

**STAFF ADVISORY COUNCIL  
APPROVED MINUTES  
November 2, 2007**

**Attended:** Colleen Truden, Suzanne McNealy, Wendy Cornwall, Cindy Jackson, Ash Chaudhry, Ana Orellana, Jaci Griffen

**Permanent Guests/Committee Reports:** Randall Ogans, Jane Lewis, Cathy Dodson, Pat Spreer, Jay St. Clair, Ginger Hudson

I. **The meeting was called to order at 12:03 pm.** Jaci Griffen, Secretary, welcomed everyone. Faye is away at a conference.

II. **Roll Call – Jaci Griffen, Secretary**

- We placed a sign in sheet for everyone attending to sign in as either Guest or SAC Representative for a record of attendance. The sign in sheet will be used for roll call.

III. **Treasurer's Report – Suzanne McNealy Treasurer** – Suzanne distributed the budget report. Discussion revolved around the fact that around \$5100 remains in the budget and \$5400 is allocated to the Holiday Reception. Faye will be approaching Academic Council to ask for a contribution.

III. **Chairs Report – Jaci Griffen on behalf of Faye Snowden**

**Chairs Dilemma:** Depending on the outcome of the bylaws meeting that will take place on November 9<sup>th</sup>, we may be able to resolve this with a co-chair model. So far, two people, Gail Stovall and Danny Nuss have agreed to throw their hats in the ring. **Emergency Notification System:** Based on feedback from SAC and others in the Pacific community, there may be some changes as to how this system will be implemented. A call is in to the project manager (Greg Walton) to find out how staff will be affected. Sheri Grimes added that ISPC had discussed this at length and that the system for students will be rolled out December 5<sup>th</sup>. **Shirts:** Due to budget constraints, shirts will only be purchased for new members. If you are new to the council this year, please get your size to Suzanne McNealy. Use the samples brought to the meeting to determine your size. **SAC Ad-Hoc Priorities Committee:** SAC will partner with Jane Lewis of Human Resources to develop recommendations for SAC's "A" priorities. Faye will call a meeting soon. Committee members are: Jane Lewis, Sally Coleman, Danny Nuss, Rebecca Stovall, Gail Stovall, Jaci Griffen and Cindy Jackson. **Communication:** This is extremely important. Please make sure that you are communicating regularly with your constituents. Some of you may have noticed that you are actually a constituent to another representative. This was done on purpose to help us understand how much and if representatives are really communicating to their constituencies. If you have never heard from your SAC representative, this means one of two things, 1) You are missing from that person's list for some reason or 2) That representative is not communicating with his/her constituents. Occasionally, some staff will tell me that they have never heard from their representative. To help make communication easier, Jaci Griffen has agreed to write a brief hot topic e-mail immediately after each meeting. She will send this email to the listserv. In lieu of the official minutes, you may want to pass this email on "as is" or add your own notes on a pass on. You don't have to use it, but please send your constituents something after each meeting (one or two items you think important) in lieu of the official minutes. Once the official minutes are posted, I'll let you know and you in turn can let everyone else know. Constituent lists have also been updated with information from HR. If you need help making a distribution list, give your help desk a call and they will walk you through it

IV. **New and Ongoing Business**

Sondra Roeuny introduced the new IT trainer, Kim Cose. This position has evolved to a university wide emphasis to encompass training on applications that are specific to Pacific. Kim will serve all 3 campuses. For now, MS office training will continue to be run through the CPCE. Kim will partner with Jane and Kathleen to build training for what new and current employees need. A question was asked in regards to a budget to support this position and the training. Sondra assured all that there is an operating budget as well as a budget to support training of the trainer to keep her up to date. As far as a training room, Kim will be working with HR to convert their training room to accommodate computer equipment. Sondra and Kim are working on an equipment request for the upcoming budget year. When the training schedule is developed, it will be posted on the web. Kim will be soliciting training requests.

**Holiday Reception:** Cindy Jackson reviewed the Holiday reception plans. It is currently scheduled for December 13, 11:30am-1:00pm. Discussion centered around the length, a request was made to see if the time could be extended to 1:30 to accommodate varying lunch hours. Bon Appetit will be providing a turkey buffet lunch for \$10 per plate to feed 400 people. The total cost with food, linens and wait staff comes to \$5019.00. The buffet will be set up in the Tiger lounge with dining tables set up in Grace dining hall. Questions were asked regarding location of the decorations from last year. Sheri Grimes stated she had a spreadsheet that Kim McCormick created last year that lists location of SAC supplies. She will forward that to Cindy Jackson. Sheri thought that many items were stored in a closet in Baun Fitness. Cindy asked what amount of money is usually received from Academic Council. Suzanne reported on previous numbers. Faye is in the process of asking Academic Council for their contribution. The chapel usually donates the poinsettias used for the Festival of Lights. These double as decorations and raffle prizes. Ash stated that budget and risk management would donate some door prizes. Lastly, it was suggested that we should request space from the facilities committee for SAC storage. Room may be available in McCaffrey after the new University Center opens. **PFFD** – Ana stated that the photos cannot be password protected. Any restrictions should be run through the legal department.

**V. Committee Report –**

- A. **Staff Salary Plan** – Faye Snowden/Pat Spreer – No report.
- B. **IPC-** Cathy Dodson – A very successful, 50 % response rate, alumni survey was just completed by an outside agency. Surprisingly, regardless of age group, the majority of alumni prefer to be contacted through standard USPS mail.
- C. **University Compensation** –Nothing to report.
- D. **Business Managers-** Cathy Martinez – Nothing to report.
- E. **University Facilities-** Ginger Hudson – Ginger distributed a handout regarding status of the various construction projects on campus.
- F. **Scholarship Committee** –Gail Stovall - No report, Gail out of town..
- G. **University Diversity Committee** – Randall Ogans – First meeting coming up. All encouraged to attend.
- H. **Safety Committee** – Jay St. Clair – Jay reported that the focus of the committee has been the upcoming emergency drill to be held on campus. A reminder that Larry Heller Drive will be shut down that day. Look to enews, email and flyers next week for information and reminders.
- I. **Campus Advisory Committee** – Ash Chaudhry – Ash reported there has been an upswing in car burglaries for car stereos. He reminded everyone to please communicate *any* suspicious people or situations to public safety at 62537. Monagan and Brookside lots have been funded for camera installation.

**VI. Training Corner** – Kathleen Quinn – Kathleen will be offering emotional intelligence training on 11/27 & 11/28, 4 hours per day. She will be attending a train the trainer session on 11.9.

**VII. What's on your mind?**  
Does ASUOP pick up recycling anymore?

**VIII. Adjournment**  
Jaci reminded all new members to try on a shirt for size and adjourned the meeting at 2:05 pm. The next SAC meeting will be held on Friday, December 7,2007 in the Pine Room.