STAFF ADVISORY COUNCIL
APPROVED MINUTES
May 7, 2010

Attended: Rebeca Stovall, Rena Quilenderino, Kelli Page, Gloria Alcazar, Rick Girardi, Gail Stovall, Jaci Griffen, Rosie Fox, Consuelo Roberts, Margaret Robters, Cathy Martinez, Jay St. Clair, Scott Christensen, Adrian Cisneros, Wendy Cornwall, Kitty Gilbert, Elise Sloan, Lauri McInnis, Ana Orellana, Marylou Bagus, Chris Haruta, Ginger Hudson, Andrew Padovani, and Phil Oppenheimer.

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

I. The meeting was called to order at 12:17pm. Jaci Griffen, Chair, welcomed everyone. Thanks were given to Dean Oppenheimer for hosting our lunch.

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 2nd, 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 $142.70. SAC Scholarship budget is $1,080.90.

IV. Chair’s Report – Jaci Griffen:
• Welcomed the new Representatives:
  o Jay St. Clair, representing staff in Exempt External Relations
  o Wendy Cornwall, representing staff in NonExempt External Relations
  o Margaret Roberts, representing staff in Exempt Provost
  o Robyn Grace Jennings, representing staff in Exempt Provost
  o Kitty Gilbert, representing staff in Exempt Provost
  o Andrew Padovani, representing staff in NonExempt Provost
  o Elise Sloan, representing staff in NonExempt Provost
  o Gloria Alcazar, representing staff in NonExempt Provost
  o Scott Christensen, representing staff in Exempt President
  o Chris Haruta, representing staff in Exempt Student Life
  o Marylou Bagus, representing staff in NonExempt Student Life
  o Rick Girardi, representing staff in Exempt/NonExempt Development
  o Adrian Cisneros, representing staff in Exempt Business & Finance
  o Rena Quilenderino, returning representing staff in NonExempt Business & Finance
• Thanked the Representatives rolling off:
  o Cathy Martinez, exiting representative for NonExempt/Exempt President
  o Rosie Fox, exiting representative for NonExempt Provost
  o Ana Orellana, exiting representative for NonExempt Provost
  o John Sterni, exiting representative for Exempt Provost
  o Rena Quilenderino, exiting representative for NonExempt Business & Finance
Rebeca Stovall added:
• New Representatives will soon receive:
  o Subscription to the SA_Council List serve
  o Calendar items from sac@pacific.edu account with the future SAC meetings and events for the upcoming year.
  o Received Review permissions to the sac@pacific.edu account.
  o Constituent lists – in Distribution list format and a template “welcome” email to introduce themselves.

V. New and Ongoing Business
• SAC Officer Elections – Nominations were opened for the SAC Officers positions that are opening:
  o Chair Elect:
    ▪ Rena Quilenderino
  o Secretary
    ▪ Margaret Roberts
  o Treasurer
    ▪ Robyn Grace Jennings
Nominations will continue to be open until May 21st, 2010.
• Pacific Family Fun Day Update – Reminder: a new date has been identified – Sept 18th based on the availability of the DUC Lawn and Pres. Eibeck. **Hot Topic:** Save the Date for the Pacific Family Fun Day on Sept 18th, 2010 11am – 2pm. Please contact Gail Stovall (gstovall@pacific.edu or SAC@pacific.edu) if you are interested in participating in the PFFD Planning Committee. Volunteers for the event will be needed.

VI. **Guest Speakers:** Phil Oppenheimer, Dean of the School of Pharmacy and Health Sciences.
Here are some notes from Dean. Oppenheimer’s talk:
• Dean. Oppenheimer’s thanked all staff. He expressed “We are partners and staff is a big part of it.”
• Dean. Oppenheimer’s shared some student body information.
  o 1200 students. ~28% of the campus student population.
  o 100% of the students programs are experiential learning.
• The students learn 5 different ways giving them a wide range of learning methods.
• Dean. Oppenheimer’s provided some history of the school of pharmacy.
• Mothers day event this weekend children's awareness carnival today. Over 200 kids attend the event. Saturday woman's health day. SOP will be giving lectures and talks about woman's medical items. Open to all.

