

STAFF ADVISORY COUNCIL

APPROVED MINUTES

October 3, 2008

Attended: Patti Dunne, Sondra Roeuny, Dianne Alhaik, Colleen Truden, Cindy Jackson, Gail Stovall, Wendy Cornwall, Rena Quilenderino, Zac Spurlin, Dana Isaacs, Rosie Fox, Patti Dreher, Margaret Roberts, Debby Block, Sheri Grimes, Karen Mendoza, Ana Orellana, John Sterni, Katrina Jaggars, Jen Marroney,

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

I. The meeting was called to order at 12:05 pm. Gail Stovall, Chair, welcomed everyone from McGeorge and Stockton campuses, and guests from the Dugoni San Francisco Campus video conference.

V. Roll Call/Minutes –

- 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 September 5, 2008 meeting were approved.

Treasurer's Report – Colleen Truden, Treasurer – Colleen distributed the treasurer's report. The report reflected a total of \$10,634.34 available in the General SAC Fund and \$5,570.68 exists in the SAC Scholarship funds.

III. Chair's Report – Gail Stovall

Update on SAC Priorities Committee – Career Paths at Pacific Website Update: New and Ongoing Business

Career Paths at Pacific Website Update:

- Career Paths at Pacific Vision Statement is located on the website on the Human Resources home page.
- Exploring Job Opportunities at Pacific will kick off the series of events on November 10th. The panel will answer questions regarding opportunities, qualifications and the process for obtaining positions and training in their division. The committee would welcome questions for the panel by SAC reps and their constituents.
- SAC approved funding to purchase 50 Myers Briggs Self Assessment tests for the November 12th Pacific National Career Month Development Series.
- The Pacific National Career Month Development Series will be published in the Bulletin on October 22nd.

OIT – Discussion was held regarding the off campus site of OIT. Gail will present the concerns to Mr. Cavanaugh. This item will be discussed at the December 5th meeting. Rebeca will send out as a Hot Topic item.

Bon Appetit – Gail contacted Steve Jacobson. Steve stated there is a 3% discount if you use your Pacific Card. The meal deal is the same as the Summit prices. The Student Meal Plan covered the increase in prices at the Summit. The prices in the University Center do not cover the Student Meal Plan; therefore, the prices are higher. For example, in the River Room additional protein is being served and this would cause a price increase.

Discussion was held regarding the space and the heavy congestion in the Marketplace during lunch hour and the variety of food. Zach Spurlin agreed to represent SAC to bring up these concerns at the Dining Committee Meeting on October 23rd at 3 p.m.

Pacific Family Fun Day: 480 people attended and it was a resounding success. The experiments went over very well. The cornstarch run was the pied piper of the day. Expenses for physical plant and Bon Apetit have not come in yet.

Holiday Reception: The reception will be held at the University Center this year. The next committee meeting is Wednesday on the 10th.

President Search: Gail reported that three requests were sent from the SAC for changes to the information, and that requests 1 and 2 were not included but that request 3 did reflect staff was included in the statement. It was suggested that we should invite Diane to come and respond to the requests.

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 confirmed that the following accepted the invitation to be Guest Speakers.

- 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. /
- April – McGeorge
- May – President DeRosa

Gail will invite Dean Patrick J. Ferrillo to attend the March meeting to get an overview of the Dental School.

V. Guest Speaker: Prof. Brian Klunk:

Professor Klunk spoke on the WASC. Rebeca Stovall was appointed as staff representative to the WASC steering committee. The process for WASC will run from 2008-2012. This is the multi-tasking project of achieving the next accreditation. He explained the core commitments and the accreditation standards. There will be greater pressure to produce evidence of adding value and use for students in the time they spend here at UOP. There will be three study teams and a self-review structure. An online survey will be sent to all staff and faculty for input. There is an all out effort to communicate as richly and thickly as possible to the whole community engaged in the process and to know about what's under review. A website will be available and will include materials for everyone to have access to the process.

