both Exempt and Non-Exempt Staff in Athletics, Marketing & University Relations, the President's Office, & International Programs.

Provost:

- Kim Beck - replacing Gail Stovall - for Exempt Staff in Business, the Conservatory, College of the Pacific, SIS and CTE.
- Rebeca will be continuing in a second term for Exempt Staff in Engineering and Computer Science, Education, the Library, OIT, the Provost's office, Pharmacy and Health Sciences and Dental Hygiene
- Patti Dreher will be continuing in a second term for Exempt Staff in Admissions, Financial Aid, Institutional Research, Grad Studies & Registrar
- Ana Orelllana will be continuing in a second term for Non-Exempt Staff
- Stacey Mayoya - replacing Patti Dunn - for Non-Exempt Staff in the Enrollment area, Planning & Research and the Library
- Tabitha Clinton - replacing Cindy Jackson - for Non-Exempt Staff in COP Administration and OIT * Note: Representatives still under review. *
- Rosie Fox will be continuing in a second term for Non-Exempt Staff

Student Life:

- Eric Weir - replacing Zach Spurlin - for Exempt Staff
- Dana Isaacs will be continuing in a second term for Non-Exempt Staff

University Advancement:

- Silvia Rodriguez - replacing Jaci Griffen - for Exempt and Non-Exempt Staff

NOTE:

Kellie Page will replace Cathy Dodson on Institutional Priorities Committee (IPC)

SAC Executive Board Nominations for 2009/2010

Gail asked for nominations or self-nominations for the positions of Chair Elect, Secretary and Treasurer. There were the following nominations:

Chair Elect – Rebeca Stovall

Secretary – Margaret Roberts, Silvia Rodriguez

Treasurer – Rena Quilenderino

New Staff Orientation/SAC Presentation:

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

June Meeting Timeframe change:

Gail Reminded the group that June's meeting time will be modified to match better with summer hours. The June 5th meeting will be from 10:30am – 12:30pm in the Library Community Room. All SAC scheduled meetings, agendas, and minutes are posted to the SAC website at: <http://web.pacific.edu/x9050.xml>

July Retreat Date/Time:

Proposed dates are July 15th, 22nd, and 29th. SAC Representatives should save the dates. 8am – 1pm. Location TBD.

Please provide feedback regarding the date or conflicts with the date to SAC@pacific.edu.

VI. Guest Speakers: Dr. Don DeRosa:

Dr. Don DeRosa:

- President DeRosa addressed the questions that were previously submitted to him

What ways will you be involved with Pacific in the future?

The Board has asked that he remain as a resource to the new President. His role will be limited: Powell gift advisory group; Brubeck Institute Advisory Board and Brubeck Honorary Board; initiative for emotional intelligence group; he will make himself available if Dr. Eibeck asks – pass-off host dinners, etc. Karen will also be involved to a certain extent.

What plans do you and Karen have for the near future?

They will be splitting their time between California and East Coast (Greensborough, NC).

It's likely that the two younger sons will stay in California. Dr. DeRosa will be improving his golf game, spending time with family, and he is eager focus on some of his deep personal interests: find ways to help people see how to achieve more and aspire to more.

Over the course of your tenure as President you have helped to advance the University in many distinctive ways. What traditions are you most proud to leave behind as your legacy while at Pacific?

Building a total sense of community. "Pacific, unlike other universities, has a great level of respect for the individual and what that person is doing to advance the university." DeRosa expressed that he is glad that this is something he has left behind. He sees Pacific as a Family, it has disagreements, but they are not disrespectful. Any arguments bring the Pacific family closer.

What do you feel that staff can do to assist the new President to ensure that the University doesn't miss a beat in the transition to her administration?

Dr. DeRosa thinks it is already happening. Start with a positive mindset; this is going to be terrific. Look for where we can go next with Dr. Eibeck's support. Staff and others, can help push this positive outlook.

What is your best estimate regarding the state of Pacific's economic future? 2009/2010? 2-3 years into the future?

Bright. Enrollment is up. Financials look really good. We'll continue to have a bright future, if we continue to improve. Even little improvements are noticed. We are still moving ahead. Improving facilities, even the way we look – it has an impact. If things are going well – sometimes that is an indicator to work harder. We need to continue to work from good to great. Pacific is on a great path – but we must continue to work toward improvements. We can trip up... we need to be prepared.

Dr. DeRosa is still looking to see Pacific as the West's most distinctive university... if we continue to work together and to improve we'll get there.

What is the hardest thing the University President faces?

Saying no. You have to keep focus on priorities.

Are there any current concerns for Pacific?

Concerned about fundraising, giving to Pacific is lower – this is a concern for Dr. DeRosa.

