

STAFF ADVISORY COUNCIL
APPROVED MINUTES
November 7, 2008

Attended: Rebeca Stovall, Patti Dunne, Sondra Roeuny, Colleen Truden, Cindy Jackson, Gail Stovall, Wendy Cornwall, Rena Quilenderino, Sheri Grimes, John Sterni, Jen Marroney, Pat Spreer, Jaci Griffen, Silvea Rodriguiz, Sally Coleman, Lauri McInnis, Emilia Segura; Brenda Cruz

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

I. The meeting was called to order at 12:09 pm. Gail Stovall, Chair, welcomed everyone from McGeorge and Stockton campuses, and guests from the Dugoni San Francisco Campus via videoconference.

II. 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 October 3, 2008 meeting were approved.

III. Treasurer's Report – Colleen Truden, Treasurer

Colleen distributed the treasurer's report. The report reflected a total of \$8,066.27 available in the General SAC Fund and \$3,460.68 exists in the SAC Scholarship funds. Colleen explained that funds however were looking to be somewhat tight, since several charges related to Career Development Month, Benefit's Fair, and the upcoming Holiday Reception still had to come out of the funds.

IV. Chair's Report

Gail Stovall Update on SAC Priorities Committee:

Career Paths at Pacific Website Update:

- Career Paths at Pacific home page has launched. It can be found at <http://go.pacific.edu/CareerPathsAtPacific> or links off of the SAC website (<http://www.pacific.edu/SAC>) or the Human Resources website (<http://www.pacific.edu/HR>).
- Gail thanked all those involved in the efforts to publish the site. The site is a legacy for SAC and a truly valuable resource for staff at Pacific.

Pacific Career Development Series:

- The different sessions have been posted to the SAC activities website. RSVPs have been coming in.
- *Exploring Job Opportunities at Pacific* will kick off the series of events on November 10th with the final event *Pulling it All Together - Speaker Event* on November 20th. Both the kick off event and final event have at this point low RSVP counts and all SAC representatives are encouraged to attend and bring a fellow staff member.

Institutional Proposal (for WASC) Report:

Rebeca was able to share that she had reviewed the report; it can be found online at: <http://web.pacific.edu/x16033.xml>
The first WASC meeting is scheduled for next week (11/14/08) and additional details can be reported to SAC after that meeting.

V. New and Ongoing Business

Crime and the Campus – Chief Mike Belcher:

- Chief Belcher reported on the level of crime on campus. Overall the campus experiences less crime than general city of Stockton and less than last year at this time. However, he encourages that we all stay aware of our surroundings. Reporting unusual activity to Public Safety is encouraged.
- Chief Belcher reminded everyone that car break-ins still occur heavily during the holiday months. Avoid placing valuables in your car even in the trunk. Within the city of Stockton, there have been reports of actual in-person thefts, some at gun-point.
- Computer theft has been reported on campus a few times now. Please make sure doors to offices are secured and devices are not left unattended.
- There is a Mental Health Assessment Team on campus. If you are aware of students that may be exhibiting “red-flag” behaviors please report them to public safety. The team is there to help handle these situations.
- Public Safety is putting out the Monthly Campus Beat. This publication can be sent to anyone that would like it via email – simply send Chief Belcher a request with your email, the publication will also be available soon on Public Safety's Website (<http://www.pacific.edu/PublicSafety>).

Benefit's Fair – How did it go? 396 Staff and 35 Vendor attended and it was a success!

Holiday Reception: Cindy Jackson reported that the reception planning is well on its way. Flyers have been posted to the STK campus; RSVP count is already over 50. The food has been planned for 450 with the event being held Dec 11th from 11:30am – 2pm in the DeRosa University Center Grand Ball Room as a sit down event.

Adopt-A-Family: Faye reported that we have 30 families for the Adopt-A-Family efforts. So far no many departments have submitted requests to host a family. Faye encourages all SAC representatives to encourage their constituents to turn in their request forms. Request forms can be found on the SAC website at: <http://web.pacific.edu/x25872.xml> and should be submitted to SAC@pacific.edu by November 11th.

Decentralization of AV: Rebeca Stovall was able to review a recent proposal in ISPC for decentralizing Audio Visual on the STK campus. Some staff had concerns about the decentralization; How would open spaces needing AV be supported? Would evening request be supported? Would departments have to provide their own AV equipment? Rebeca will collect any concerns and provide them to the review group for addressing. Concerns can be sent to rstovall@pacific.edu.

