

STAFF ADVISORY COUNCIL
APPROVED MINUTES
December 7, 2007

Attended: Colleen Truden, Danny Nuss, Zach Spurlin, Gail Stovall, Suzanne McNealy, Wendy Cornwall, Cindy Jackson, Ash Chaudhry, Ana Orellana, Jaci Griffen, Faye Snowden, Patti Dunne, Ianthe Chase

Permanent Guests/Committee Reports: Jane Lewis, Cathy Dodson, Pat Spreer, Jay St. Clair, Ginger Hudson, Kim Cose, Kitty Gilbert, Sheri Grimes, Kathleen Quinn

I. The meeting was called to order at 12:05 pm. Faye Snowden, Chair, welcomed everyone.

II. Roll Call – Jaci Griffen, Secretary

- We placed a sign in sheet for everyone attending to sign in as either: Guest, Committee Member or SAC Representative for a record of attendance. The sign in sheet will be used for roll call. Minutes from the November meeting were approved. They will be posted on the SAC website next week.

III. Treasurer's Report – Suzanne McNealy Treasurer – Suzanne distributed the budget report. The budget report reflected the \$900 contribution received from Academic Council for the holiday reception.

IV. Chairs Report – Faye Snowden

Bylaws Update: The committee met twice. Changes to the existing bylaws were presented to and voted on by the whole body of representatives. Changes were approved, no dissentions. Main changes were: 1. Wording to change voting to majority from quorum 2. Flexibility in the guidelines for number of constituents per rep, not to exceed 1 to 40 and 3. Executive board will remain, in an advisory role, through the August meeting to assist new board. 4. Chair was changed to Chair/Co-Chair to allow for the sharing of the Chair duties in the event one person is unable to take on the obligation. Faye will post the approved bylaws on the SAC webpage.

Chair Elect update & nominations: Gail Stovall was nominated by Faye to serve in the Chair-Elect position. She was voted in by unanimous vote.

Shirts: Shirts have been ordered. Jaci will pickup when ready.

Holiday Reception Remember to attend Thursday, December 13th – 11:30-2:00, Grace Covell Hall.

V. Guest Speaker: Lisa Cooper, Interim Asst. Provost for Diversity

Lisa distributed and reviewed the Statement of Diversity & Inclusion. She is requesting a letter of endorsement from SAC regarding the statement. There are many facets to this statement. There will be a diversity retreat planned for April. If you are interested or know of anyone who would be, of serving on the planning committee, please contact Lisa Cooper. The next diversity committee meeting will be held December 14th, 3-4:30pm in the HR training room. Faye will draft a letter of endorsement for discussion and possible approval at the next SAC meeting. Lisa also shared that the search to fill the position is ongoing. There are 30 candidates. Appointment is expected by 7/01/08.

VI. New and Ongoing Business

Adopt-A-Family: Communication has been difficult this year. There have not been as many opportunities available. Danny Nuss reminded everyone about the News 10 Coats for Kids boxes located throughout the campus. The drive will run until 12/19.

Communication: Communication has improved. Colleen shared that hot topics was very popular at McGeorge. Faye verified that meals under \$250 do not have to be catered by Bon Appétit. Pacific Connect has been implemented for the student body and faculty. Staff is encouraged to participate. The first "A" priorities kick off meeting will be held in January. An update will be given at the February SAC meeting.

VII. Committee Report –

Staff Salary Plan – Pat Spreer, Kitty Gilbert, Faye: A draft scorecard was distributed to reps for review. Please forward your comments/changes to Pat.

IPC- Cathy Dodson – Unlike the past, tuition rates for the Stockton campus will not be reviewed until the April 8th meeting. Digital media being evaluated to see if it is truly innovative or if we are just behind the curve. OIT would like more funding to further the tech initiative, but will have to do with maintenance for now. There is a big push right now for video conferencing and document imaging. Check the IPC website at <http://web.pacific.edu/x13982.xml> for agendas and minutes.

ISPC – Sheri Grimes – 4 policies under review: Emergency Notification, Privacy, Network Authentication and Coordination.

University Compensation – Suzy Martegani/Shannon Chi - Nothing to report.

Business Managers- Cathy Martinez – Nothing to report.

University Facilities- Ginger Hudson – Nothing to report.

Scholarship Committee –Gail Stovall - 5 applications, awards announced at next meeting.

University Diversity Committee – Randall Ogans – Lisa was guest speaker today.

Safety Committee – Jay St. Clair – Jay reviewed the outcome both good and bad of the “Golden Guardian” exercise held on campus. Crisis response teams will be meeting to review outcomes.

Campus Advisory Committee – Ash Chaudhry – Ash reminded everyone to please report all thefts or incidents not only to Public Safety, but also to Risk Management. Theft of office (non-personal) items may be funded for replacement by risk management. The one card entrance system is being implemented campus wide. Buildings with the highest reported number of incidents will be converted first.

VIII. Training Corner – Kathleen Quinn & Kim Cose – Emotional Intelligence classes have started. There has been great feedback on these. Kathleen will be offering a business writing class in SF 1/17 and here in late Feb. Cisco phone training and orientation to Pacific classes continue. Kim will be holding an open house in early 2008 to get feedback on staff’s training needs. Kim will be attending all SAC meetings with training updates. Watch Enews for upcoming open house in January. Both Kathleen and Kim have committed to providing training on all 3 campuses (Stk, Sac & SF).

IX. What’s on your mind?

X. Adjournment

Watch for hot topics this afternoon. Remember, no meeting in January. The next SAC meeting will be held on Friday, February 1, 2007 in the Pine Room.