

STAFF ADVISORY COUNCIL
APPROVED MINUTES
September 5, 2008

Attended: Rena Quilenderino, Cindy Jackson, Rebeca Stovall, Faye Snowden, Wendy Cornwall, Ana Orellana, , Rosie Fox, John Sterni, Gail Stovall, Hilda Anderson, Brenda Cruz, Emilia Segura, Jaci Griffen, Kim Cose, Rod Cook, Kathleen Quinn, Rena Quilenderino, Kathrine Jaggears, Ash Chaudhry, Margaret Roberts, Jen Marroney, Colleen Truden

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

I. The meeting was called to order at 12:06 pm. Gail Stovall, Chair, welcomed everyone including guests from the Dugoni San Francisco Campus

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 June meeting were approved with one change: 1) Add Gail Stovall to attendees. Minutes will be posted on the SAC website after these changes are made.

Treasurer's Report – Colleen Truden, Treasurer – Colleen distributed the treasurer's report. The report reflected a total of \$17,459.07 available in the General SAC Fund and \$5,570.68 exists in the SAC Scholarship funds. Gail reported getting approval for \$900.00 additional funds, from Academic Council, not yet reflected in the report for the Holiday Luncheon.

IV. Chair's Report – Gail Stovall

Update on SAC Priorities Committee – Career Paths at Pacific Website Update: Gail reported the Priorities Committee was continuing their work on the website resources. She predicted an update in Oct – possible demo of website. The projected publication date will correspond with the Nat. Career Development month in November.

V. New and Ongoing Business

Pacific Family Fun Day: PFFD will be held 9/20/2008. Cindy Jackson PFFD reported that there were already 200 RSVPs for the event. RSVPs should be directed to funday@pacific.edu. We need more volunteers. Danny Nuss is organizing this; please ask constituents to volunteer and participate. Ginger Hudson volunteered to check with some groups within the sciences for their participation/help. Cindy described the various experiments that will be occurring. There are a lot of GREAT prizes for the raffle and Incredible Edible Food Contest. Our contest this year is the Incredible Edible Food Creation. Staff is challenged to create a dessert, beverage, salad, hors d'oeuvre or main dish that is totally edible – but looks like something totally repulsive. The only qualification is the recipe must be edible (you will be asked to take a bite) and it must have a PG rating. Entries will be judged on creativity and repulsiveness. The Stockton Campus Main Library will have sample printouts of some of these recipes for distribution. Please include a copy of the recipe and your name and contact information for each entry.

End of Year Report: Faye reported that there are some updates being done to the score card.

Career Development Month: Faye reviewed the events that are planned for the month:

- Monday, 11/10; 11:30 to 1:30 pm: Panel on Pacific Career Exploration
- Wednesday, 11/12: Self Assessment Workshops
- Tuesday, 11/18: Grip & Grin Networking Workshop
- Wednesday, 11/19: Resume & Interviewing Skills Brownbag
- Thursday, 11/20th: Speaker on Intercultural Communication & Collaboration

The group discussed the need to incorporate as many ways as possible to have SAC and SF staff participation. Faye will take this to the committee working on the plan for the month's events.

President Search: Gail reported that three of the SAC ExecBoard were able to meet with Jamie Farrare who is a consultant working on the President Search. The group was able to pass on some staff input for the search.

Staff Concerns: Gail reported that she was still following up on staff concerns brought up at the SAC retreat. Jane indicated that there would likely be an update at the next SAC meeting about these concerns.

Guest Speakers: Gail asked the group whom we'd like to have at future SAC meetings as Guest Speakers. The group tentatively chose:

- October – Brian Klunk to review WASC / Sondra Roeyny for IT Training Information
- November – Jane Lewis/Kathleen Quinn to review Performance Appraisal
- December – Pat Cavanaugh to review Buildings update, Space Allocations, and Compensation
- February – Aruro Ocamp to review Diversity / Mike Belcher/Public Safety to review Parking and Security Updates.

- March – Sia Mohsenzadegan to review Bon Appetit prices/etc. / Dean Patrick J. Ferrillo to get an overview of the Dental School.
- April – McGeorge
- May – President DeRosa

SAC Scholarship: John Sterni, newly appointed chair, reported that the committee was meeting just after the SAC meeting. It was suggested that past scholarship winners be interviewed for their “success.”

VI. Guest Speaker: Roderick Cook:

Roderick introduced himself and his IT security team and duties. He reviewed the Network Attached Security Standards. Roderick impressed on the group that this was a set of standards, not policy.

Roderick worked with ISPC to establish a this set of minimal security standards for network attached systems and devices. The standards are available through InsidePacific on the Administrative tab within the Security Standards Review channel. The public review period started on Monday, July 7, 2008 and will end on Friday, September 26, 2008. Rod encouraged any comments and questions be sent to itsecurity@pacific.edu.

There was a question about how secure email was for transferring university data. Roderick was able to tell the group what best practices were. For internal document/data sharing, rather than using email he encouraged use of network/department share drives. For external document/data sharing it’s best to have IT Security review any confidential data to third parties.

III. Training Corner – Kathleen Quinn and Kim Cose – Kathleen and Kim shared their upcoming training. They will be issuing a Training Needs Assessment soon; all staff on all three campuses are encouraged to participate. Kim shared her online registration option via insidePacific. Kathleen and Kim are participating in Open House events:

- SAC -- Monday, September 15, 2008 from 11:00 a.m. - 2:00 p.m. downstairs in the Pub
- SF -- Monday, September 29, 2008 from 12:00 p.m. - 2:00 p.m. in room 511A

IV. Human Resources: Jane Lewis – Jane reported that:

- She will work on the reported staff concerns and score card – related to end of year report.
- She had several events that she wanted to make SAC aware of. Please check with HR for details about event locations/dates/times:
 - September 18th TIAA-CREF will be in Grace Covell for retirement training.
 - September 25th a guest speaker will be discussing “Children with Aggressive Behavior” for parents that are interested. Sessions will be in the Library
 - November 6th HR will be having their Benefits Fair
- Regarding parking permits – Jane wanted to clarify that if staff paid via deductions, that the bills would be split across Oct/Nov/Dec timeframe. The price is not taken as a lump sum.

VII. Committee Reports

IPC- Jaci reported via email from Cathy – IPC is reviewing any year-end surplus funds.

ISPC – OIT move off campus was announced and Rob Alexander is working on a program for a Pacific/Delta connection for transfer students.

University Compensation – Margaret Roberts – No report. Margaret will attend the first meeting when scheduled.

Business Mangers: Minutes are posted to the website.

University Facilities- Ginger shared a document which shared some Reallocation Strategies that the committee is reviewing. Completion and opening of the University Center and Biology Building.

Scholarship Committee –Committee is meeting after SAC meeting – should have a report for next time.

University Diversity Committee – No Meeting.

VIII. What’s on your mind?

- Telephone Directories – the group discussed the constant need to have a printed Directory for the campuses.
- Food Prices in UC – the group expressed concerns with the increased pricing of the food in the new University Center. Some questions were: Why are the prices higher and portions/quality lower? Why was staff not notified that prices were going to rise? Is there or will there ever be a staff discount?
- Pacific Staff Working in Off-Campus Offices – the group discussed concerns about OIT staff moving off the STK campus. Could this be trend for other offices? How will it impact administrative needs?

IX. Adjournment

Meeting Adjourned at 2:06pm.

The next SAC meeting is scheduled for October 3rd, 2008 from 12noon – 2pm in the Library Community room.