VI. Guest Speaker: Kathleen Quinn and Jane Lewis:

Kathleen provided a PowerPoint presentation of the draft Appraisal Forms. Forms should be available out of draft around January/February 2009 timeframe. Training for new Appraisal process should be around March/April 2009 timeframe.

VII. Training Corner – Kim Cose and Sondra Roeuny shared summary results of the Training Needs Assessment. Some general items were:

- They will try to provide more 1-2 hr training sessions – function specific for Office ‘03
- They will try to provide more morning sessions, although some afternoon sessions will still be available
- Office 07 training will be available along with Office 03
- Sessions for Computer Fundamentals will be provided

Kathleen provided some flyers 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>).

- *Emotional and Social Intelligence in the Workplace:* Nov 5th in SAC, Nov 11th and 12th in SF, and Nov 20th in STK
- *Top Notch Team Player, Working Effectively in Teams:* Dec 11th in SF and Dec 18th in STK.

VIII. Human Resources: Jane Lewis – Jane reported:

- There was a concern raised by some constituents about how positions are or are not posted for external and internal applicants. Jane Lewis and Sally Coleman were able to clarify the items. Positions that are filled internally by promotion within a department are not posted to the website for general applications. Positions will post to the website in all other cases. If there are additional questions about the posting of positions, please contact Sally Coleman in Human Resources.
- Rebeca Stovall asked about Gym Membership to Baun. Jane reported that this was something that was still being looked at. At this point the cost was still significant and free membership was a ways off.
- Open Enrollment is open and staff with questions should contact HR.

IX. Committee Reports

IPC- Cathy Dodson provided the following Update:

Reviewed Pacific’s Strategic Action Plan.

Program Planning (Review) Summaries.

Counseling Services – Is seeing increase numbers of student in crisis. The counseling positions are tough to fill and keep filled due to salary levels and workloads.

Student Leadership and Involvement – Staff is having to balance leadership and involvement matters along with facility management pressures. The staff is also looking to adopt a specific leadership model to follow and is looking to help increase student access to the awareness of basic policies and procedures for club operations and financial operations.

CPCE – There is increasing growth and attention to the areas since it is a revenue generating area. Quality of programming is compared to other Pacific academic programs is assured through the Faculty in involvement in course design oversight and a high percentage of Pacific faculty (current and retired) providing instruction.

Future Agenda items through the end of the Calendar Year:

Nov 11th – Review new planning and budget requests from divisions based on strategic actions in Pacific’s Strategic Action Plan (SAP).

Nov 25th – Review new planning and budget requests from divisions based on strategic actions SAP.

Dec 9th – Enrollment reporting and updates on long-range projections; consolidation of budget recommendations for Board and tuition setting.

Jan 13th – Adopt final budget recommendations for next fiscal year based on the SAP’s/distribute.

ISPC – Jaci Griffen reported that they were reviewing requested budgets for OIT.

University Compensation – committee has not met

Staff Salary Plan – committee has not met

Business Mangers: Minutes are posted to the website.

University Facilities- committee has not met

Scholarship Committee – John Sterni has gotten permission to post the three winners names, enews to follow shortly.

University Diversity Committee – There are some breakout committees meeting. Look for general announcements from John Carvana for general sessions.

University Safety and Security Committees – Ash reported a few items from Sue Sharp:

- If there are large events on campus, please notify Budget and Risk Management.
- Please be aware of the season and the wind and rain. Branches from trees can fall and rain can make surfaces slick. University insurance does not cover “acts of God” such as limbs falling on cars. If there are concerns please park in non-tree covered spots.
- Please be cautious of wet floors in office/lobby areas. There should be floor mats, but if there isn’t please notify the office manager for the building and if conditions don’t improve then notify Budget and Risk Management to follow up.
- Thefts can also be reported to Budget and Risk Management for purposes of insurance coverage.

PacificConnect will be tested on Nov 18th for all three campuses.

Dinning Committee – committee has not met

WASC Review Committee – committee’s first meeting is next week, November 14th.

X. What’s on your mind?

- Pacific students, faculty and staff are invited to attend the **President's annual Open Forum** for the University community on Thursday, November 13 at noon in the DeRosa University Center Grand Ballroom. President DeRosa will discuss the state of the University including the year’s accomplishments, finances, enrollment and progress on projects such as the Social-Emotional Intelligence initiative. There will be time for questions following the presentation.

XI. Adjournment

Meeting Adjourned at 2:08pm.

The next SAC meeting is scheduled for December 5th, 2008 from 12noon – 2pm in the Library Community room.