VI. Training Corner – Kathleen Quinn and Sondra, sitting in for Kim Cose – Kathleen shared their upcoming training.

Enrollment for the training program is online and you can go to the database to query all your online training registrations. Kathleen is starting her Emotional Intelligence training. Kim, Rebeca and Sally went to the Seattle Career Development conference. Sondra reported on technical training accomplishments, assessment and scorecard, encouraging collaboration. 149 people participated and 127 completed the assessment. She encouraged SAC representatives to encourage their constituents to complete the assessment and submit it – it only takes 10 minutes. IT training and staff development saw 30+ people participate in Sacramento. IT training offered four specific trainings for each campus on MS Office.

VI. Human Resources: Jane Lewis – Jane reported:

- Printing the telephone directory – she is working with OIT to get it printed but will be out of date as soon as it is printed. Still on their list to do but it gets pushed back with the other more pressing matters. They are looking at an option to export it but there will be no mass printing. It is currently available in 2 directories by departments and individuals.
- Karen reported on donating sick leave to others. To receive donations it must be your own illness, a catastrophic illness, not work related and for more than 60 days, must have a physician's statement, and it supplements short-term disability. You cannot receive it if injury is less than 20 days. A transfer stays with the person forever. The person receiving must have used up all of his or her own sick and vacation time. The donor must retain 24 days (2 years) and can't give more than 5 days. It's a process and goes through several reviews, and is subject to budgetary issues because it is paid out of the recipient's department budget.
- Retirement –TIA-CREF has great information on their website.
- Flexible Spending Accounts – change in provider. As of October 13th can go onto the new pay accounts to do your reimbursements. Letter went out in mail to your home. At the end of October, you should receive your new debit card. There is no debit card for childcare accounts with the new provider.
- Support group for children with aging parents – there has been a lot of interest. Terry Whitmore, Lodi Hospital is conducting a support group of 4 sessions. Next meeting in October 16th in Library Conference Room 11:30-12:30 p.m.

VII. Committee Reports

IPC- No report

ISPC – No report

University Compensation – committee hasn't met

Staff Salary Plan - Gail reported she attended meeting with Pat Cavanaugh regarding the role of the consulting firm. Raise was 100% merit. The process for the new equity plan is beginning. 2008 raises remain at 3% and hope next year will be 4%. Compensation analyst is being hired.

Business Mangers: Minutes are posted to the website.

University Facilities- there are 6 subunits and they will be meeting.

Scholarship Committee – Wendy Cornwall, reported that 3 requests were awarded. Letters went out to the applicants.

University Diversity Committee – No Meeting.

University Safety and Security Committees – Ash reported the emergency safety efforts raised over \$900 for the student and faculty that suffered loss in the fire. Building Team Leader plan to get together to communicate and Mike Belcher wants to have a tabletop exercise but no date is set. It would be in conjunction with the Stockton Fire Department. Pacific Net has 1800 Stockton and all 3 campuses have 936 faculty/staff. October 17th is the next test date (soft date). Website ITARAA – student safety, check on them no start and end date. Virginia Tech's site crashed when overloaded. Talk of a super website that would supersede the others.

VIII. What's on your mind?

The Staff Advisory Council is addressing concerns expressed by the constituency regarding the move of OIT offices off campus. These concerns will be presented to Pat Cavanaugh to address at the December meeting. What other questions should be added to this list?

1. What is the reason behind the decision to move the OIT department off campus?
2. Will this move be permanent?
 - a. We were told in ISPC that this lease was for 2 years. However, it is our understanding that OIT has been informed that it is for 7 years and that the University is making space for additional cubicles based on the potential for other departments moving there.
 - b. It is troubling that the University is considering locking us into something before a new President is on board as well as the fact that the Provost is most likely leaving in 2 years.
3. What other departments might move off campus in the future?
4. Is it possible to house departments in modular buildings until permanent quarters are constructed? There is precedent for this policy.
5. How are the logistics of the decision being handled?
 - a. How are staff members located on March Lane getting to meetings on the Main campus?
 - b. How is parking being handled, as it is difficult to impossible to find parking in the afternoon?
 - c. What reimbursement for travel is being offered? For wear and tear on personal vehicles?
 - d. The time involved in travel and parking will be time that cannot be spent solving problems. The impact on the campus is large. Programmer assistance, feedback and expertise are extremely important. The time lag for help will be significant

IX. Adjournment

Meeting Adjourned at 2:23pm.

The next SAC meeting is scheduled for November 7th, 2008 from 12noon – 2pm in the Library Community room.