

STAFF ADVISORY COUNCIL
APPROVED MINUTES
March 7, 2008

Attended: Ana Orellana, Wendy Cornwall, Patti Dunne, Ash Chaudhry, Zac Spurlin, Colleen Truden, Danny Nuss, Suzanne McNealy, Jaci Griffen, Faye Snowden, Gail Stovall, Cathy Martinez & Ianthe Chase

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

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 December meeting were approved. They will be posted on the SAC website next week.

III. **Treasurer's Report – Suzanne McNealy Treasurer** – Suzanne distributed the treasurer's report. The report reflected a total of \$1172.86 available for the remainder of the year.

IV. **Chairs Report – Faye Snowden**

April Law School Meeting: Elisa Levy, Director of Human Resources for McGeorge, will be the guest speaker. A video conference for those attending in Stockton will be set up in the Library Community Room. The sign-up sheet for those wishing to carpool is circulating the room. Remember, the date for this meeting only, has been changed to Thursday, April 3rd.

March Nomination/April Election: Faye reported that due to time constraints, electronic voting cannot be setup for this year. She suggested instead, that nominations occur through email with Survey Monkey being used for the actual election. This will eliminate the onerous task of paper balloting. After some discussion, all concurred. Faye will work on the process and email to the reps by the end of the month.

Contractor Parking: Dave Fletcher has provided a map of approved parking spaces for the contractors. This seems to have eased the parking issues on campus.

V. **New and Ongoing Business**

SAC Priorities Committee: The committee has reviewed the appraisal process; Kathleen Quinn will be presenting the draft "Performance Review" document. We are currently working in partner with HR on a career path webpage. We are planning to have an event in November to coincide with National Career Month.

Wellness Program: Karen Mendoza presented further information regarding the new employee wellness program and new FMLA regulations. Watch for roll out of the new wellness program in the beginning of April

Pacific Connect: Greg Walton gave a quick Pacific Connect update. 53% of all faculty and staff across the 3 campuses are enrolled. He is working on tying student class registration to automatic Pac Connect registration. Please email Greg directly, gwalton@pacific.edu, with any Pac Connect issues.

VI. **Guest Speaker: Pat Cavanaugh, Vice President of Business & Finance:**

Vice President Cavanaugh reviewed responses to the Staff Scorecard compiled by the Ad Hoc Salary Committee. Pat complimented the committee on the completeness and professionalism of the document. He readily answered all questions posed by the representatives and meeting attendees. The highlights of the discussion:

1. Training is in process. Kim Cose and Sondra, in conjunction with HR & OIT are working to develop programs for all three campuses. Kim has developed a "Needs Assessment" report. Please contact Kim directly, kcose@pacific.edu, to review the entire 13 page document.

2. In the area of salary compression, after reviewing scatter grams for each grade level, exempt and non-exempt, most inequity occurs at higher pay grades. HR is developing a policies and processes for job offers, job reclassifications and pay grade adjustments.
3. Pat went to the Bureau of Labor Statistics website to review the COL index for the later half of 2007. In urban wage areas (the valley) for clerical workers, the increase was 3.1% over 2006. The same held true for the Sacramento area. In the Bay area, the increase was 2.9%.
4. Pat addressed the question of a new salary survey, he would like to use a broader survey than was used last time we had a pay plan. He is looking to a survey for the '08-'09 fiscal year, with the possible implantation of a new pay plan for staff in the '09-'10 fiscal year.
5. In the future, the next 2 priorities on the list for compensation are: lowering the retirement benefit contribution starting age to 21 and implementing a medical expense "Emeriti" savings plan for after retirement. Both of these are dependent on budget constraints.

IV. Training Corner – Kathleen Quinn & Kim Cose – Kim's next Business Technology training class will be April 11th on the Stockton campus. She is currently working with both McGeorge & San Francisco to schedule training sessions on their sites.

V. Human Resources: Jane Lewis - Jane reminded everyone to submit their nominations for the Distinguished Service Award (formerly known as Most Valuable Pacifican). Employee self-serve through inside Pacific should launch in the next week.

VII. Committee Reports

Staff Salary Plan – Pat Spreer, Kitty Gilbert, Faye: Scheduled to meet with the SAC executive committee and then HR.

IPC- Cathy Dodson – Please visit the IPC website, <http://web.pacific.edu/x14011.xml>, to review the 2008-2009 budget.

ISPC – Sheri Grimes – Nothing to report

University Compensation – Suzy Martegani/Shannon Chi – No report.

Business Managers- Cathy Martinez – Nothing to report.

University Facilities- Ginger Hudson – No meeting held.

Scholarship Committee –Gail Stovall – There were four great applicants, recipients to be announced soon.

University Diversity Committee – Randall Ogans – Lisa Cooper presented the new draft diversity statement (attached to this document); please email all comments to lcooper@pacific.edu. Registration for the diversity retreat is now open.

Safety Committee – Jay St. Clair – No report.

Campus Security Committee – Ash Chaudhry – Ash handed out a statistical breakdown of campus incidents. He reviewed the ongoing placement of cameras in the parking lots.

VIII. What's on your mind?

IX. Adjournment

Watch for hot topics this afternoon. The next SAC meeting is **Thursday**, April 3, 2008 at McGeorge. A video conference will be set up in the Library Community room for those of you staying in Stockton.