IX. **Training Corner**
• Kim Cose - Business Technology Training.
  o Kim noted that she would be coming out with the summer class schedule soon.
• Kathleen Quinn
  o May, Situational Leadership
    • May 20th on the STK Campus still open.
    • May 24th and 25th on the SF campus still open.
  o June, Seven Habits of Highly Effecting People.
    • Jun 28 & 30 for STK still open.
    • Jun 15 & 16 for SF.

X. **Human Resources:** – Jane Lewis:
• **Hot Topic** - 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.
• Jane talked about a memo to the cabinet about release time for the nonexempt members for the SAC meetings and other campus events.
• Salary increases. 2% to merit – there will be an announcement soon to the campus.
• Reminder: Summer hours start May 17th, 2010.

XI. **Committee Reports**
**Career Month:** Kim Cose reported:
*Planning stages still. Possibly spreading out events. November month will have maybe a special speaker. Will need committee members to review ideas:
  - 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:
*No new items. Meeting was review of previous items to President Eibeck.*
**ISPC** – Jaci Griffen reported:
*New CIO search is occurring. May meeting cancelled*

**University Compensation/Staff Salary Plan** – No report.

**Business Managers:** Rena Quilenderino reported:
*Last meeting was April 28th, 2010. Reminder - Fiscal end year is June 31st, 2010. Please close out. Calendar deadlines can be gotten from Rena – just email her. Policies and procedures for work place fraud are available and were reviewed.
*If you have specific questions about pro card please contact Shelby S. or Ronda in purchasing. There is a fraud hot line. Winny in internal audit can help with fraud items.
*Budget transfers. There is 5 different ways to do transfers. There is a form - Rena can send via email upon request.
*Contracts and grants. Signature and authority for grants. There is a policy on the controllers a website.*

**Provost Search** – Margaret Roberts reported:
*Back in action in June the committee will welcome candidates, finalist on campus in September. Look for additional posting to the campus for similar meetings to meet candidates.*

**University Facilities**- Ginger Hudson reported:
*Last meeting was on March 8th, 2010. Return on physical assets. ROPA. Sightlines presentation. The firm is working with Pacific. Some of the items they reported on where:
  - 36% of the campus buildings are 30+ years old.
  - 80% of campus is air-conditioned.*
- Operating budget is too reactive. May be reflecting our "age" profile
- Grounds are some of the highest rated.
- We have a higher carbon footprint related to our density level

Chambers Tech Center. Is on time and on budget. Adding solar panels.
Alumni house is moving forward.
Dental School is looking at building another faculty in SF.
Stadium. It is about 13 acres of unused space.
McCaffree is still moving forward.
External Relations division is moving to March Ln. in July, 2010.

**Scholarship Committee** – Rebeca Stovall reported: The Committee has put out a call for the 3rd quarter scholarships due May 30th, 2010. Next SAC Scholarship meeting is June 4th, 2010 following the SAC meeting. 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 Rebeca Stovall, Chair of the SAC Scholarship Committee. For campus mail please indicate ATTN: Rebeca 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:
Sustainability month was March.
Suggestions from SAC April meeting have been passed on to the group.

**University Diversity Committee** – Rena Quilenderino reported:

**University Safety and Security Committees** – Jay St. Clair reported:
Crisis response team has meet.
May 26th, 2010 there will be a simulation of an incident on the STK campus.
University is reviewing an option to waive replacement charges associated with PacificCard that are stolen.
Bomb scare - Jay spoke on the topic and some details about the incident were clarified. Detailed and up-to-date information can always be found at http://emergency.pacific.edu/.

**Hot Topic:** All staff are encouraged to sign up for PacificConnect if you are not already. Additional information about PacificConnect can be found on the PacificConnect webpage and registration is available via insidePacific.
There will be some training of emergency response.
There are different degrees of emergency communications – this is why there are communications that come out in different formats.

**Dinning Committee** – No report.
A concern however was brought up about quality control at night. Food looks like left overs are being served.

**WASC Review Committee** – Rebeca Stovall reported:
No meeting, no report.

**XII. What’s on your mind?**
- July Retreat for SAC – Rebeca Stovall will send out some proposed dates for the SAC membership to review.

**XIII. Adjournment**
Meeting Adjourned at 1:55pm.
The next SAC meeting is scheduled June 4th, 2010 at the DUC 211 – please note the change in time 10:30am – 12:30am due to summer hours.