The SAC also presented a gift to Dr. DeRosa for his years of service to the campus and to the Staff of the university.

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 May courses include:

- *Guidelines for Giving Pacific Employee Performance Reviews: Supervisor Session 5/8/09 10am – 12noon STK -- Human Resources, Training Room*
- *Guidelines for Giving Pacific Employee Performance Reviews: Supervisor Session 5/14/09 10am – 12noon STK -- Human Resources, Training Room*
- *Guidelines for Giving Pacific Employee Performance Reviews: All-Staff Session 5/14/09 2pm – 4pm STK -- Human Resources, Training Room*

- *Guidelines for Giving Pacific Employee Performance Reviews: Supervisor Sessions 5/19/09 10am – 12noon STK -- Human Resources, Training Room*
- *Guidelines for Giving Pacific Employee Performance Reviews: All-Staff Session 5/19/09 2pm – 4pm STK -- Human Resources, Training Room*

New Performance Review forms are available on the HR website at: <http://web.pacific.edu/x7289.xml>

Kim Cose discussed Office 2007 – and 2003 classes schedule coming soon. She has started on Banner 8 as we get further toward it more news to come. More details can be found on the HR Training website (<http://web.pacific.edu/x8660.xml>) or in insidePacific (<http://insidePacific.pacific.edu>). Kim shared some of her training statistics for the year. She highlighted some items for points of discussion

A couple questions came up:

- How can people find out who the person is in their area that is testing Banner 8?
Answer: Check with the [Customer Support Center \(CSC\)](#) for this information.
- There seems to be a need to have some event planning training. This was tabled for possible item to cover in July SAC retreat.

VIII. Human Resources: Jane Lewis – Jane reported:

- The Compensation Administrator has been hired and is starting May 4th – Benny Foronda
- Benefits are looking good – compensation meeting likely end of June
- EAP assistance program – remember this service is out there, info at HR is available.
- Support group for caring for “aging family” Speaker -- Terry Witmore – May 20th DUC 214 11:30am – 12:30pm.
- Emeriti Health Program is being reviewed – for retirement healthcare for not only Emeriti but also staff.
- Staff Years of Service Luncheon May 21st 11:30pm Knoles Lawn– please come, no RSVP required
- Summer Hours – May 18th through Aug 14th. 7:30am – 4pm Mon-Thu and 7:30am – 1pm Fri.
- Silver Tigers Club Lunch – revived group. 72 members of 25+ years at Pacific or retired. This year’s event went well, good turnout. Next event will likely be early Spring of 2010.

There was a suggestion: Course for “Raising Teens” where staff could bring spouse and learn a bit about info. Jane said she would look into this.

IX. Committee Reports

ISPC- Jaci Griffen reported: Reviewing Privacy Policy edits

IPC – Cathy Dodson reported: Kelli Page is taking over. Cathy shared report of resolutions regarding one-time funding allocations.. Flu shots are now included in the University benefits at the on-campus Flu Shot locations.

University Compensation – No meeting, no report

Staff Salary Plan – No meeting, no report

Business Mangers: Rena Quilenderino reported: April 8th meeting. Inter-fund transfers guide was reviewed – contact Margaret Caldwell. Ronda Marr gave presentation about Fraud Prevention. If anyone would like a copy of the handout please contact Rena via email. Budget Transfers for reserve funds should be made by mid-May. There should be classes in the future for Employee Authorization (EA) forms training by Jonallie Parra – recommended for all employees that process these EA forms. Auditors have come and an A2 rating was given to the University. Auditors will be here June 8th for year-end review. Year-end closing memo is on the Controller’s website.

University Facilities- No meeting, no report

Scholarship Committee –Wendy Cornwall reported: Met after March SAC Meeting. Awarded 2 scholarships and requesting more info on 3 applicant. Meeting again after June. Notes should be sent to all constituents about applying for 4th quarter scholarship.

University Diversity Committee – No report.

University Safety and Security Committees Swine flu does have a response team. Bon Appetit has also had some refresher meetings to promote good clean environment.

Dinning Committee – No report

WASC Review Committee – Rebeca Stovall reported: Last meeting on April 29th, Rubrics to help WASC review are on Pacific website: <http://web.pacific.edu/x29639.xml>

X. What’s on your mind?

Jaci shared – Opportunities to be involved in “Moves Program” (used to be called Reach Out). – Contact Wendy Stratton for more information. There is training on leading these. Wendy will be at the June SAC meeting to tell us a bit more.

Agenda Items on June SAC Meeting:

Visit with new President early in the year.

XI. Adjournment

Meeting Adjourned at 1:55pm.

The next SAC meeting is scheduled for Jun 5th, 2009 from 10:30am – 12:30pm in the Library Community room.